

Security Guidelines on Access to e-Services Portal

電子化服務入門網站安全指引

1. Username and password are required in order to authenticate your identity every time you log in to e-Services Portal. Every user has the responsibility to protect his/her own username and password and should follow the general instructions below:

用戶須以用戶名稱和密碼確認身份登入電子化服務入門網站。用戶有責任保護其用戶名稱和個人密碼，並須遵循下列一般守則：

- (a) Change your password periodically, at least once every 6 months.
定期更新密碼，至少每 6 個月更新一次。
- (b) If you receive a default password because of resetting password, change it immediately after logging in.
請於登入後立即更改重設密碼時發給你的預設密碼。
- (c) DO NOT divulge or share username and password unless strictly necessary. If username and password have to be shared due to operational needs, change the password immediately when the sharing ends. When sharing username and password, it remains the user's responsibility to ensure data security of the account. Users of Master School Administrator (MSA) accounts may also consider applying delegation function to avoid sharing MSA account with non-account holders.
如非必要，請勿透露或共用你的用戶名稱和密碼。如因操作需要必需共用用戶名稱和密碼，於結束共用後，應立刻更改密碼。於共用密碼期間，用戶有責任保障戶口的資料安全。學校行政主戶使用者亦可考慮使用委任功能，避免與非戶口持用人共用戶口。
- (d) DO NOT write username and password in labels or obvious place.
切勿把用戶名稱和密碼寫下張貼或放在當眼處。
- (e) Be careful not to let other people see you enter password.
提防旁人看到你輸入密碼。
- (f) If you suspect that your password has been compromised, change it immediately.
如你懷疑密碼已洩露，請立即更改。
- (g) Immediately report to the e-Services Team for any suspicious messages requesting you to divulge or change your password.
如你收到可疑的訊息，要求你透露或更改你的密碼，請立即通知電子化服務入門網

站小組。

- (h) DO NOT obtain and use passwords of other people by any means without authorisation.
未經授權，切勿以任何方法取用他人密碼。
- (i) If you forget your password, you can reset it by clicking "Forget/Reset Account Password" in e-Services Portal home page or contact your school administrator for assistance.
如忘記密碼，你可到電子化服務入門網站首頁點擊「忘記/重設戶口密碼」，或向學校行政主戶尋求協助。

Forget/Reset Account Password



忘記 / 重設戶口密碼



2. Please follow the guidelines below in creating your password:

請依下列指引設定你的密碼，：

- (a) Password must have at least 8 characters composed of at least 3 of the following 4 categories:
密碼最少 8 個字符，並由以下 4 個類別中最少 3 個類別組成：
 - (i) English uppercase characters (A-Z)
英文大寫字母 (A 至 Z)
 - (ii) English lowercase characters (a-z)
英文小寫字母 (a 至 z)
 - (iii) Numerical digits (0-9)
數字 (0 至 9)
 - (iv) Non-alphanumeric characters (!, \$, #, %, @, - or _)
非字母數字 (!、\$、#、%、@、- 或 _)
- (b) DO NOT use your username in any form as the password (e.g. as-is, reversed, capitalised, doubled, etc.).
請勿使用登入名稱或以此變化出來的任何形式作為密碼（如不加改變、顛倒、用大寫字母、重覆等）。
- (c) DO NOT use your first, middle or last name in any form as the password.
請勿使用姓氏、名字或以此變化出來的任何形式作為密碼。
- (d) DO NOT use your spouse's or child's name as the password.
請勿使用配偶或子女的姓名作為密碼。

(e) DO NOT use information easily obtained about you as the password. For example, do not use ID card number, car license plate number, telephone number, date of birth, any part of residential address, etc.

請勿使用和你有關並容易取得的資料作為密碼，例如身份證號碼、車牌號碼、電話號碼、出生日期、住址的任何部分等。

(f) DO NOT use your post or any other information related to the organisation in which you work as the password.

請勿使用你的職位或與你的工作機構有關的資料作為密碼。

3. The computers you use for accessing e-Services Portal should not be installed with any Peer-to-Peer (P2P) file sharing software. The computers should be properly installed with firewall, anti-virus software, malicious code detection and repair software. All the security software should be activated at all times with the latest virus signature, malicious code definition and security patches. Regular system scan should also be performed to ensure that these computers are free from computer virus and malicious code.

請勿於登入電子化服務入門網站的電腦安裝點對點 (P2P) 分享軟件。電腦應裝上防火牆、防毒軟件、惡意代碼的檢測和修復軟件，保障電腦安全的軟件須經常處於啟用狀態，並配備最新的病毒碼、惡意代碼及最新的安全補丁程序／安全性修正程式。請定期掃描電腦，以確保電腦沒有病毒和惡意代碼。

4. Users must not log in to e-Services Portal from public computers, e.g. those in cyber cafés, because the security level of these computers are unknown.

請勿使用公用電腦（如網吧內的電腦）登入電子化服務入門網站，因為這些電腦的保安程度不明。

5. When connected to e-Services Portal, password-enabled screen saver should be enabled and never leave the computer unattended.

連接電子化服務入門網站時，請啟用設有密碼的屏幕保護，切勿讓已登入的電腦處於無人看管的狀態。

6. After using e-Services Portal, log out from the system properly and close the browser (all the tabs) as soon as possible.

使用電子化服務入門網站後，請登出，並儘快關閉瀏覽器（所有分頁）。

7. For more information about information security, please refer to the following website:

<https://www.infosec.gov.hk/en/knowledge-centre/>

要知道更多關於資訊保安，請參考以下網站：

<https://www.infosec.gov.hk/tc/knowledge-centre/>