



持續進修發展計劃

Programa de Desenvolvimento e
Aperfeiçoamento Contínuo

齊進修
Juntos no aperfeiçoamento

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Electronic Sign-in for Local Tutors and Students

Tutors and Students are Required to Use the
Electronic Sign-in System to Sign In and Out

*The English translation is for reference only; all terms will be based on the Chinese version.



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Attendance Rules for Tutors and Students

Tutors and students are required to strictly follow the rules below to ensure effective attendance:

1. Tutors and students are required to scan their Macao ID twice with the designated electronic device for each class.

◆ Students (Regular Class)

Sign-in: From 30 minutes before class to 15 minutes after class commencement

Sign-out: Within 30 minutes after class

Students (Certification Exam)

Sign-in: From 30 minutes before the start to 15 minutes after the start

Sign-out: From 45 minutes after the start to 30 minutes after the end

◆ Tutors (Regular Class)

Sign-in: Within 30 minutes before class

Sign-out: Within 30 minutes after class

2. Student's attendance rate must reach 70%; otherwise, the deposit will be forfeited.

* Sign-in/Sign-out for classes are based on the class schedule.

Operation of Electronic Sign-in Tutors/Students Sign-in with ID Cards

Macao ID (Old Version)



Please ensure the correct orientation of the ID card face and chip.

If the ID card data cannot be read successfully, please remove the ID card, reposition it on the card reader, and try again.

Operation of Electronic Sign-in Tutors/Students Sign-in with ID Cards

Macao ID (New Version)



If the ID card data fails to read successfully, please remove the ID card, reinsert it into the card reader, and try again.

持續進修發展計劃

電子簽到系統



Português



OMNIKEY 5422CL
0

07-09 17:48:48 - [redacted], 已成功簽到 2007090001-0 語言。請取回身份證！

The electronic sign-in system will show the names of tutors and students who have successfully signed in, along with an audio notification.



AMCL DR-1005U
CL 0

Students and Teachers are required to sign in at the beginning and end of each class.

- Tutors are required to sign-in for the first time within 30 minutes before class and sign-out within 30 minutes after class for the second time.
- Students are required to sign-in for the first time between 30 minutes before class and 15 minutes after class, and for the second time within 30 minutes after class.
- For certification exam, students are required to sign-in for the first time between 30 minutes before the exam starts and 15 minutes after the exam begins, and for the second time between 45 minutes after the exam starts and 30 minutes after it ends.

Operation of Electronic Sign-in Tutors/Students Sign-in with Electronic ID

1

登入“一戶通”帳戶

Login “Macao One Account”



2

點選“我的卡包”

Click “My Card Wallet”



3

點選“身份”

Click “Identity”



Operation of Electronic Sign-in Tutors/Students Sign-in with Electronic ID

4

點選“電子身份”

Click “Electronic Identity”



5

輸入“密碼”

Input “Password”



6

生成個人身份資料的
二維碼*

Generate a personal identity QR Code*



* The organization uses a scanner to scan this QR code for course attendance

The electronic sign-in system will show the names of tutors/students who have successfully signed in, along with an audio notification.

 **Date & Time**



持續進修發展計劃
電子簽到系統

2021-06-17 星期四
下午 **5:24:33**

支援熱線 / Linha de apoio : 6521 8801 Português

17/06 17:24:17 - 郭X明 簽到有效，請返回身份證！

AMCL DR-100BU
CL 0

注意：如欲查看詳細的簽到情況，可透過本計劃網頁 <https://s.dsed.gov.mo/ceatt> 查看。

教青社團 DSEDJ organization 

vr. 1.35.1.2

Instant Display of Sign-in Status: ✓ Valid



持續進修發展計劃
電子簽到系統

2021-06-17 星期四
下午 **5:28:37**

支援熱線 / Linha de apoio : 6521 8801 Português

17/06 17:28:14 - 郭X明 簽到無效，請返回身份證！

AMCL DR-100BU
CL 0

注意：如欲查看詳細的簽到情況，可透過本計劃網頁 <https://s.dsed.gov.mo/ceatt> 查看。

教青社團 DSEDJ organization 

vr. 1.35.1.2

Instant Display of Sign-in Status: ✗ Invalid

- Students and tutors are required to scan their cards during the following time periods for their sign-in to be deemed **“VALID”**:
- Tutors are required to sign-in for the first time within 30 minutes before class and sign-out within 30 minutes after class for the second time.
- Students are required to sign-in for the first time between 30 minutes before class and 15 minutes after class, and for the second time within 30 minutes after class.

Checking Course Information / Sign-in Record

Consulta de informações / marcação de presença do curso



按照第88/2023號行政長官批示，導師及學員的簽到簽退須謹遵以下規則方視為有效出席：
Ao abrigo do Despacho do Chefe do Executivo n.º 88/2023, as presenças do formador e dos alunos só se consideram válidas quando obedecem às seguintes regras na marcação de presença na entrada e na saída.

一般機構課程

Cursos gerais

學員

Formandos

簽到：上課前30分鐘至上課後15分鐘
Registo de entrada: Entre 30 minutos antes da aula começar e até 15 minutos após o seu início
簽退：下課後30分鐘內(不可早退)
Registo de saída: Dentro de 30 minutos após a conclusão da aula (não pode sair mais cedo)

導師

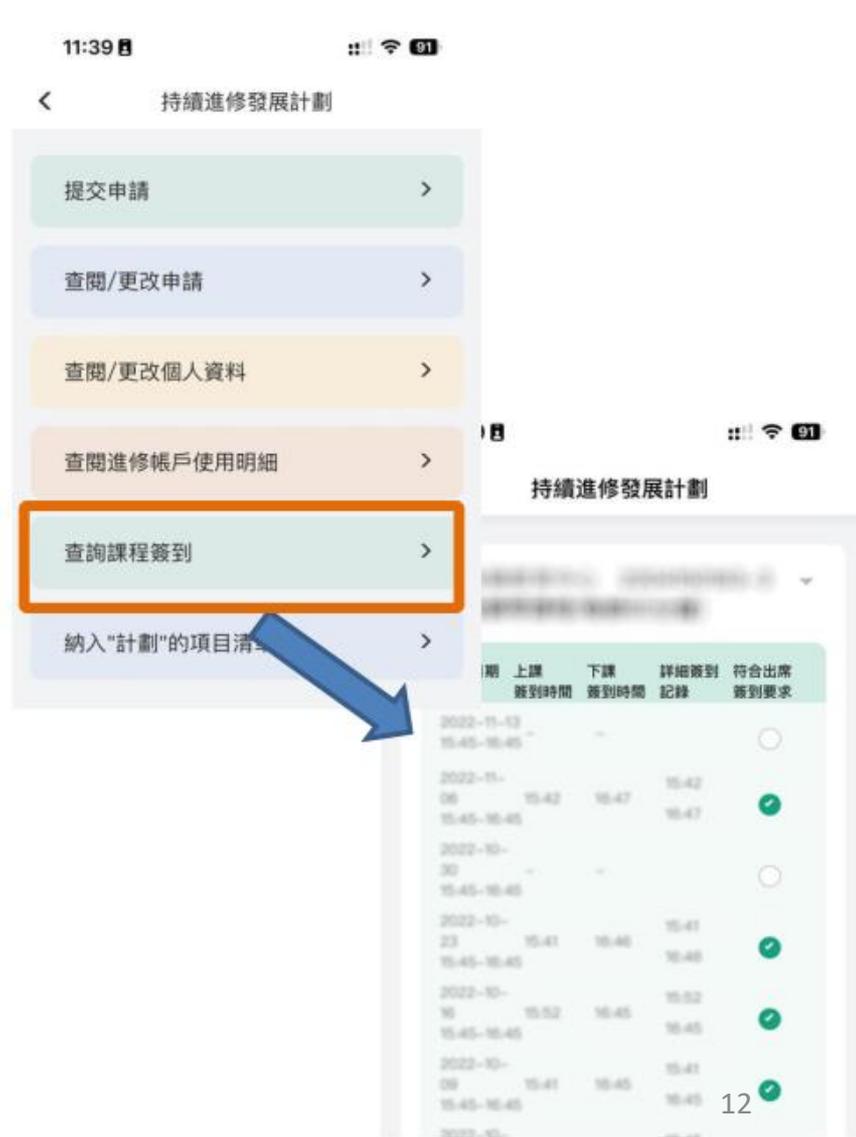
Formador

簽到：上課前30分鐘內
Registo de entrada: Até 30 minutos antes da aula começar
簽退：下課後30分鐘內
Registo de saída: Dentro de 30 minutos após a conclusão da aula

學員的有效出席率必須達70%，否則將被扣除保證金（不設缺勤申請）。

A taxa de presença válida do formando deve atingir os 70%, sob pena de desconto da caução (não são permitidas justificações de faltas).

Access Sign-in Records via “Macao One Account”



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Mobile App for the Electronic Sign-in System

In the event of electronic device malfunctions, network failures or power outages, personnel can sign in using the mobile sign-in application.

Tutors/Students Sign-in



COURSE 7#b二維碼

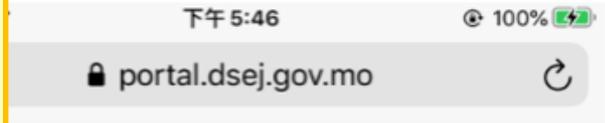
Staff can click “QR Code” button on the page to generate a QR Code for tutors/students to sign-in.



2020-09-03 17:31:28
請於一分鐘內進行掃瞄
否則需再按下二維碼鍵

Tutors/Students Sign-in

After tutors or students scan the QR code with their mobile phones, they should enter their "ID number" and then click to obtain the "verification code".

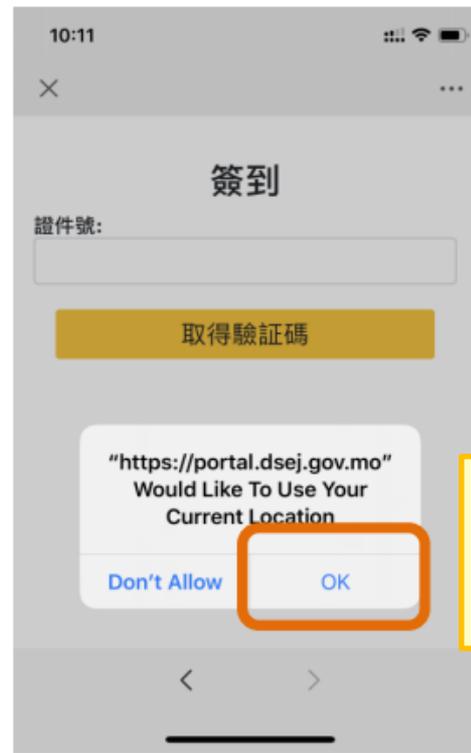


COURSE 7#b簽到

證件號:

22345672

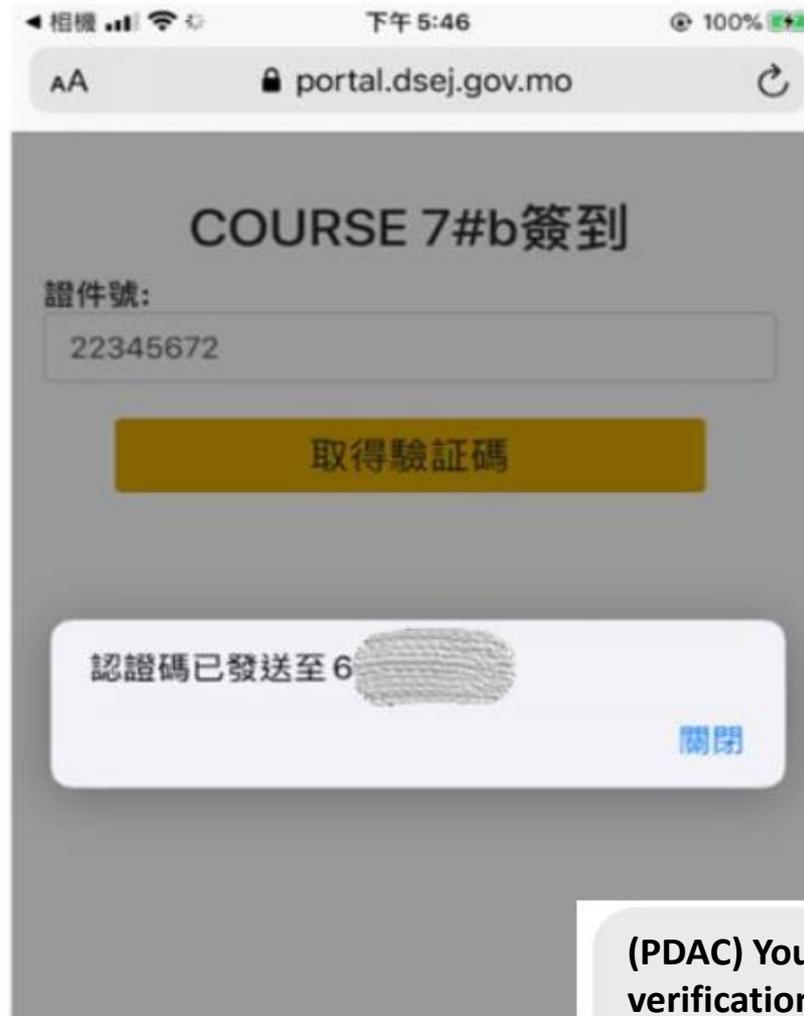
Get the verification code



The system requires access to the mobile device's geographic location (GPS) in order to proceed.

Tutors/Students Sign-in

The system will send the verification code to the mobile number associated with the ID holder.



Tutors/Students Sign-in

證件號:
22345672

取得驗證碼(2)

輸入驗證碼:
123456

原因:

因電子設備故障

因網絡故障

因停電

因遺失身份證

其他

本人聲明上述情況屬實，否則願負上相關的法律責任。

提交

證件號:
22345672

取得驗證碼(52)

輸入驗證碼:
833002

原因:

確定提交?

取消 好

因停電

因遺失身份證

Mobile Sign-in
Process completed

登記成功!

關閉

12:28

×

詳細簽到記錄

詳細簽到記錄

日期：2020-09-15

| 簽到時間 |
|-------|
| 11:25 |
| 12:27 |

Tutors or students should enter the verification code, select "Reason", check ✓ the personal declaration and legal liability terms, and then click "Submit".

Institution must submit the report and supporting documents (e.g. Press releases or notifications issued by telecommunications providers or CEM) through the “Submit Mobile or Sign-in Report” System in DSEDJ Portal **within seven days from the day following the sign-in date.**

When capturing photos or videos, please refer to the image on the right.



Please place the ID on the card reader.



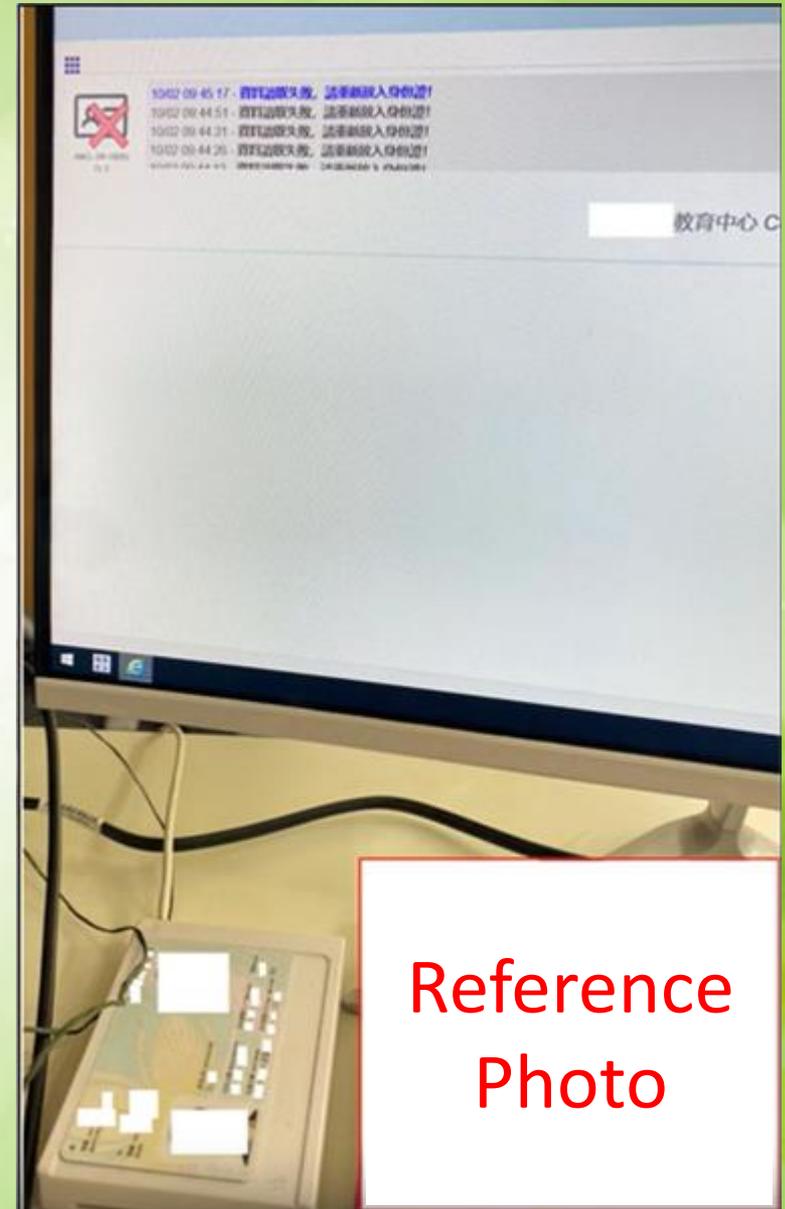
At the same time, take a picture to prove that the card reader is not functioning properly.



At the same time, you need to record the date and time of that day.



Please email the picture to IEPDadmin@utm.edu.mo on the same day or the following day.





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Operation Instruction Videos:

Procedures for handling sign-in during electronic device malfunctions, network failures, or power outages:

https://mirror1.dsedj.gov.mo/video/pdac/pdac2023_esign.mp4



Procedures for handling sign-in related to lost, replaced, or damaged ID card:

https://mirror1.dsedj.gov.mo/video/pdac/pdac2023_lostidcard.mp4

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Junta ao aperfeiçoamento

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~ Thank You ~

QR CODE

“DSEDJ Continuing
Education Development
Programme”
Mobile App



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