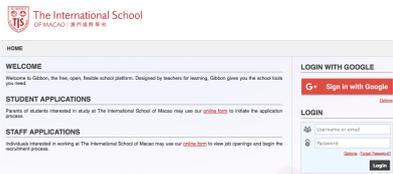


# Guide for Requesting Parent ID

## 家長證申請指南



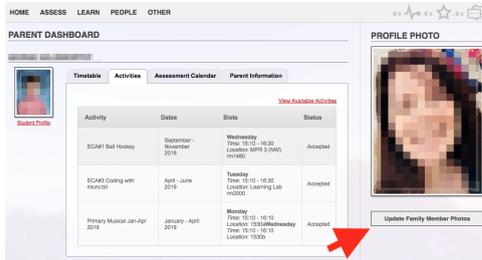
### Step 1: Login

第一步：登入

Log into Gibbon with **your email address** and set your password via the [Forgot Password](#) link if you have forgotten it or if this is your first time logging in.

[gibbon.tis.edu.mo](http://gibbon.tis.edu.mo)

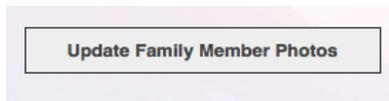
請透過以上網址，使用家長之電郵地址登入 Gibbon 帳號。  
忘記密碼或首次登入之家長，請按「Forgot Password?」



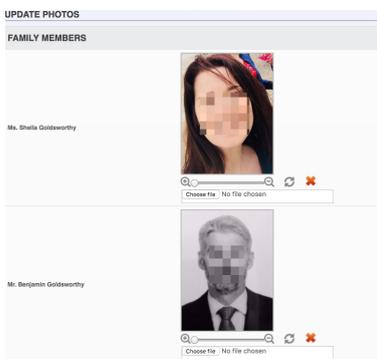
### Step 2: Parent Dashboard

第二步：資料更新平台

When you login, you will automatically be directed to the Parent Dashboard page. On the right hand side there is a button 'Update Family Member Photos'. Click on this link.



登入後系統會自動進入家長版面。請按「Update Family Member Photos」上載照片。



### Step 3: Update Photos

第三步：查核資料

When you click on this link, you will be directed to the Update Photos Page. Here you can upload/update photos as necessary. The photo needs to be a passport style photo i.e. clear photo of your face. Please see 2 acceptable options in screenshot.

按鈕會主動連結至「Update Photos」照片上載頁面。請在此頁面上載／更新相片。**相片規格為護照照片格式，相中人物面容需清晰可見（如圖示）。**

Under Family Members you will find the Parent/Guardian 1&2's name and a section to upload a photo if not already done.

系統將自動於家長證中載入父母／監護人 1&2 的姓名和相片。尚未完成相片上載，可在此上載相片。

ADDITIONAL PEOPLE

### Step 3: Update Photos

### 第三步：查核資料

Underneath, you will have the Additional People section where you can add: Helper/Driver/Family/Other.

於版面下方「Additional People」附加人員部份，可新增如家務助理、司機或其他接送者之資料。

Click on the Add Person button to add more people. You must input the Full Name of the person in ENGLISH TEXT.

點擊「Add Person」即可增加成員。請注意，必須輸入該成員之英文全名。

When you have updated all information, hit submit.  
完成資料輸入後，請按「submit」鍵提交。

REQUEST ID CARDS

Do you need new ID cards printed? If so, please check the types of cards you need:

Family ID Cards for 2018-19 Please select this if your family will need ID cards for the upcoming school year.

Family ID Cards for 2019-20 Please select this if your family will need ID cards for the upcoming school year.

\* denotes a required field

Submit

ID CARD REQUEST

Family ID Cards for 2018-19  
Status: New Requested on Sep 6 2018, 3:47 pm  
Your ID card request has been submitted and is pending review. If you wish to make changes please edit the data below.

Your new ID cards will be sent home with the eldest sibling through the homeroom teacher 3 working days after you submit your request during 2019/2020 school year.

ID CARD REQUEST

Family ID Cards for 2018-19  
Status: Approved Approved on Sep 6 2018, 3:51 pm  
Your ID card request has been approved and will be printed soon.

2019/20學年之家長證將於完成網上申請後三天，經老師派發，由年長之兄弟姐妹帶回家。

ID CARD REQUEST

Family ID Cards for 2018-19  
Status: Complete Printed on Sep 6 2018, 3:59 pm  
Your ID card has been printed and will be delivered to homeroom teacher within 2 working days.

You can track the status of your ID cards through Gibbon by selecting 'Other – ID Cards'.

可透過點擊「Other - ID Cards」，在系統上查詢家長證申請狀況。

HOME ASSESS LEARN PEOPLE OTHER

Home > ID Cards > View Requests

ID CARD REQUEST

ID Cards  
Messenger

If you encounter technical difficulties during any of this process, please email [admission@tis.edu.mo](mailto:admission@tis.edu.mo) or phone +853 2853 3700 and ask to speak to Ms Sheila Goldsworthy.

若在提交申請家長證上遇到困難，歡迎透過以下電郵[admission@tis.edu.mo](mailto:admission@tis.edu.mo)，或直接致電 +853 2853 3700，向黃小姐 (Fiona Wong) 查詢。