

SMJK Portal Migration – School Information Sheet - Explanatory Notes

(Please do not submit this portion back to us)

This serves to inform that we have been authorized by SMJK Council to upgrade the existing SMJK Web Portal to a new version. This newly upgraded SMJK web portal has incorporated some of the Web 2.0 components into the new portal to allow school users to upload both audio and video contents into their school sites and make them available for subscription through a publish RSS feed.

The purpose of this survey form is to gather the latest school information to ensure your school latest information will be updated the new SMJK Web portal after migration. Your cooperation to update and submit the information promptly is highly appreciated.

1. School Project Information

1.1. School Information

Your school information has been extracted from the current SMJK Web Portal and may be out-dated. Please verify and update if there is any changes. Followings are the information need to be completed:

1.1.1. School Name

Please ensure that your school's name entered is within 50 characters in alpha-numeric format.

1.1.2. School Name in Other Languages

The School has the option to display their school name in other language on the school portal site e.g. your school name as in Chinese Simplified format.

1.1.3. Address

The school address where the School is located, including postcode, City/Town and state.

1.2. School Contacts info

Please provide the latest information for the followings:

1.2.1. General Line

The School official Telephone number, with correct area code (e.g +03-2256-2345)

1.2.2. Fax Number

The School official Fax number, with correct area code (e.g. +03-2256-2345).

1.2.3. School E-mail

The school's official e-mail address

1.2.4. Website Address

If your school has an alternate web site not under smjk.edu.my domain, please provide the URL and the URL shall overwrite the existing xxxx.smjk.edu.my .

1.2.5. SMS Link

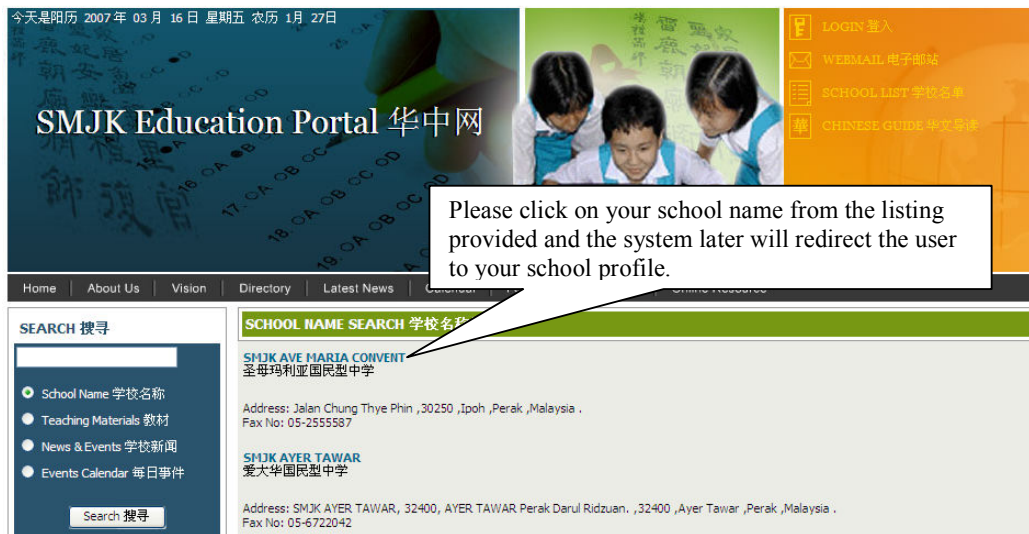
For schools that had implemented the School Management System, you may provide the SMS URL here, so that the school users can click on this link and redirect to your school's SMS live site.

1.2.6. School Logo

For the new Portal, all school logo uploaded must be designed in GIF format, with transparent background, so that it will be displayed correctly in the respective school site. We had helped your school to upload the existing school logo as what is being displayed on your existing SMJK portal site. In order for your school to check either school logo which we had helped the school to upload to the new portal is correct, please go to <http://web.smjk.school.my> on the 24th March 2007 and on the search column please type in your school name and click on the “Search” button to list out your school name from the new web portal.



After user had click the “Search” button, a list of school will be listed on the right column on the screen as shown on the sample screen below. Please click on the school name to enter to your school site and user may see either the school logo shown on the screen is correct.



However, if there is any change in your school logo recently, please provide a copy of your new official School Logo with high resolution. School may submit the logo in either:

- **Softcopy** in JPG or GIF format with at least 100 x 100 scanned resolution,
- **Hardcopy** – The best source of logo is to cut and send a copy of the school magazine cover, which usually has a school logo printed in color.

1.3. Other Contacts Info

In order to establish a better communication channels, especially for future information dispatch on news and announcements, products feature releases or project contacts, we hope SMJK schools can also update the contact records for the respective person assigned for the various Products and Systems in school for us.

The availability of these contact info will enable us to dispatch information more efficiently, and more timely, instead of relying on the current forms of faxes and courier mail.

Please complete or update if there is changes.

- 1.3.1. Principal's Name, E-mails and Contacts Number (H/p and Direct Line)
- 1.3.2. Assistant Principal's Name, E-mails and Contacts Number (H/p and Direct Line).
Note - For schools which do not have assistant principal, please ignore this part.
- 1.3.3. SMS Administrator Name, E-mails and Contacts Number (H/p and Direct Line).
Note - This is only applicable for those schools which had implemented the School Management System (SMS).
- 1.3.4. SMJK Web Portal Administrator, E-mails and Contacts Number (H/p and Direct Line)

All Schools must nominate a staff to administrate the respective school site's contents. The following activities and tasks shall be handled by the appointed SMJK School Portal Administrator:

- a) Attending the centralized training session
- b) Updating the portal's school site such as contents and news postings.
- c) User management such as create new accounts and reissue password for your school users.

2. Method of Submission

If there is any discrepancy with school information provided, please update the information by simply striking off the irrelevant data and fill it up with the valid data, and submit the form back to us not later than **28th March 2007** via our Fax number at:

- 2.1 03-21661668 (KL Office) for West Malaysia Schools or
- 2.2 084-343366 (Sibu Office) for East Malaysia Schools

For clarification, please contact our support staff via email or by phone:

- 2.3 03-21665886 (KL office) for West Malaysia Schools
 - **Wee Chee Huong** weech@perridot.com
 - **Inez Ho Sze Chieh** hosc@perridot.com
 - **Chamberlain Michael** cmichael@perridot.com
- 2.4 084-348866 (Sibu Office) for East Malaysia Schools
 - **Jacky Ngu** ngujh@perridot.com