E-Portal Quick Guide –

Create New User Account

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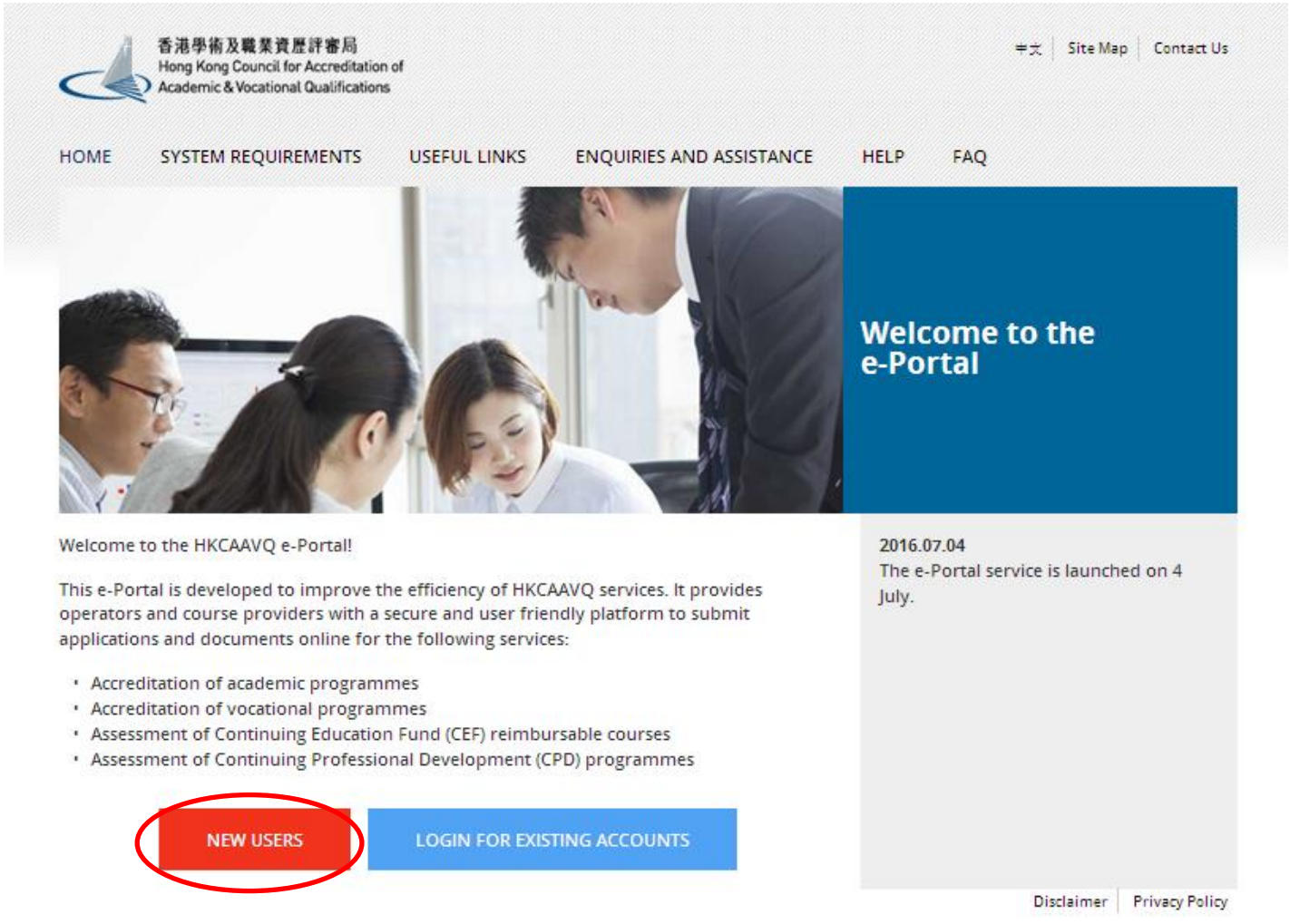
1. Create New User Account

Step 1: Please go to https://eportal.hkcaavq.edu.hk/

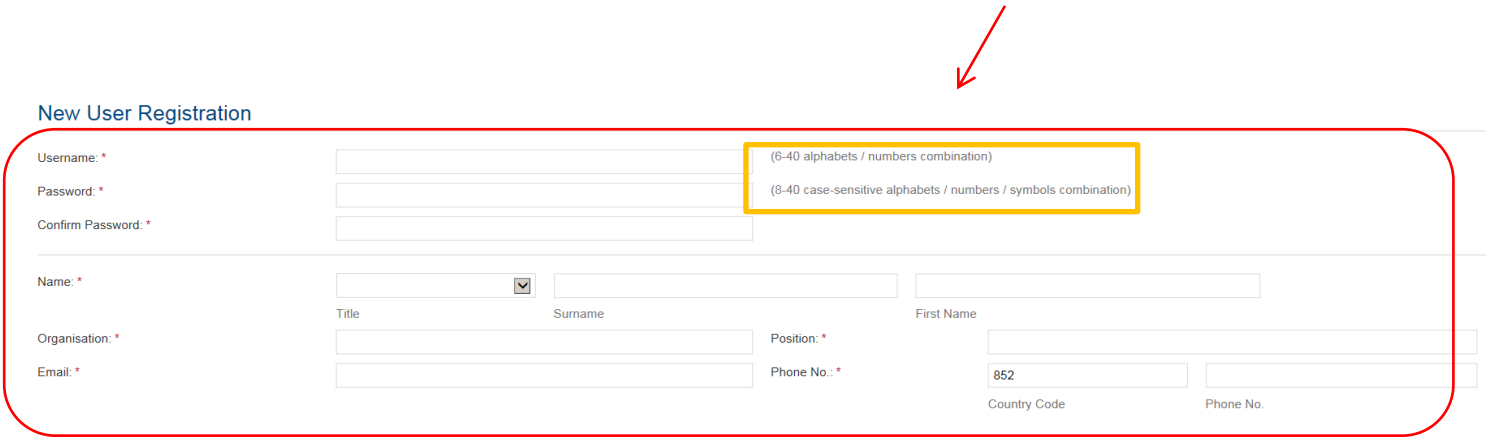
Step 2: Click NEW USERS



1.1. New User Registration

Step 1: Fill in the information below

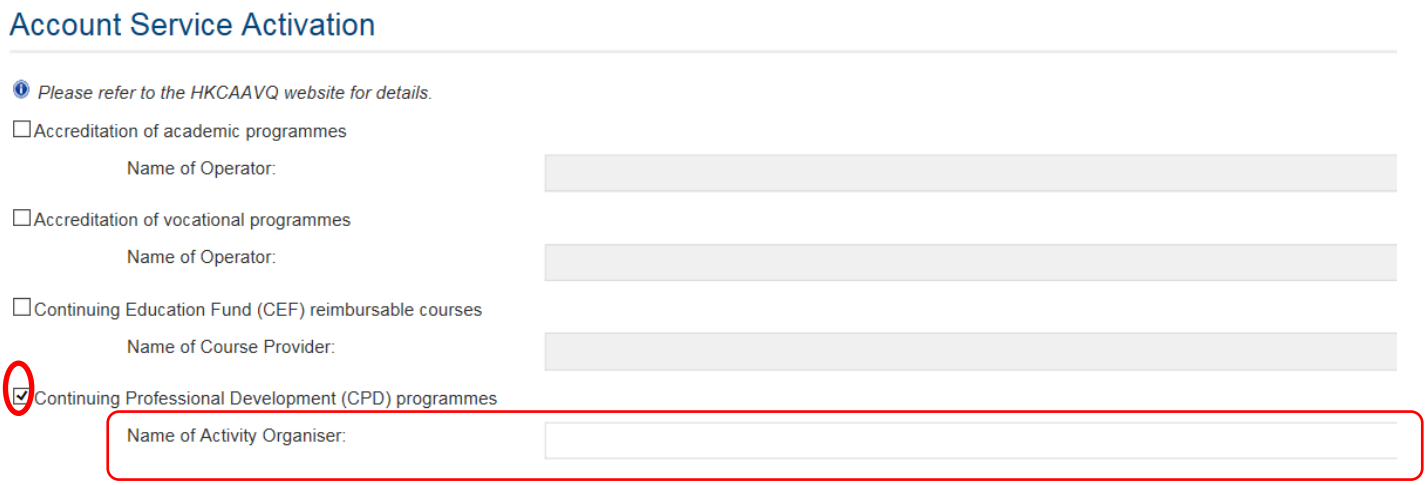
- *For setting-up the Username and Password, please follow the instruction.*



1.2. Account Service Activation

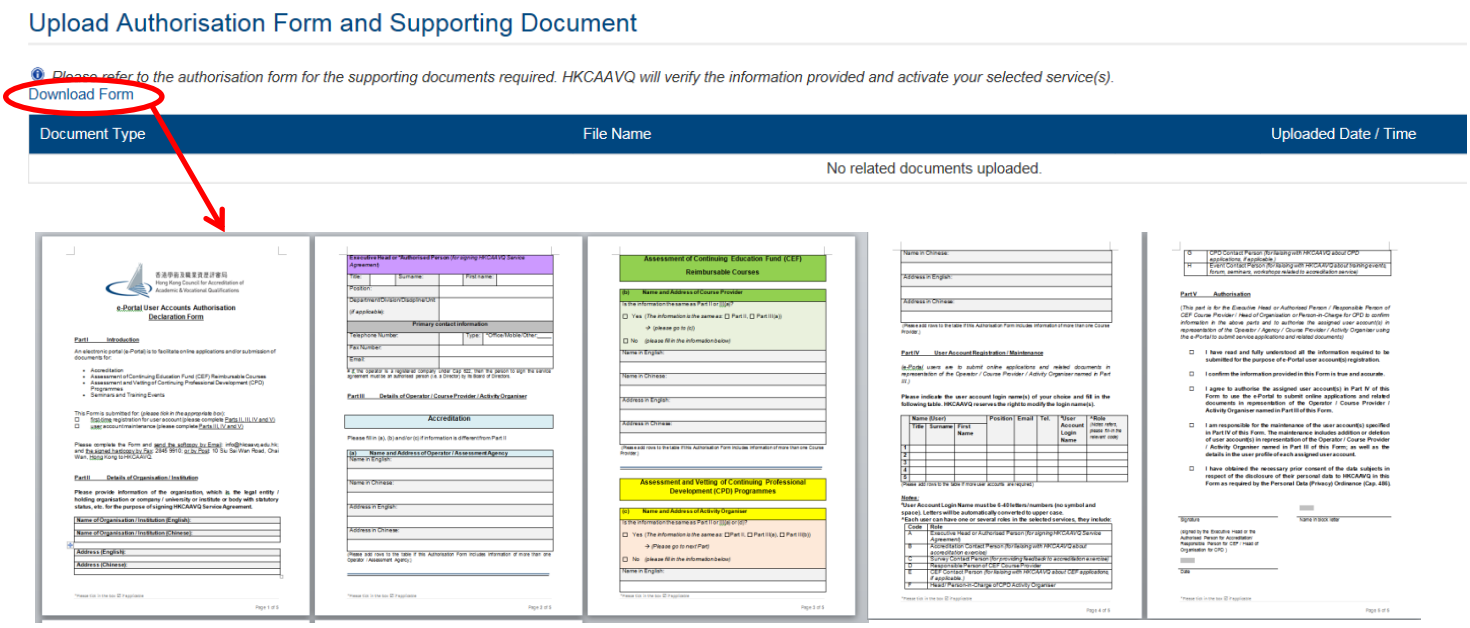
Step 1: Check the box of the Services (accreditation for academic programme, accreditation for vocational programme, CEF, CPD) you wish to apply and type your organisational name under different services in the appropriate text bar.

- *For example, if you are a CPD activity organiser, please check the box of "Continuing Professional Development (CPD) programmes"*
- *You may select more than 1 service.*

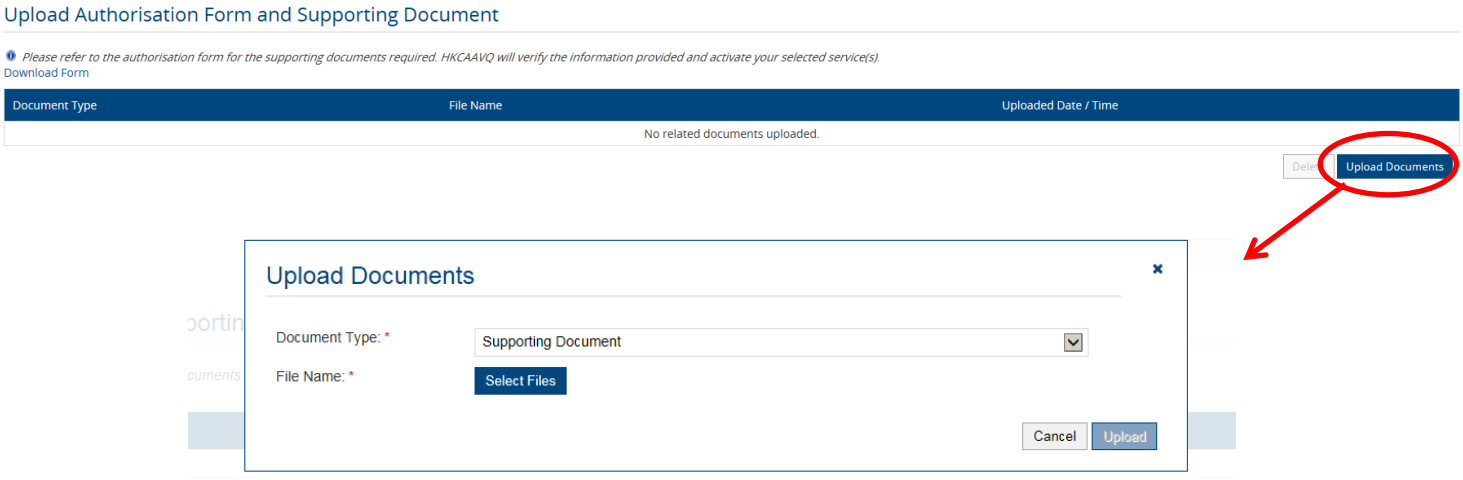


1.3. Upload Authorisation Form and Supporting Document

Step 1: Click Download Form to download the e-Portal User Account Authorsied Declaration Form (total 5 pages), and fill-in the necessary information for uploading.

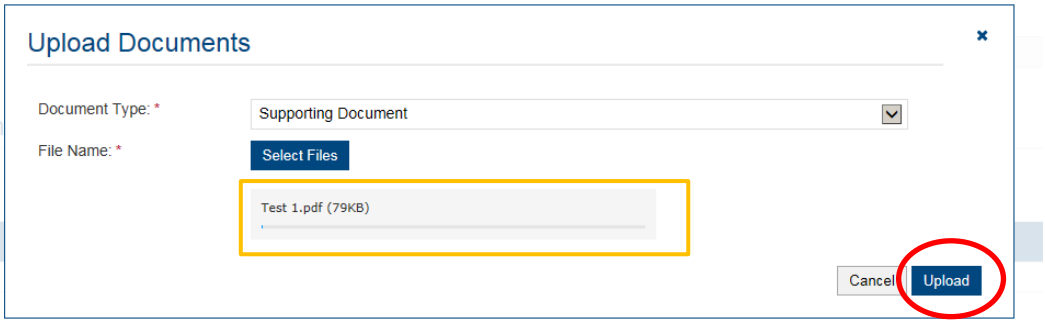


Step 2: Click **Upload Documents** , the page of "Upload Documents" will be appeared accordingly, then click **Select Files**

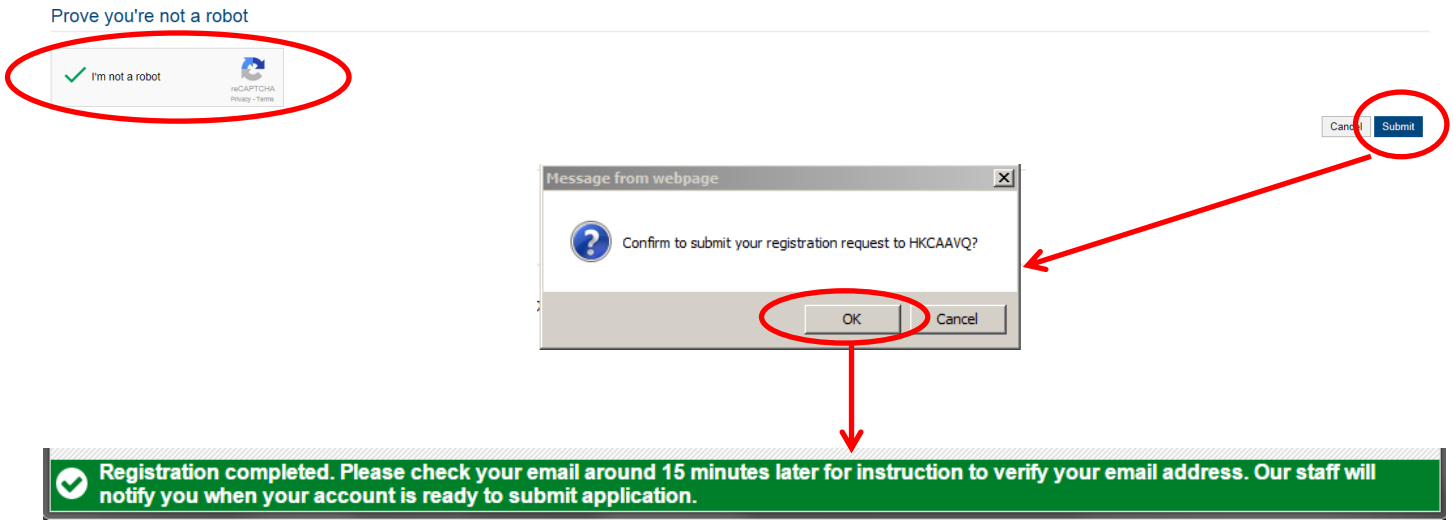


Step 3: When the file was uploaded successfully as shown below, then click Upload

- *Please remember to send the signed original copy of e-Portal User Account Authorsied Declaration Form to HKCAAVQ by post.*

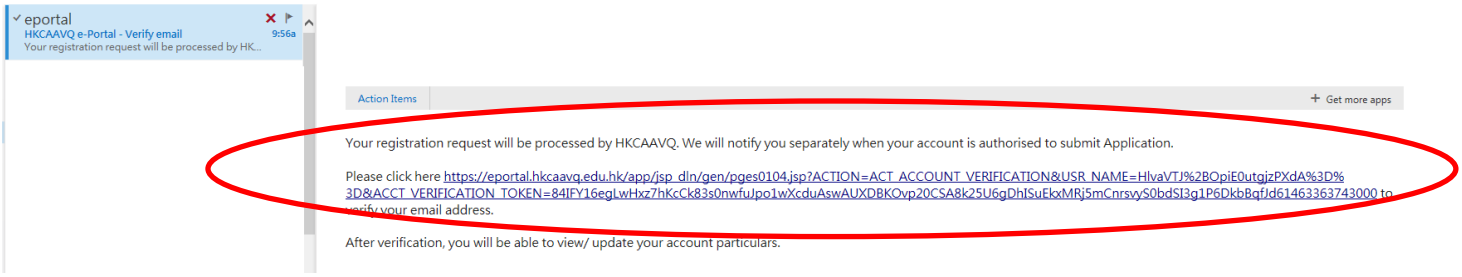


Step 4: Check the box of I'm not a robot, then click Submit , "Message from webpage" will be shown, then click OK

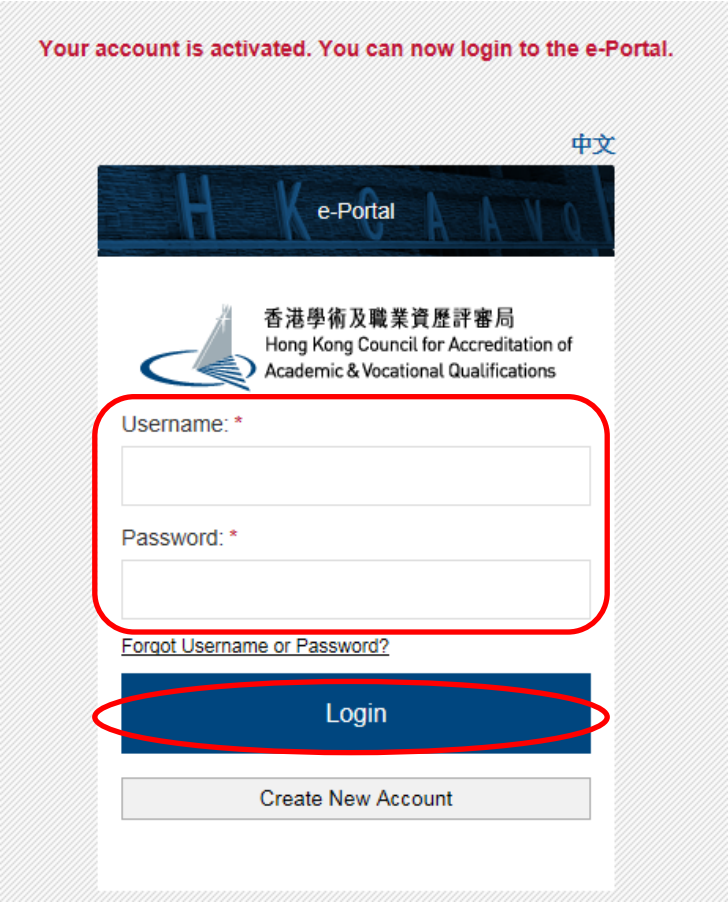


1.4. Activate an account

Step 1: Click the link to activate an account.

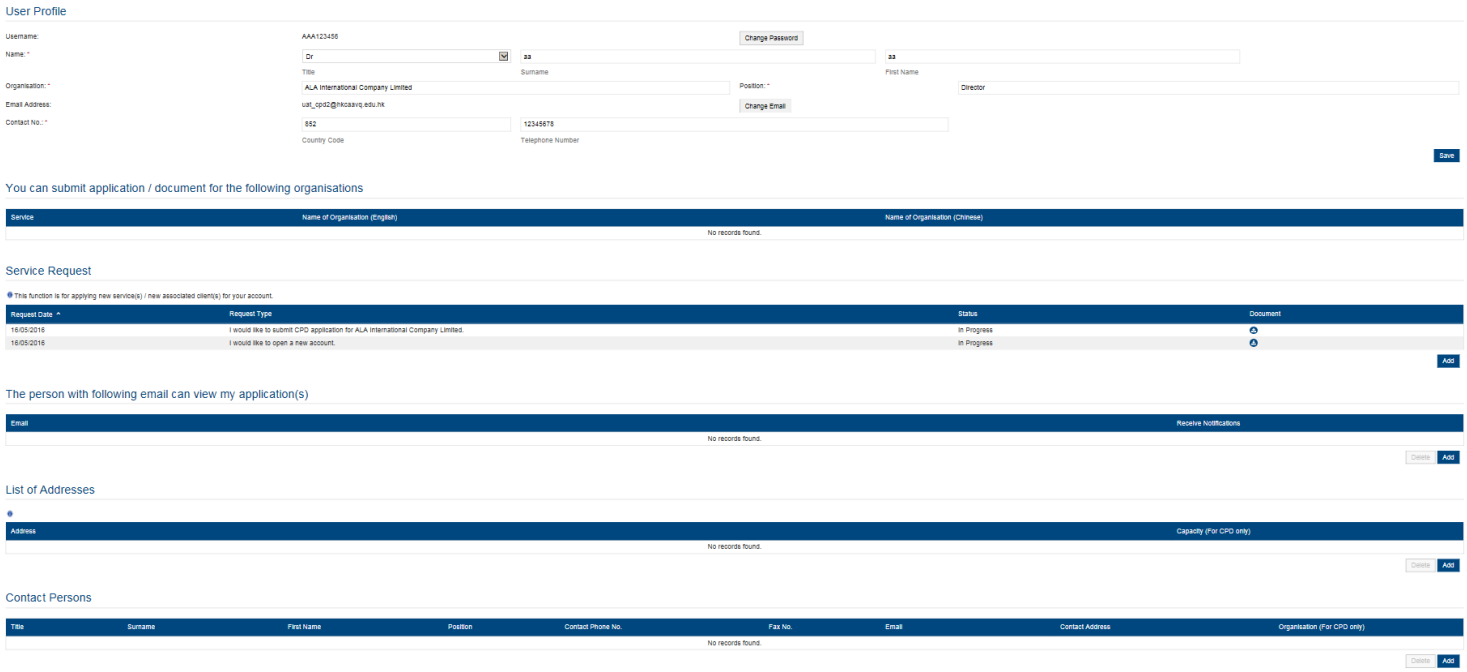


Step 2: Enter the Username and Password, and then click **Login**

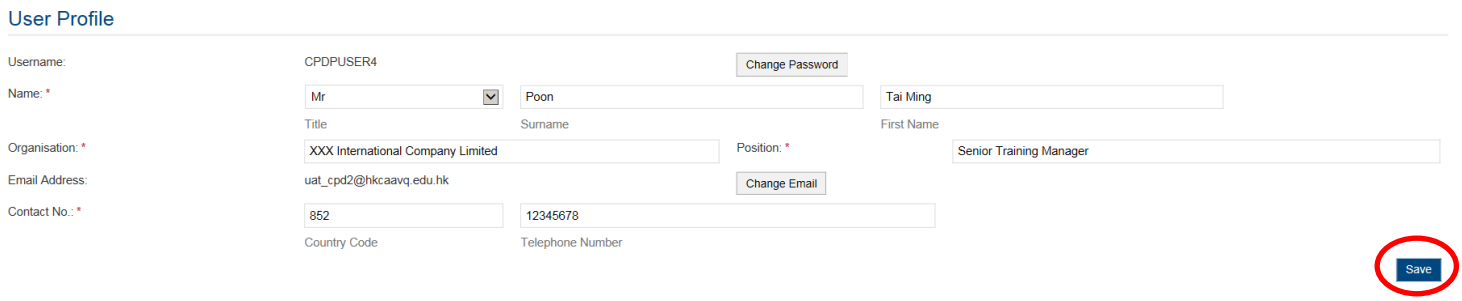


1.5. Update User Profile

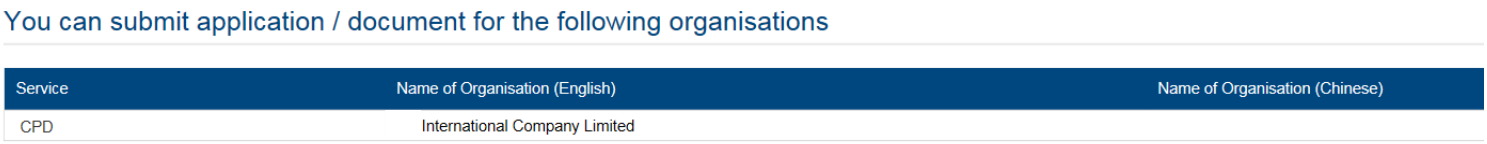
Step 1: The following information will be shown.



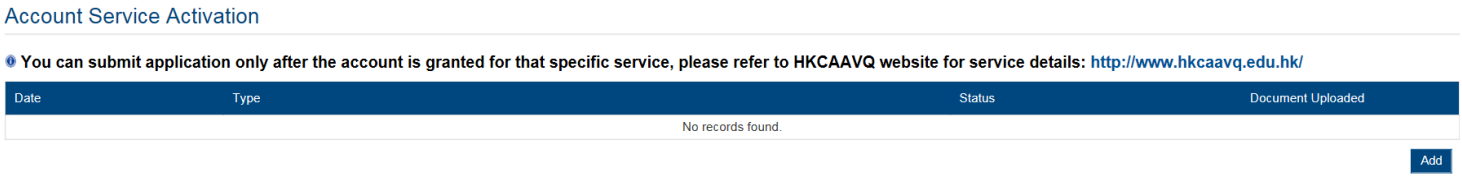
Step 2: The information you submitted before will be displayed under User Profile. You may edit / change the information (if needed), then click **Save**



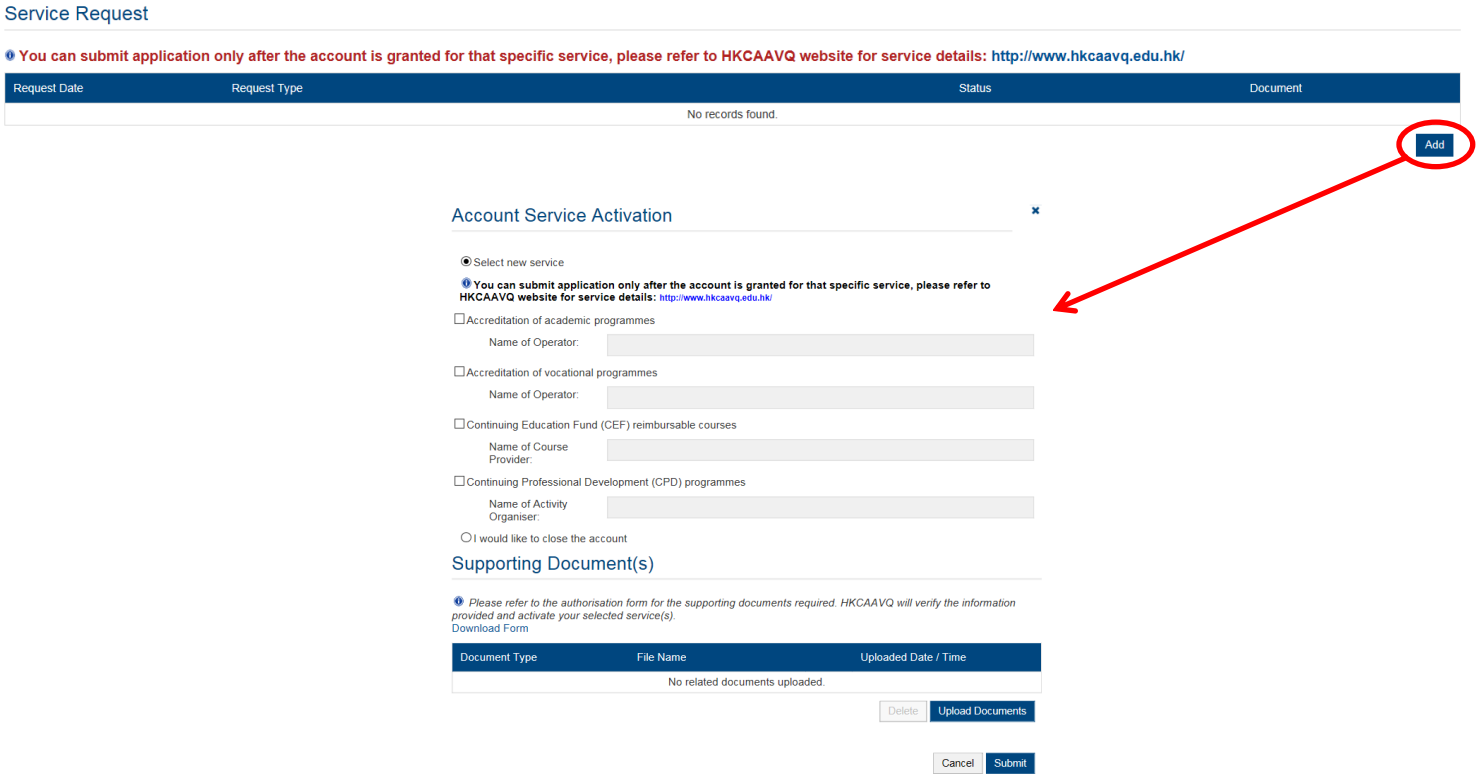
Step 3: If the registration process has been completed by HKCAAVQ , then your Name of Organisation will be shown under the column of “You can submit application/document for the following organisations.



Step 4: If the registration is being processed by HKCAAVQ, you cannot submit an application until the account is granted for that specific service.

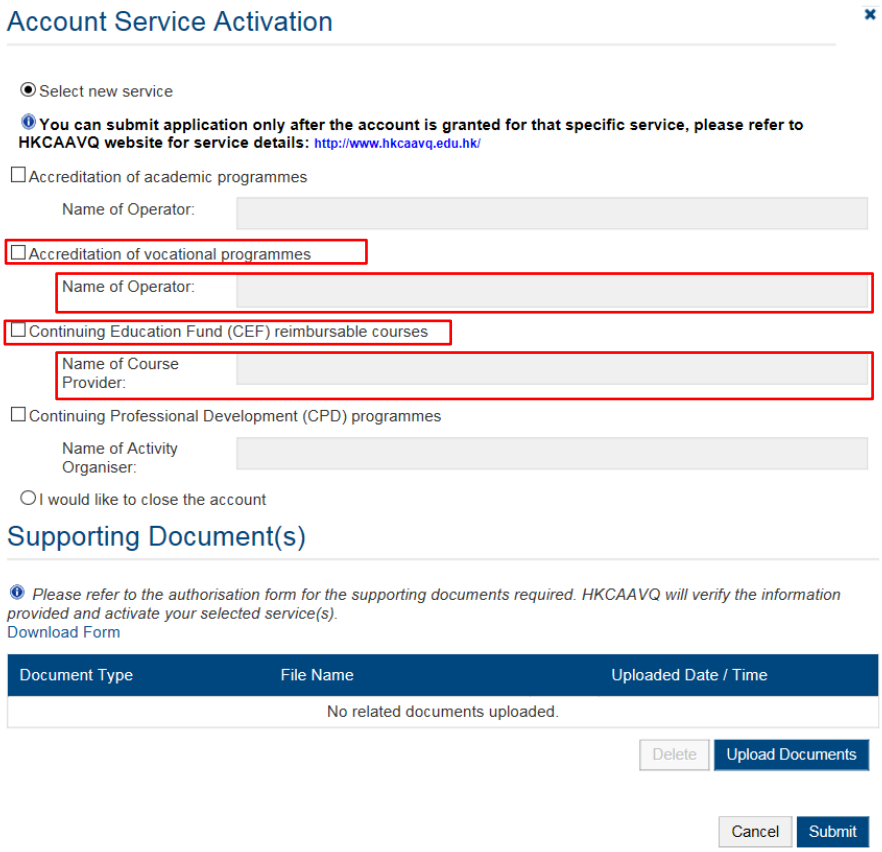


Step 5: If you would like to add 1 or more service(s), Please click **Add** and follow the step 5a – 5e. Otherwise, please go to step 6 -.

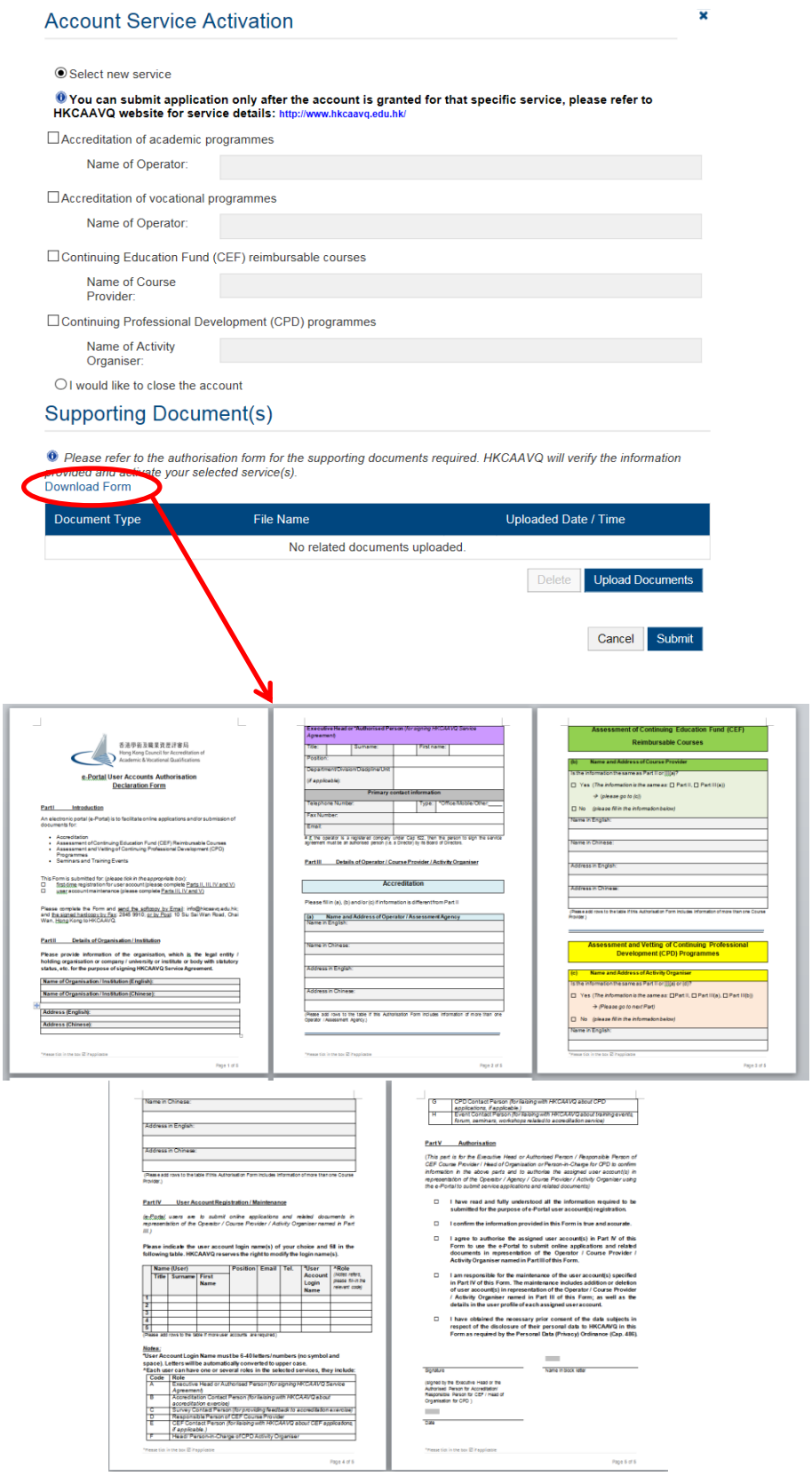


Step 5a: Check the box of the Service you requested and type the Organisational name under different services in the text bar.

- *For example, if you would like to add the Services of "Accreditation for vocational programmes" and "Continuing Education Fund (CEF) reimbursable courses", please check the boxes and type the Name of Organisation as below.*

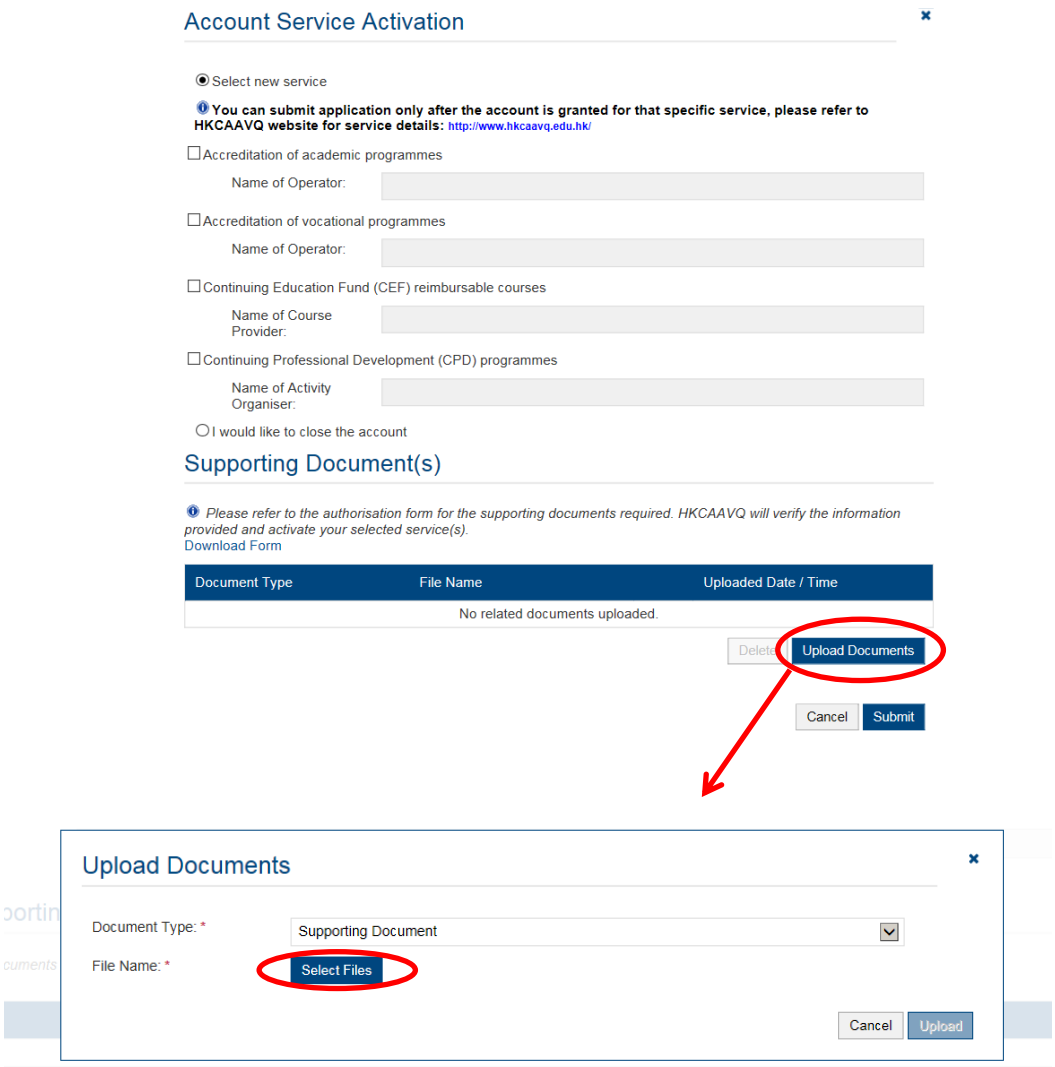


Step 5b: Click Download Form to download the e-Portal User Account Authorsied Declaration Form (total 5 pages), and fill-in the necessary information for uploading again.

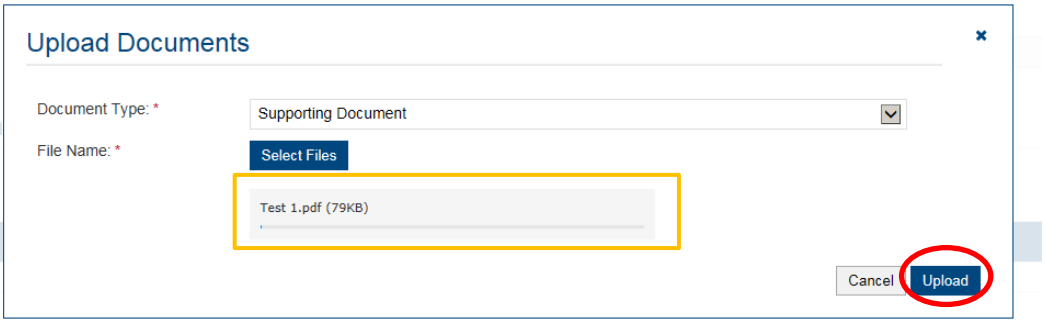


Step 5c: Click **Upload Documents** , the page of "Upload Documents" will be appeared accordingly, then click **Select Files**

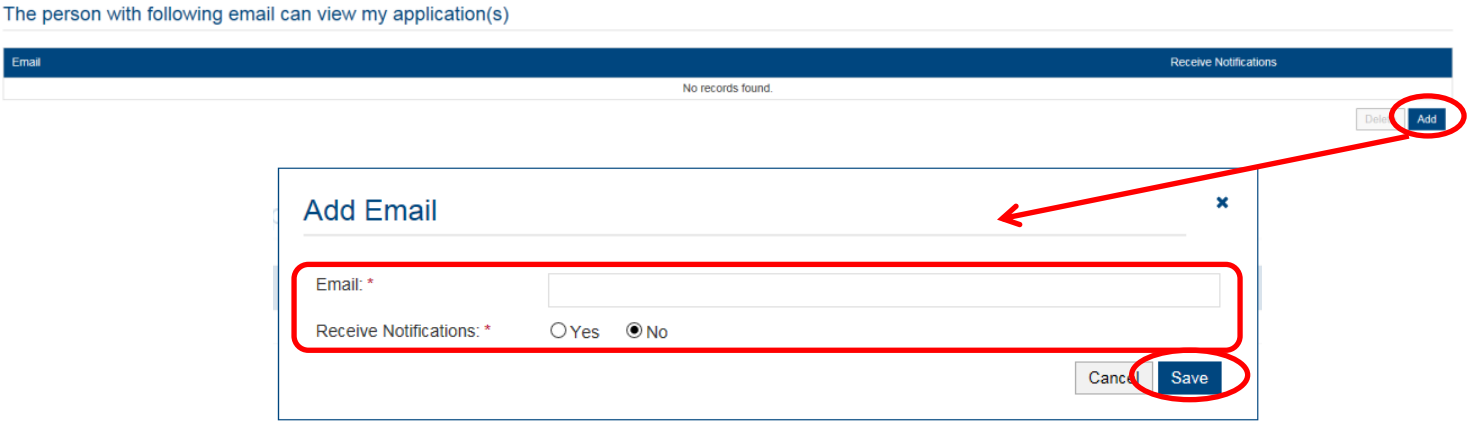
- *Please remember to send the signed original copy of e-Portal User Account Authorsied Declaration Form to HKCAAVQ by post.*



Step 5d: When the file was uploaded successfully as shown below, then click **Upload**

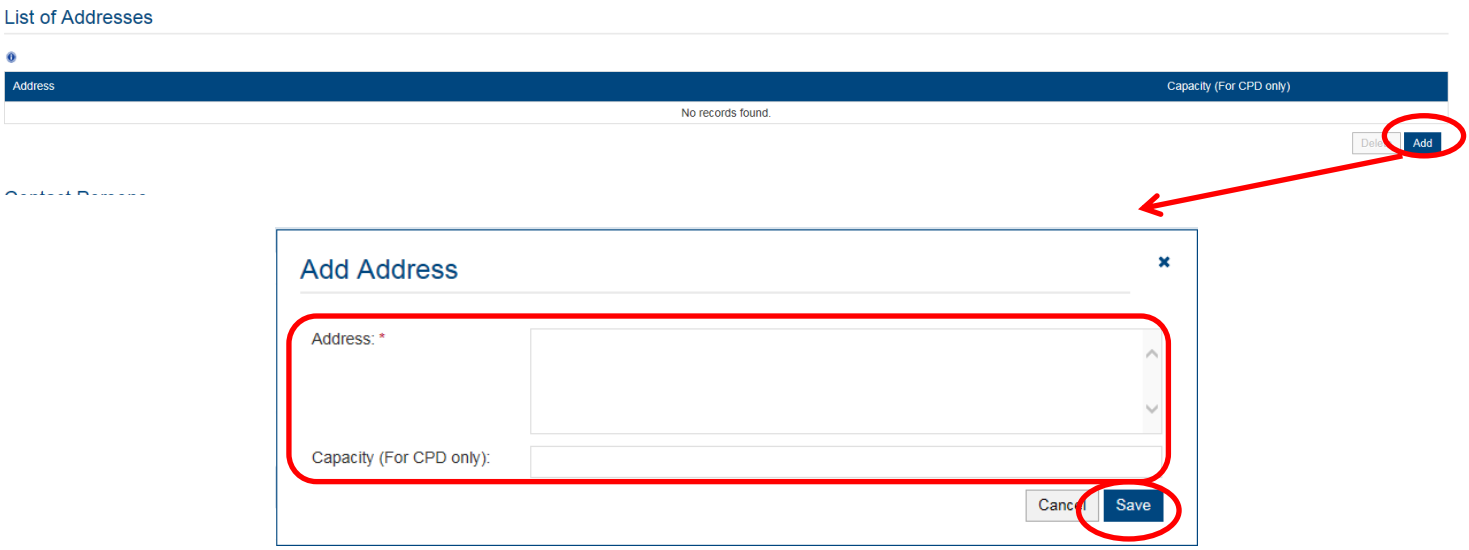


Step 6: If you would like to add a person who can view your application(s), click Add en enter the email address of the person, and check the box of "Receive Notifications".When finished, click Save

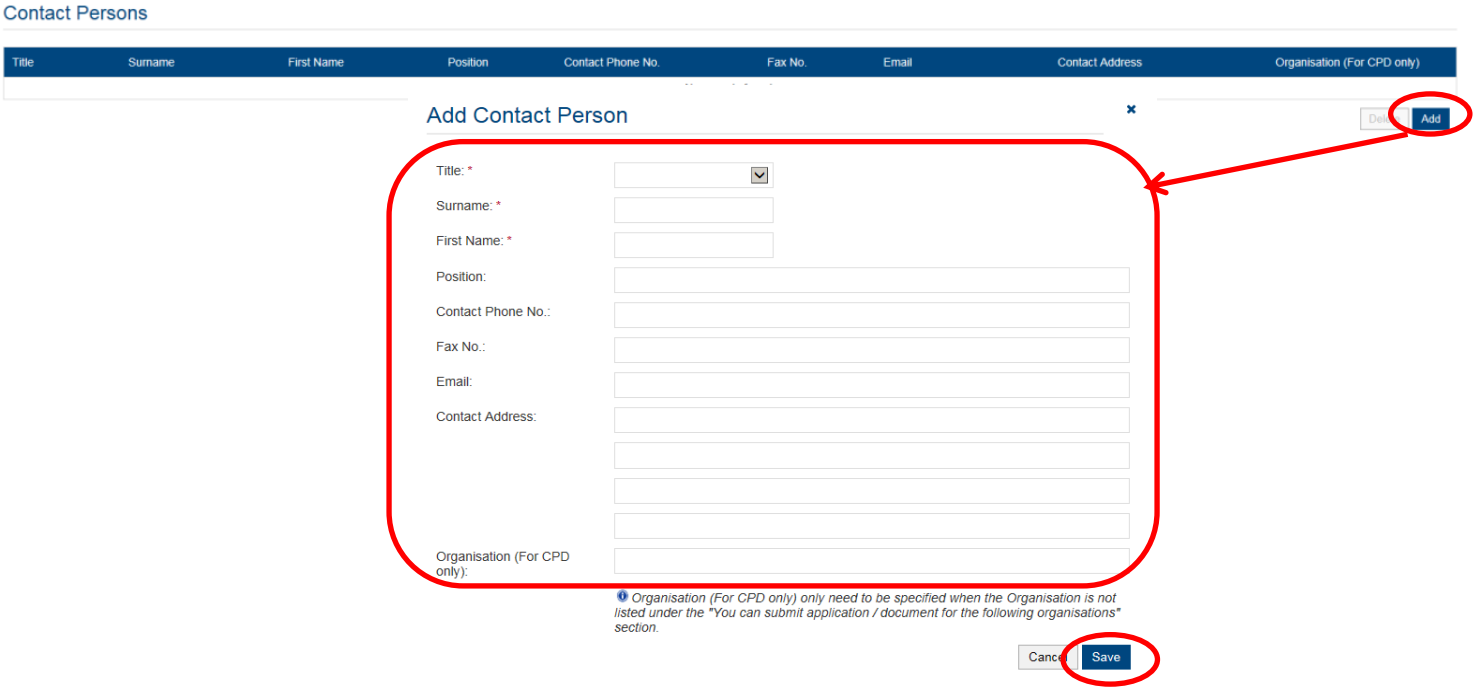


Step 7: For adding Venues, click Add and the "Add Address" will be shown. Please enter the address, then click Save

- *For CPD activity organiser, you must enter the capacity.*



Step 8: For adding Contact Person, click **Add** and fill-in the information under “Add Contact Person”, then click **Save**



2. Points to Note

- The Quick Guide aims to provide a step-by-step guidance for using the e-Portal service. Before submitting the application(s), you should read the relevant guidelines / guidance notes / assessment criteria with Fee Schedule on the HKCAAVQ website at http://www.hkcaavq.edu.hk/

- For enquiries, please contact:

  For matters related to accreditation of academic programmes:
  Tel: 3658 0242
  Email: aaa@hkcaavq.edu.hk

  For matters related to accreditation of vocational programmes:
  Tel: 3658 0211
  Email: vpa@hkcaavq.edu.hk

  For matters related to assessment of Continuing Education Fund (CEF) reimbursable courses:
  Tel: 3658 0241
  Email: cef@hkcaavq.edu.hk

  For matters related to assessment of Continuing Professional Development (CPD) programmes:
  Tel: 3658 0176
  Email: cpd_ia@hkcaavq.edu.hk