1. **Accessing the Gateway**

You can access the Gateway by the link [https://sjs.tg.esf.edu.hk](https://sjs.tg.esf.edu.hk). Your username and password will have been given to you by your school. You should reset this to a different one from the default password when you log in for the first time. You should make sure Sha Tin Junior School is chosen in **School** field.

1.1 **First Login**

Confirm your identity by entering the date of birth of your child and click the checkbox.

1.2 **Change Password**

Input your new password and click **Submit** button.
1.3 **Homepage of The Gateway**

![Homepage of The Gateway screenshot]

2. **Student Demographic Information**

Click to **General Admin** at the top of the screen, and click on **Student Demographics**.

![Student Demographics screenshot]

You will be taken to this screen:

![Student Demographics screenshot](extended info)

Scroll down and you can find more information. If you have more than one child in the our school, you can select each child by clicking on the pull down menu.
3. **Medical Information**

On the right side of the Student Demographics page, you can view Medical Information.

If your child has a medical condition, a red or blue alert may have been assigned. This is assigned according to standard ESF criteria and cannot be changed by parents. Please contact the school nurse if the medical information is incorrect.

4. **Attendance**

At the right side of Student Demographics page, you view your child’s Attendance Report. This is one day in arrears.
5. **School and ESF Calendars**

Click on **Communication** at the top of the screen and click on **iCalendar**.

You will be taken to this screen:

You can choose to view iCalendar by clicking on the “**Day**”, “**Week**”, “**Month**” tab.

Click on the checkbox at the lower left of the screen to toggle between school and ESF events.

6. **School Bulletin Board**

-Copies of school newsletters and notices will be posted here

Click on **Communication** at the top of the screen and click on **Bulletin Board**.

You will be taken to this screen:

The **Current** tab will be selected as default.

Click on the **History** tab to read previous bulletins.
If you have any technical problems on The Gateway, please contact us at gateway.support@sjs.esf.edu.hk.