3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/gjs

Glenealy School – School Bus Registration Guideline (Existing user – KCM School Bus Rider)

Please note:

- ** If any student(s) / family(ies) are current KCM riders, please login with your current account
- ** Each family uses ONE login account
- ** Use the same login for every family member. Select Bus Application → New Application to register new User
- **Student photo is required for application and issuing bus card. But you may upload later by logging-in the system if you are not ready during the application process. (Please refer to P.9 Point # 5 for more details)

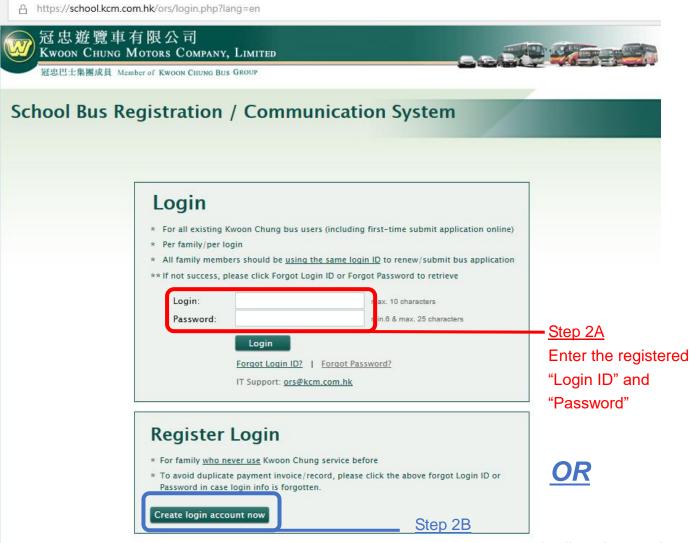
Step 1 - Login



Tel: (KCM) 3193 9370

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Step 2 - Login



Register account for first time login (Only for family who never use KCM services)

Tel: (KCM) 3193 9370

Email:(KCM) gjs@kcm.com.hk

*Please refer to Application's guideline (For New User) for details.

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Step 3 – Apply bus service [Select Bus Application → Renew Bus Service]

https://school.kcm.com.hk/ors/changepwd.php



School Bus Registration / Communication System

Hello, < KCM>

Tel: (KCM) 3193 9370

Email:(KCM) gjs@kcm.com.hk

<School Name>

Home

Parent/Guardian's Profile

Bus Application

Renew Bus Service

New Application

Upload Photo
Final Schedule

Billing

Notifying Kwoon Chung

Notice Board

Instant Bus Location

Logout

Contact Us

Tel: (852) 29 798 798 Email: @kcm.com.hk

Login/Technical Support

Email: ors@kcm.com.hk

Thank you for logging-in our system.

You may now register your child(ren) bus service and/or notifying Kwoon Chung for any change of bus arrangement.

Bus information

Bus info
Tentative Schedule

Step 3

Select Bus Application → Renew Bus Service → Follow system instruction to apply bus services.

Bus Registration

Students need to renew/register for bus service every school year.

Bus service will **NOT** automatically renew from last academic year.

To renew/register for the bus, steps are as followed:-

Step 1: Click "Parent/Guardian's Profile" to view and update your contact/emergency contact info

Step 2: Click "Bus Application" to view and renew/register your child(ren) for the bus service.

For new bus user, please click "New Application" to register the bus service.

For existing bus user, please click the icon "Renew Bus Service" under your child's name to renew the bus service.

For successful renew/application, status = Application Submitted

Application has not been submitted, status = Waiting to renew

** Please repeat Step 2 to register two or more children for the bus. **

Photo (for Secondary Students)

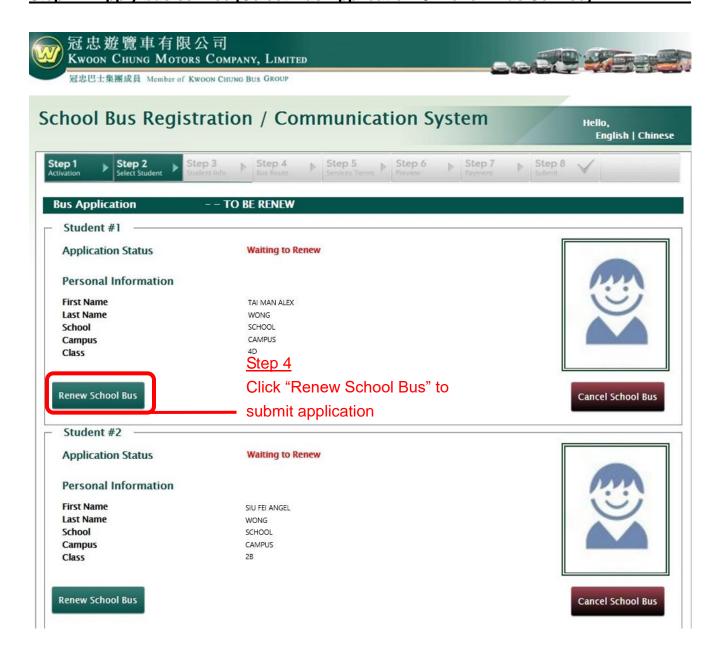
A passport photo (size: W 4cm x H 5cm) is required for bus card issuing for Secondary Students. Supported image type: JPEG, BMP, TIFF & GIF with maximum 2MB.

Please submit the bus application even if the photo is not yet ready. You may upload the photo later by logging in the system again.

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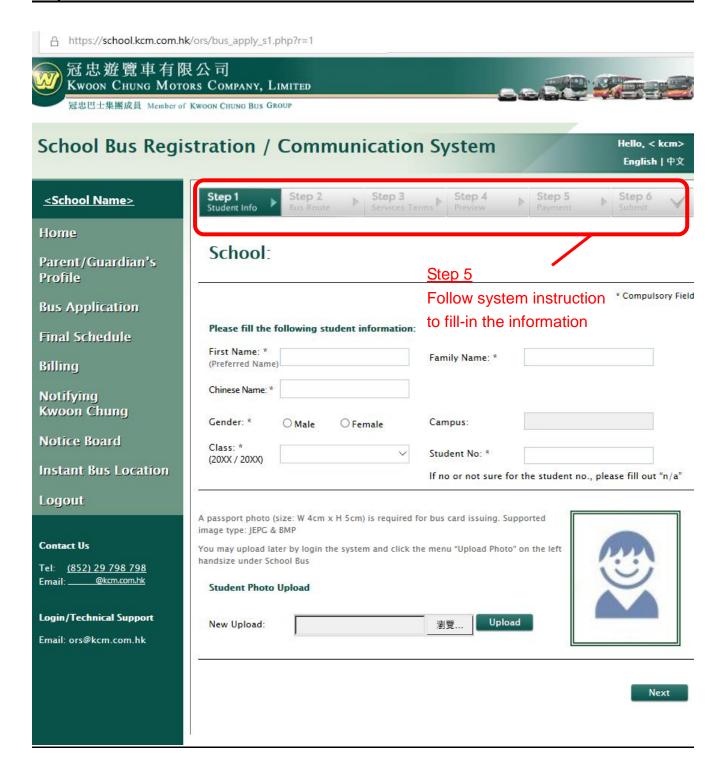
Step 4 – Apply bus service [Select Bus Application → Renew Bus Service]



Tel: (KCM) 3193 9370

3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG Online Registration: https://school.kcm.com.hk/gjs

Step 5 - Fill-in student information

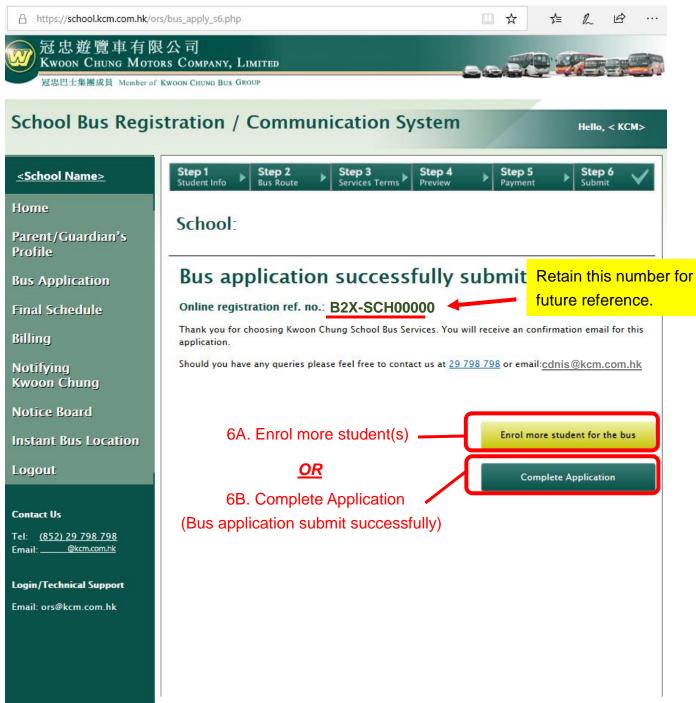


Tel: (KCM) 3193 9370

3/F. 8 CHONG FU ROAD, CHAI WAN, HONG KONG

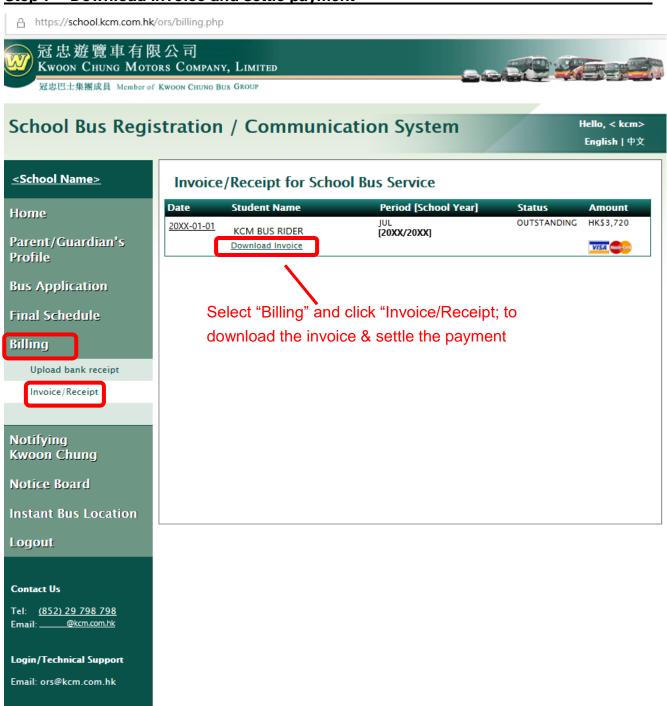
Tel: (KCM) 3193 9370 Email:(KCM) gjs@kcm.com.hk Online Registration: https://school.kcm.com.hk/gjs

Step 6 - Click Complete Application OR Enroll more student for bus



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Step 7 - Download invoice and settle payment



Please note:

- 1. Please follow system instruction to submit bus application.
- 2. A notification will be sent to your email once application is submitted.
- 3. Please follow Step 6A (Enrol more student) if more than one student requires bus service.
- Please visit Billing → Invoice/Receipt to download invoice.
- 5. You may upload the student photo later, under "Bus Application" → "Upload Photo"
- 6. Should you have any enquire regarding login/ technical or routing, please call KCM at 29 798 798.

Thank you for using our School Bus Registration/ Communication System.

Tel: (KCM) 3193 9370