

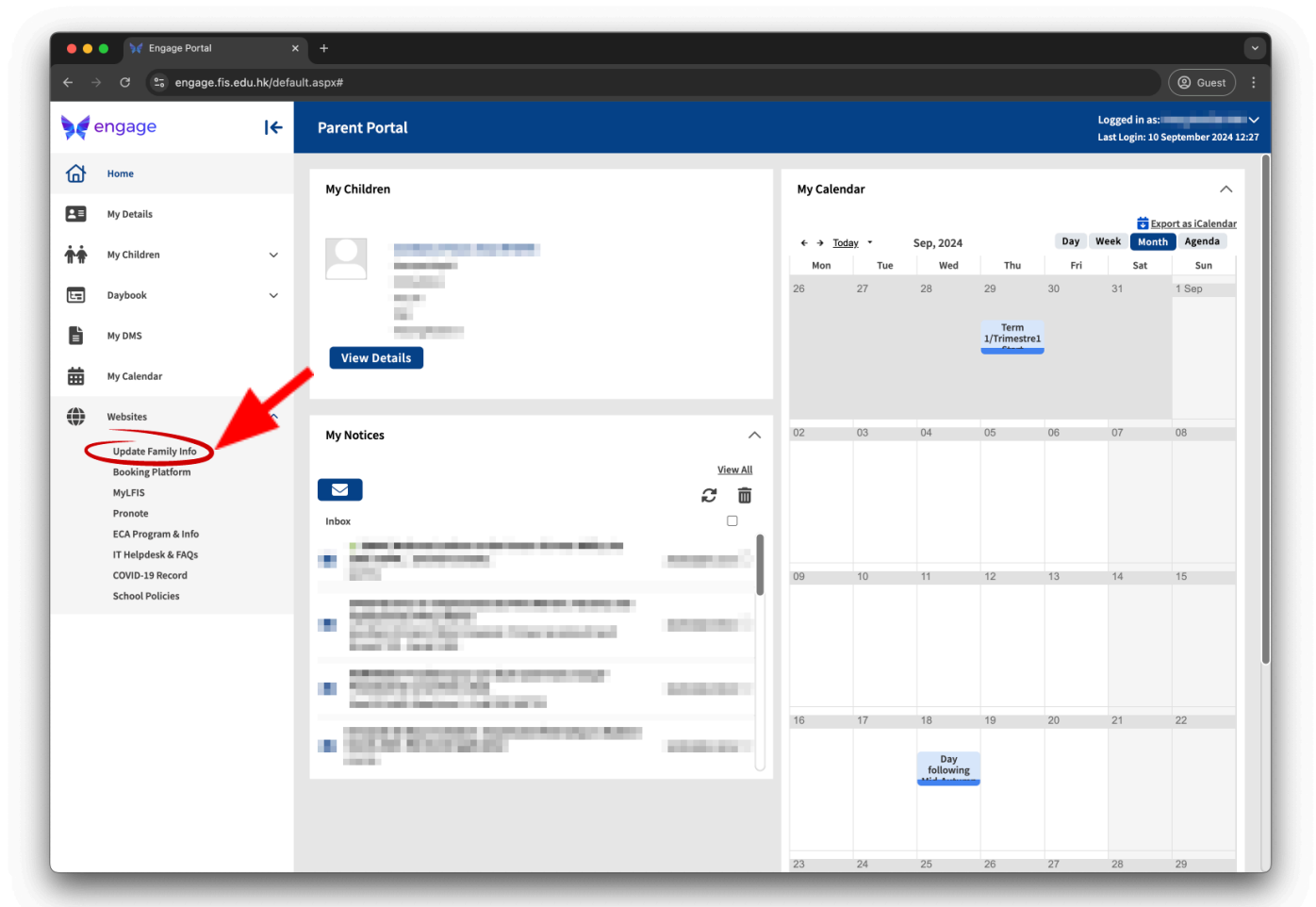


## UPDATING YOUR FAMILY INFORMATION

1. How to update your child's visa information online
2. How to upload your child's visa / HK Permanent ID copy

### UPDATE VISA INFORMATION ONLINE

1. Login to your [Parent Portal](#). Click on **Websites > Update Family Info**





2. Student Information – Click on **Verify Now** to open the page you need to update.

Update family info

portal.fis.edu.hk/ONLINE\_FORM/en-GB/guardian/portal

FIS Tools Email Bookmarks Storage Accents Bulletin Admin Dashboard < Le Bu... Bulletin Posts

Logout

Dear Parents,

In order to make sure that we have the most up-to-date information about your child/children at the beginning of the school year, we kindly ask you to take a few minutes to confirm that all your personal data is accurate. In particular we recommend that you prepare your child/children HK Visa number and expiration date as well as their vaccination details.

After successful submission of each form, a confirmation email will be sent to you.

Please note that you can submit your data again after the beginning of the school year.

**Family**

Family Information ✓ [Verify Now](#)  
( Last Update: 08 July 2024 18:58:00)

**Student Information** ✓ [Verify Now](#)  
( Last Update: 08 July 2024 20:17:12)

**Medical Information** ✓ [Verify Now](#)  
( Last Update: 08 July 2024 20:21:16)

**Emergency Contact** ✓ [Verify Now](#)  
( Last Update: 08 July 2024 20:24:32)

**Billing Information** ✓



### 3. Visa Information is found under Student Information.

#### Student Information

Student Code \*

Surname \*

Official Firstname \*   
Firstname written on the official document

Preferred Firname \*

Date Of Birth \*

Gender \*

Country Of Birth \*

Nationality \*

Other Nationality

HK permanent resident \* ☐ Yes ☒ No

Visa Type \*

Visa / Application Reference Number \*

Visa / Application Reference Expiry Date \*

HKID Card \* ☐ Yes ☒ No

For steps to upload supporting document (Visa / Application Reference) [Click Here](#)



4. Select appropriate visa type and complete all compulsory fields:

HK permanent resident \* ☐ Yes ☒ No

Visa Type \*

Visa / Application Reference Number \*  ?

Visa / Application Reference Expiry Date \*

HKID Card \* ☐ Yes ☒ No



Visa type \*

- Dependant Visa
- Diplomatic Visa
- Permanent Resident
- Processing
- Student Visa



## UPLOAD SUPPORTING DOCUMENTS (Mandatory)

Please scan or take a photo of the supporting document (HK Permanent ID / HKSAR passport / Valid HK Visa) to upload

### 1. Click on **My DMS**

The screenshot shows the Engage Portal Parent Portal interface. The left sidebar contains the following menu items: Home, My Details, My Children, Daybook, My DMS (circled in red with a red arrow pointing to it), My Calendar, and Websites. The main content area is divided into three sections: 'My Children' (with a 'View Details' button), 'My Notices' (with an 'Inbox' and 'View All' button), and 'My Calendar' (showing a calendar for September 2024 with a 'Term 1/Trimestre1' label and a 'Day following' label).



2. User - Select **Pupil**

3. Click on **Add Entry**

The screenshot shows the 'Parent Portal' interface for 'My DMS'. The browser address bar shows 'engage.fis.edu.hk/DMS.aspx'. The user is logged in as 'Incognito' with a last login time of '10 September 2024 12:27'. The left sidebar contains navigation links: Home, My Details, My Children, Daybook, My DMS (selected), My Calendar, and Websites. The main content area has a 'User' dropdown menu circled in red with a red arrow pointing to it. Below this is a search section with a 'Category' dropdown set to 'All', a 'Title' search box, a 'Date Range' selector set to '01/08/2024 - 27/06/2025', and a 'Search' button. The 'Add Entry' button is circled in red with a red arrow pointing to it. Below the search section is a table with columns: Title, View, Checkout, Type, Reference, Category, Added, Summary, and Locked. The table contains two rows of data.

Title	View	Checkout	Type	Reference	Category	Added	Summary	Locked
[Redacted]	[Green Up Arrow]	[Red Up Arrow]	Document		Passport	14/08/2024 17:59:24		
[Redacted]	[Green Up Arrow]	[Red Up Arrow]	Document		Supporting Document	14/08/2024 17:58:28		



4. Category – Select Supporting Document

5. Browse and select the jpeg or pdf document and click on **Upload**

My DMS  
engage.fis.edu.hk/DMS.aspx  
Parent Portal  
Logged in as: [User]  
Last Login: 10 September 2024 12:27

**Upload**

Category	All Passport Supporting Document	Title	<input type="text"/> Characters left: 100
Type	<input type="text"/> Drop files here	Reference	<input type="text"/> Characters left: 20
	<input type="button" value="Browse"/>	Summary	<input type="text"/> Characters left: 200
Files		Keywords	<input type="text"/> Characters left: 1000
		Comment	<input type="text"/>
		<input type="button" value="Upload"/>	<input type="button" value="Cancel"/>

6. Your document has been uploaded successfully

Add Entry

Title	View	Checkout	Type	Reference	Category	Added	Summary	Locke
[Redacted]			Document		Passport	14/08/2024 17:59:24		
[Redacted]			Document		Supporting Document	14/08/2024 17:58:28		