

User Guide

Student Organization Information System
(SOIS)

DSTO-SSA

JANUARY 2026



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 \(for SHRLO's use\)](#)

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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.:	-	
Full-face view photo here							
							
符澤蔭 (大舊)							
FU Chak Yam*							
President*							
主席							
Student ID: 20192019*							
Tel: 91029102*							
xxxxx@connect.ust.hk*							
<input type="button" value="add one"/>							

Step 3c

- 1) Upload a photo of the exco that clearly shows the face (must **occupy 70-80% of the image height**, similar to standard passport photo sizing).
*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 an exco member. A red box labeled '5' points to a green 'Submit' button at the top left. A red box labeled '1' points to a text input field for 'Name of Society' containing 'SSADAG_T1'. A red box labeled '3' points to a dropdown menu for 'Please select:' which is open, showing a list of exco positions: 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). A red box highlights a text area containing instructions: 'Photo clearly shows exco's face which occupy 70-80% of the image height, similar to standard passport photo proportions (jpeg/png, max 5Mb)' and an 'Upload' button. Below this is a table with fields for Chinese Name, Nick Name, Full Name, Position in Chinese, Student ID, Phone Number, and Email. The table contains one entry for '符澤蔭 (大舊) FU Chak Yam*' with the position 'President*' and Chinese name '主席'. At the bottom right of the table are 'add one' and 'remove last' buttons.

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*

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

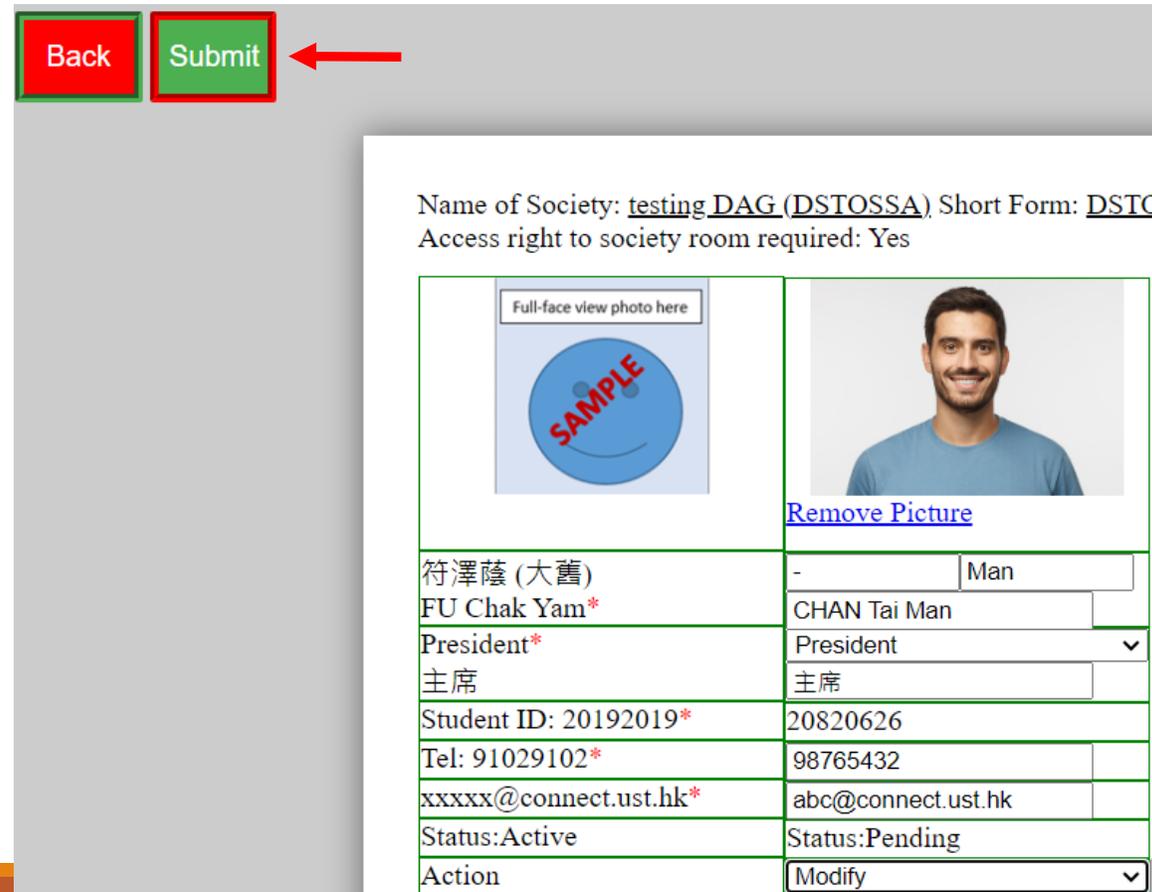
- 1) If you wish to edit an exco data, click “Action”, then select “Modify”. *You can edit the information such as name, position, HKUST email, etc.*
- 2) If you wish to suspend one who is no longer an exco member, click “Action”, then select “Suspend”.

	
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:Pending
Action	Action
	Action
	Modify
	Suspend

Diagram illustrating the user interface for editing or suspending an exco member. The interface shows a profile card with a photo placeholder (labeled "Full-face view photo here" and "SAMPLE") and a portrait photo. Below the photo is a form with fields for name, gender, position, student ID, telephone number, email, and status. The "Action" dropdown menu is open, showing options: "Action", "Modify", and "Suspend". Red boxes and arrows highlight the "Action" dropdown (labeled 1) and the "Modify" option (labeled 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) 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: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”.

	
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 ▼