


3.3 Handling Withdrawn Students or Transfer Students

 Currently, all students use the EdConnect "Single Sign-On" service via their HKEdCity account to log in to the IDEALS-Portal, and then access iLAP. In practice, the student account is created instantly at the moment of login, so administrators do not need to create accounts in the iLAP backend in advance.

If a student leaves the school, simply remove the student's account from HKEdCity. The student will then be unable to log in again; you do not need to take any further action in IDEALS-Portal or iLAP.

If your school has a transfer student, simply create a new student account in HKEdCity. The student can then log in to the IDEALS-Portal and access iLAP. Please note that after logging in, the student will only be an "authenticated user" and will not be able to view any content before enrolling in courses. For details, please refer to the two enrolment methods described in section 3, "[Managing Student Enrolment](#)".

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