

User Guide

Student Organization Information System (SOIS)

DSTO-SSA

MARCH 2024



Section A

Importing / Updating Exco Data

Step 1

Login to the Student Organization Information System (SOIS):

<https://excolist.webhost.hkust.edu.hk/index.php> with **society email account/
registered email account***.

The system will direct you to the following page:

[Submit new Undertaking Form](#)

[Submit new session of exco list](#)

[Check / Edit Current Session](#)

[Submit Hall Higher Point Nomination for Immediate Past Exco \(for SHRLO's use\)](#)

[Submit Hall Higher Point Nomination for Current Exco \(for SHRLO's use\)](#)

* Department-Associated Groups without a group email account may have their group leader's email as the registered email account.

Step 2a

Click “**Submit new Undertaking Form**”.

[Submit new Undertaking Form](#)



[Submit new session of exco list](#)

[Check / Edit Current Session](#)

[Submit Hall Higher Point Nomination for Immediate Past Exco \(for SHRLO's use\)](#)

[Submit Hall Higher Point Nomination for Current Exco \(for SHRLO's use\)](#)

Step 2b

- 1) Read through the Undertaking Form, forward the **Guidelines and the Regulations** to all exco members for attention.
- 2) Check the boxes if your society understand and agree with the contents, and fill in the information.
- 3) Click “submit”.

Undertaking Form for New ExcOs of Student Organizations

Personal Information Collection and Guidelines Compliance Undertaking

1. The personal data provided in this system will be used by the Dean of Students' Office (DSTO) of The Hong Kong University of Science and Technology (HKUST) for granting campus resources to your organization and hall points verification (if applicable). The personal data collected may also be used by DSTO for administration, training, and reporting purposes related to your organization.

It is obligatory for you to supply the required data (marked with “*”), otherwise the abovementioned cannot be processed. The data provided will be kept for 4 years or until you graduate from HKUST, whichever is later.

According to the Personal Data (Privacy) Ordinance, you have rights to request access to and correction of your submitted personal data. Please email to DSTO at ssa@ust.hk to make such requests. About HKUST's privacy policy statement, please visit: <https://dataprivacy.ust.hk/university-data-privacy-policy-statement/>.

* ☐ I, on behalf of my organization, understand and agree.

2. DSTO has developed the [Important Guidelines for Student-Led Activities and Student Organizations](#) and [Regulations for Use of LG5 Designated Space for Student Organizations](#) (for SU, SU-affiliated Societies and Department-Associated Groups under DSTO only).

All eligible excos must carefully read and agree to comply with the above in order to access the respective campus resources.

* ☐ I, on behalf of my organization, undertake that we understand and will comply with the Guidelines and the Regulations (if applicable).

Name of Student Organization: Testing Session: 2024-2025

*Name:

*Position:

Step 3a

Click “**Submit new session of exco list**”.

[Submit new Undertaking Form](#)

[Submit new session of exco list](#)



[Check / Edit Current Session](#)


[Submit Hall Higher Point Nomination for Immediate Past Exco \(for SHRLO's use\)](#)

[Submit Hall Higher Point Nomination for Current Exco \(for SHRLO's use\)](#)

Step 3b

Click “add one”.

Submit

Name of Society:	testing DAG (DSTOSSA)	Short Form:	DSTOSSA	Session:	2024-2025	Mail Box No.:	-
Access right to society room required:	Please select: ▼	Office use	Room No:	LG3002	Door No:	-	
<div>Full-face view photo here</div> <div></div>							
符澤蔭 (大舊)							
FU Chak Yam*							
President*							
主席							
Student ID: 20192019*							
Tel: 91029102*							
xxxxx@connect.ust.hk*							
<div>add one</div>							

Step 3c

- 1) Upload a photo of the exco that clearly shows the face (see the requirements below).
If the photo is not clear after uploading, please remove it and submit a new one.
- 2) Make sure to provide the information marked with (*).
- 3) Select the exco position from the pull-down menu or choose “Other (please specify)” to input the position manually.
- 4) Click “add one” to input the data for another exco, and repeat as necessary.
- 5) When you have added all exco data, click “Submit”.

The screenshot shows a web form for adding exco members. A red box labeled '5' points to a green 'Submit' button at the top left. A red box labeled '1' points to the photo upload section, which includes a placeholder image with 'SAMPLE' text, instructions to 'Photo clearly show the face of exco (jpeg/png at least 200px*120px not more than 5Mb)', an 'Upload' button, and a 'Remove Picture' link. A red box labeled '3' points to a dropdown menu for selecting the exco position. The dropdown list includes: Assistant Editorial-in-chief, Chairperson, Designer, Editorial-in-chief, External Vice-Chairperson, External Vice-president, Internal Vice-Chairperson, Internal Vice-president, Person-in-charge, President, Vice President, and Other (please specify). The form also contains fields for 'Name of Society' (testing DAG (DSTOSSA)), 'Short Form' (DSTOSSA), 'Access right to society room required' (Please select), and a table for exco member details. The table has columns for Chinese Name, Nick Name, Full Name, Position in Chinese, Student ID, Phone Number, and Email. The first row is filled with: 符澤蔭 (大舊), FU Chak Yam*, President*, 20192019*, 91029102*, and xxxxx@connect.ust.hk*. At the bottom right of the table are 'add one' and 'remove last' buttons.

5 → Submit

1 → Photo clearly show the face of exco (jpeg/png at least 200px*120px not more than 5Mb)

3 → Please select:
Assistant Editorial-in-chief
Chairperson
Designer
Editorial-in-chief
External Vice-Chairperson
External Vice-president
Internal Vice-Chairperson
Internal Vice-president
Person-in-charge
President
Vice President
Other (please specify)

Name of Society: testing DAG (DSTOSSA) Short Form: DSTOSSA

Access right to society room required: [Please select]

Full-face view photo here

Photo clearly show the face of exco (jpeg/png at least 200px*120px not more than 5Mb)

Upload

Remove Picture

Chinese Name	Nick Name	Full Name	Position in Chinese	Student ID	Phone Number	Email
符澤蔭 (大舊)		FU Chak Yam*	President*	20192019*	91029102*	xxxxx@connect.ust.hk*

add one remove last

Step 4a

Click “**Check / Edit Current Session**” for checking or editing the exco list.

[Submit new Undertaking Form](#)

[Submit new session of exco list](#)

[Check / Edit Current Session](#)





[Submit Hall Higher Point Nomination for Immediate Past Exco \(for SHRLO's use\)](#)

[Submit Hall Higher Point Nomination for Current Exco \(for SHRLO's use\)](#)

Step 4b

- 1) If you wish to edit an exco data, click “**Action**”, then select “**Modify**”. *You can edit the information such as name, position, HKUST email, etc.*
- 2) If you wish to suspend one who is no longer an exco member, click “**Action**”, then select “**Suspend**”.

<div>Full-face view photo here</div> 	
符澤蔭 (大舊) FU Chak Yam*	- <input type="text" value="Man"/>
President* 主席	CHAN Tai Man President ▼ 主席
Student ID: 20192019*	20820626
Tel: 91029102*	98765432
xxxxx@connect.ust.hk*	abc@connect.ust.hk
Status:Active	Status:Pending
Action	Action ▼
	Action
	Modify
	Suspend

1

2

Step 4c


- 1) After editing exco data, click the “**Submit**” button on the *top right head corner* to submit changes.
- 2) You may edit information again by going through steps 4a, 4b and 4c.


Back

Submit

Name of Society: testing DAG (DSTOSSA) Short Form: DSTC
Access right to society room required: Yes

Full-face view photo here







[Remove Picture](#)

符澤蔭 (大舊)	-	Man
FU Chak Yam*	CHAN Tai Man	
President*	President	
主席	主席	
Student ID: 20192019*	20820626	
Tel: 91029102*	98765432	
xxxxx@connect.ust.hk*	abc@connect.ust.hk	
Status:Active	Status:Pending	
Action	Modify	

Step 4d

- 1) After submitted, the status will show “Pending”.
- 2) When the status has been validated by SU/Sponsor Department (if applicable) and checked by SSA, you will see the status become “Active”.

<div>Full-face view photo here</div> <div></div>	<div></div>
符澤蔭 (大舊) FU Chak Yam*	- Man
President* 主席	CHAN Tai Man President 主席
Student ID: 20192019*	20820626
Tel: 91029102*	98765432
xxxxx@connect.ust.hk*	abc@connect.ust.hk
Status:Active	Status:Active
Action	Action