

中華基金中學

The Chinese Foundation Secondary School

更改學校賬戶密碼指引

Note for Changing Password of School Account

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中文版教學

更改密碼方法

本校採用跨網站單一登入系統 (Single sign-on)。學生只需使用一組電郵地址和密碼便能登入不同電子學習平台。如要更改密碼，請跟從以下指引完成。

注意：

1. 請不要於 **Google** 戶口設定頁面更改密碼。
2. 學生只能在**首次登入後一小時**更改密碼。

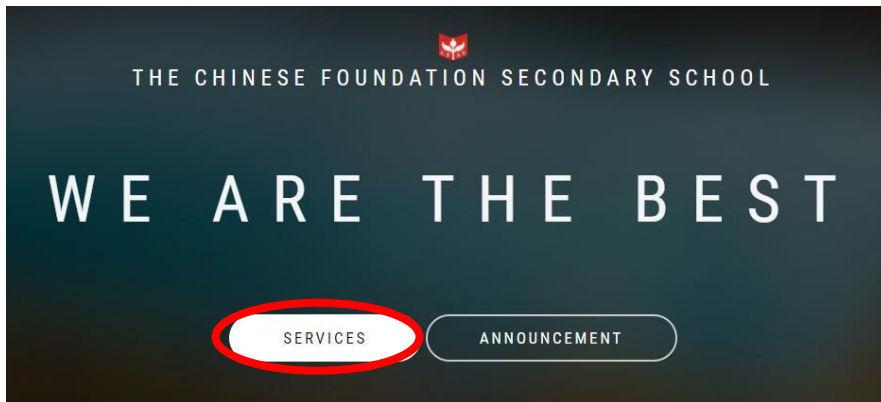
1. 於學校網頁 (<http://www.cfss.edu.hk>) 按「CFSS 電子系統」。



2. 輸入**電郵地址**和**密碼**，然後按「登入」。

The image shows the login page of the CFSS system. The page title is 'Sign in with CFSS ID / e-mail account'. There are three numbered callouts: 1 points to the email address input field (with an example: 20xxxxxx@cfss.edu.hk), 2 points to the password input field, and 3 points to the '登入' (Login) button. The 'Remember me' checkbox is also visible.

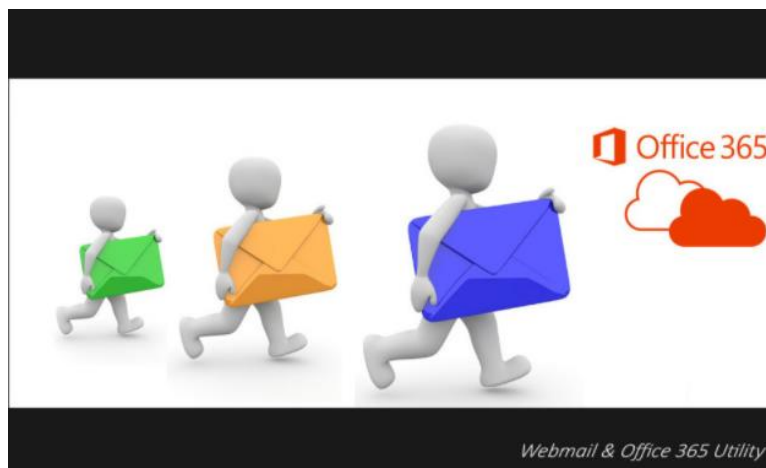
3. 在 CFSS Portal 電子系統按「Services」按鈕。



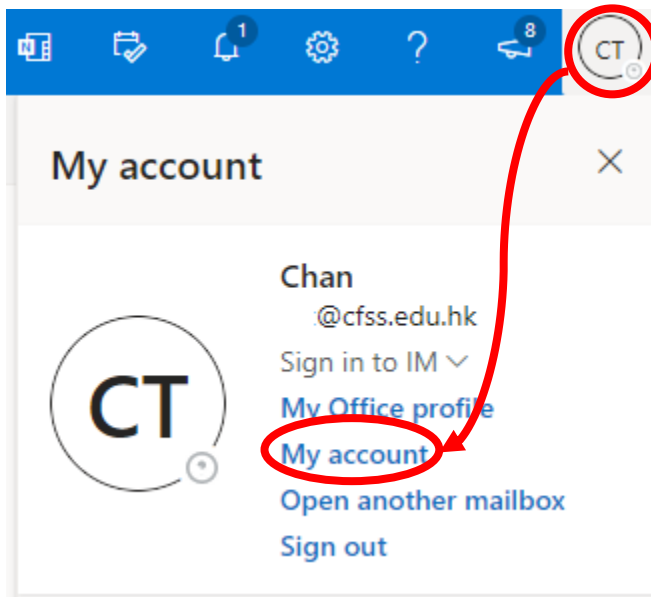
4. 在 services 目錄下，選擇「Facility」。



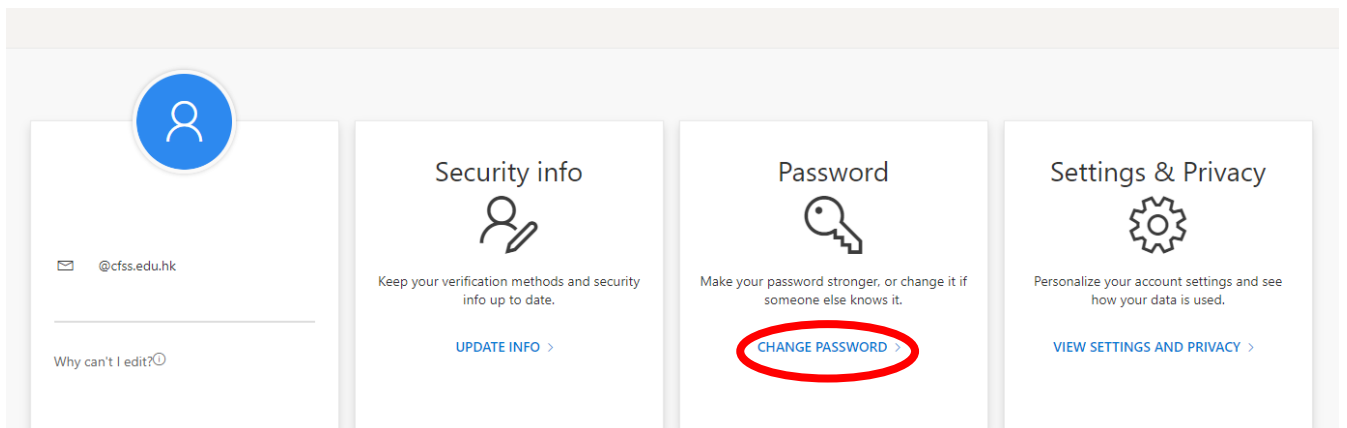
5. 按「Office 365」按鈕。




6. 按右上角帳戶圖示，然後選擇我的帳戶。



7. 按更改密碼。



8. 請輸入舊密碼，然後輸入新密碼再按「submit」。

 Microsoft

change password

User ID
@cfss.edu.hk

Old password

Create new password

Confirm new password

Tutorial

Method of Changing Password

Single sign-on System is adopted in our campus. Students only have to use one set of e-mail account and password to access different e-learning platforms. To change the account password, please complete the following steps:

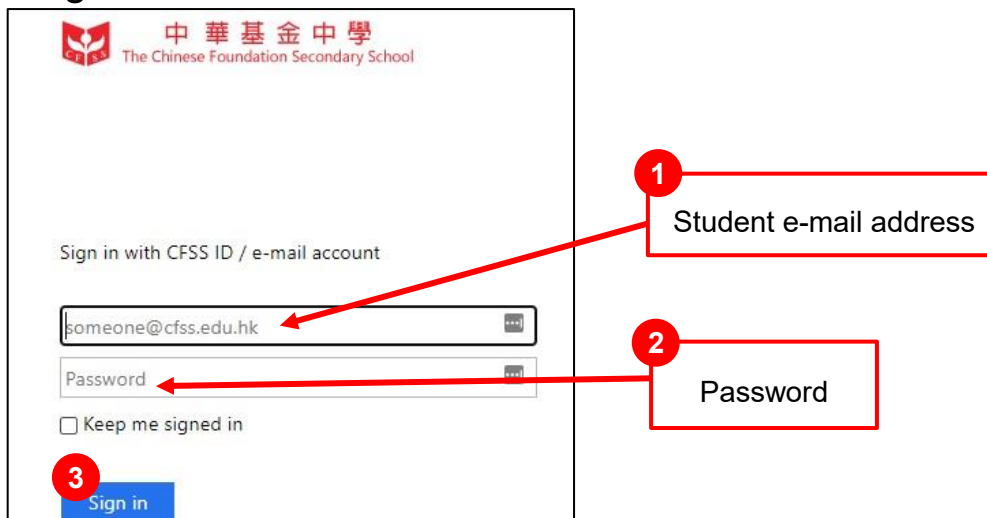
Notes:

1. **DO NOT change your password in the Google account settings page.**
2. Students can change their password **ONE HOUR after the first log in.**

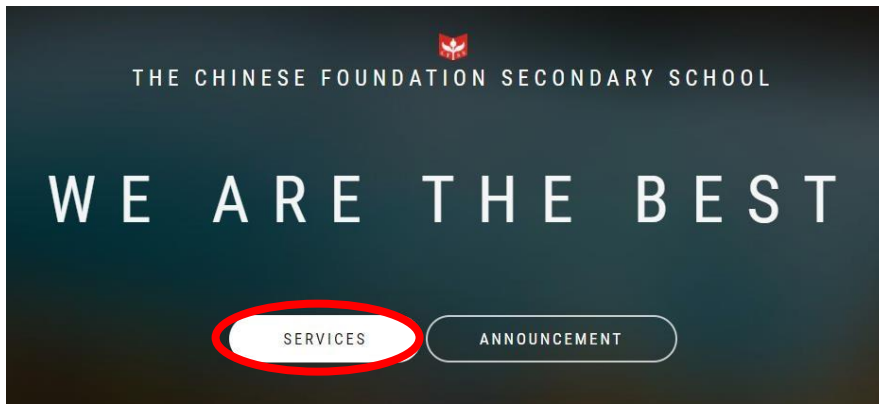
1. Press “CFSS Portal” in our school web site (<http://www.cfss.edu.hk>).



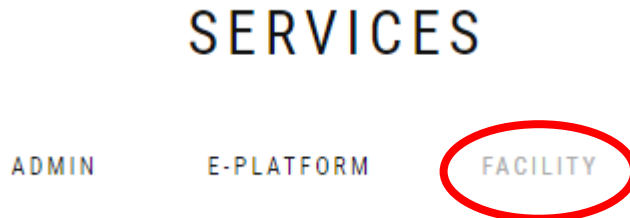
2. Enter the e-mail address and password provided, and then press “Sign In”

A screenshot of the CFSS Portal sign-in form. The form is titled 'Sign in with CFSS ID / e-mail account'. It contains two input fields: 'e-mail address' and 'Password'. A red arrow points from a box labeled '1 Student e-mail address' to the email input field. Another red arrow points from a box labeled '2 Password' to the password input field. At the bottom of the form, there is a checkbox for 'Keep me signed in' and a blue button labeled '3 Sign in'.

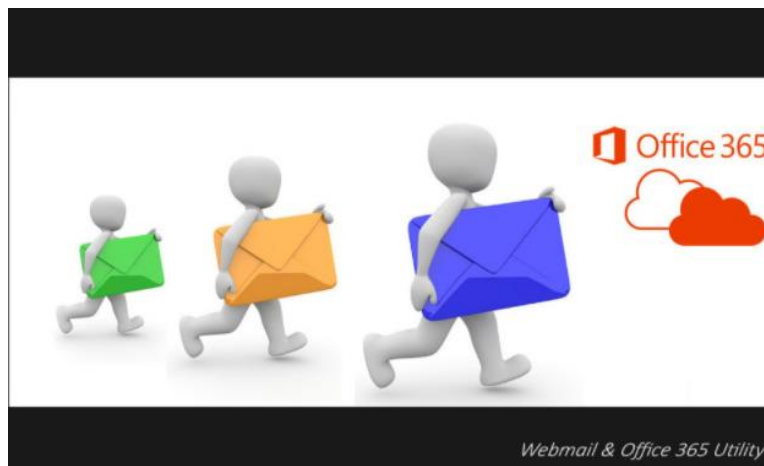
3. Press the “Services” button in CFSS Portal.



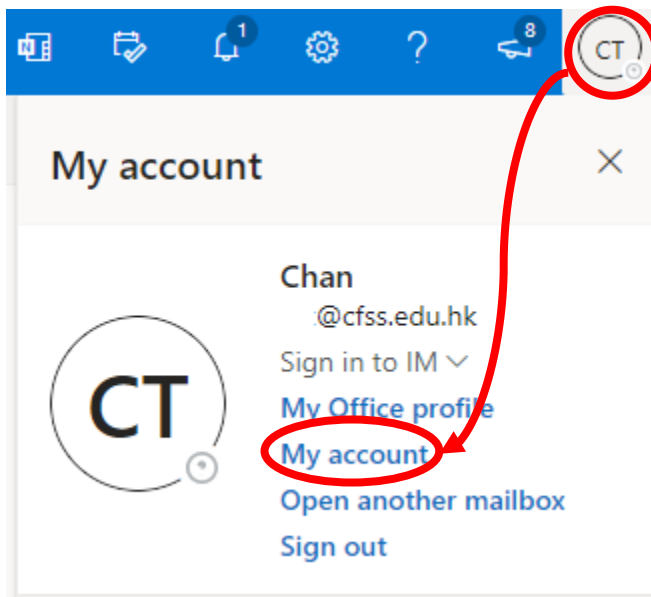
4. Select “I.T.S.” under “Facility” category.



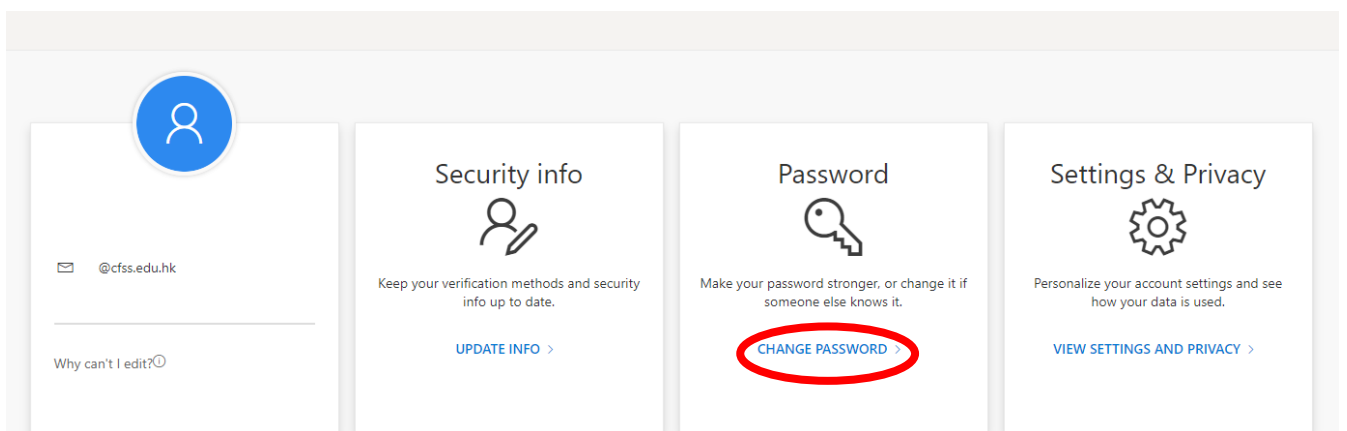
5. Press the “Office 365” button.




6. Click the account icon in the upper right corner, and then click "My account".



7. Press change password.



8. Please type your old password and new password and then click submit button for change password ◦



change password

User ID
@cfss.edu.hk

Old password

Create new password

Confirm new password