

# **E-Portal Quick Guide – Create New User Account**

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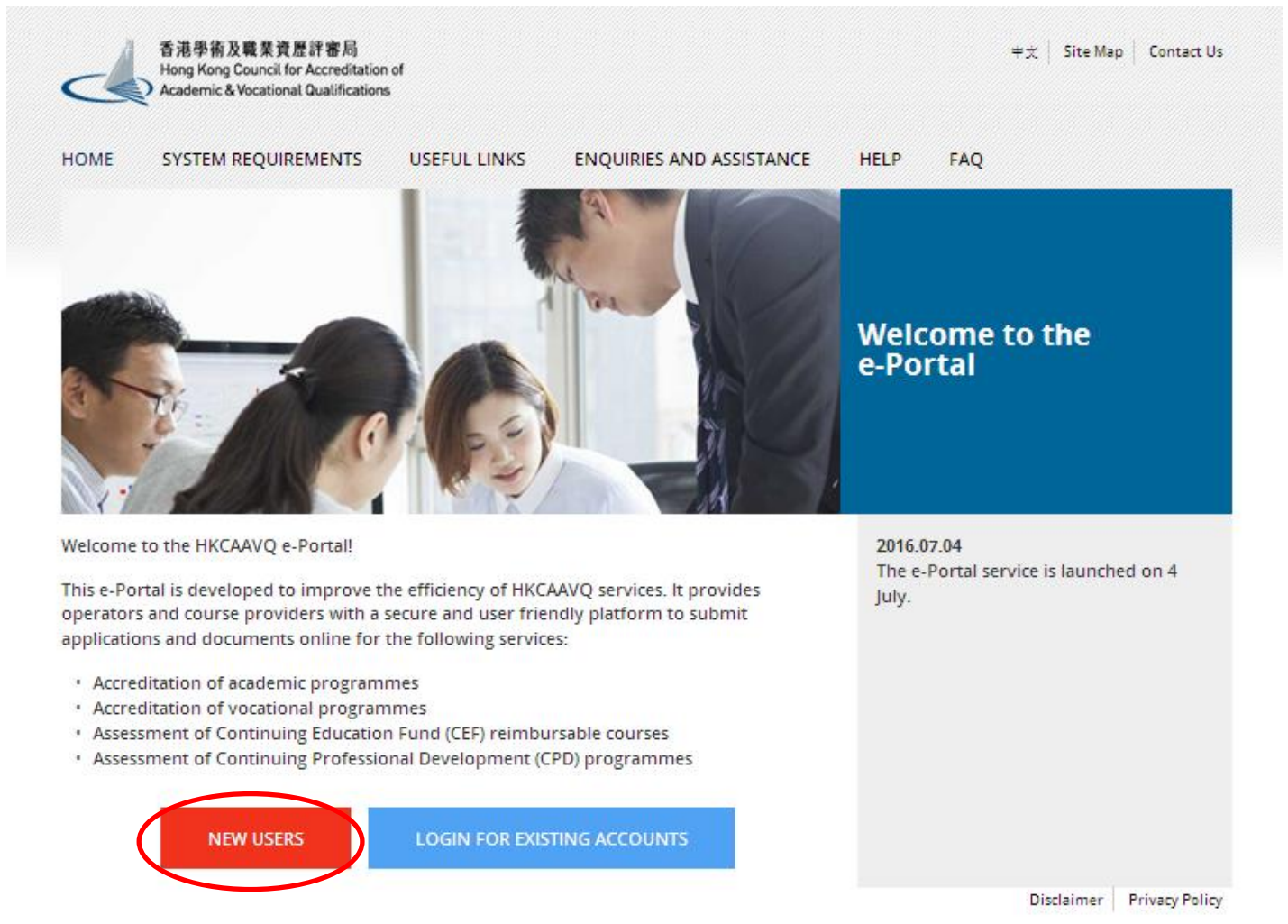
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# 1. Create New User Account

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

Step 2: Click **NEW USERS**



香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

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HOME SYSTEM REQUIREMENTS USEFUL LINKS ENQUIRIES AND ASSISTANCE HELP FAQ

## Welcome to the e-Portal

Welcome to the HKCAAVQ e-Portal!

This e-Portal is developed to improve the efficiency of HKCAAVQ services. It provides operators and course providers with a secure and user friendly platform to submit applications and documents online for the following services:

- Accreditation of academic programmes
- Accreditation of vocational programmes
- Assessment of Continuing Education Fund (CEF) reimbursable courses
- Assessment of Continuing Professional Development (CPD) programmes

**NEW USERS** LOGIN FOR EXISTING ACCOUNTS

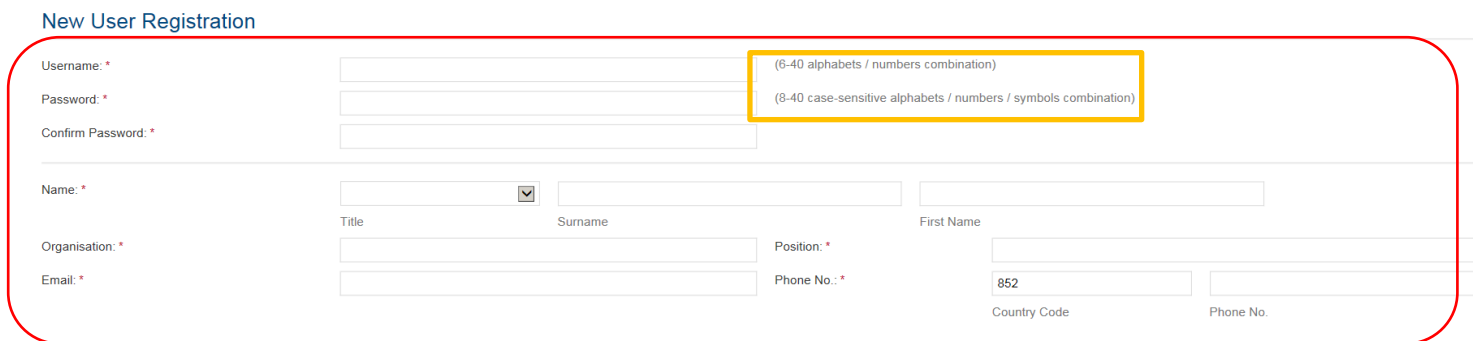
2016.07.04  
The e-Portal service is launched on 4 July.

Disclaimer | Privacy Policy

## 1.1. New User Registration

### Step 1: Fill in the information below

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



The form is titled "New User Registration". It contains several input fields and checkboxes. A red arrow points to the "Username" and "Password" fields. A yellow box highlights the password requirements: "(6-40 alphabets / numbers combination)" and "(8-40 case-sensitive alphabets / numbers / symbols combination)". A red box outlines the entire form.

**New User Registration**

Username: \*  (6-40 alphabets / numbers combination)

Password: \*  (8-40 case-sensitive alphabets / numbers / symbols combination)

Confirm Password: \*

Name: \*  ☒

Organisation: \*  Position: \*

Email: \*  Phone No.: \*  852

Country Code Phone No.

## 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.

### Account Service Activation

 Please refer to the HKCAAVQ website for details.

☐ Accreditation of academic programmes

Name of Operator:

☐ Accreditation of vocational programmes

Name of Operator:

☐ Continuing Education Fund (CEF) reimbursable courses

Name of Course Provider:

☒ Continuing Professional Development (CPD) programmes

Name of Activity Organiser:

## 1.3. Upload Authorisation Form and Supporting Document

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

### Upload Authorisation Form and Supporting Document

Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).

Download Form

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

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

### Upload Authorisation Form and Supporting Document

Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).

Download Form

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

Upload Documents

Upload Documents

Document Type: \*

Supporting Document

File Name: \*

Select Files

Cancel

Upload

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 Authorised Declaration Form** to HKCAAVQ by post.

Upload Documents

Document Type: \* Supporting Document

File Name: \* Select Files

Test 1.pdf (79KB)

Cancel Upload

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

Prove you're not a robot

I'm not a robot

Submit

Message from webpage

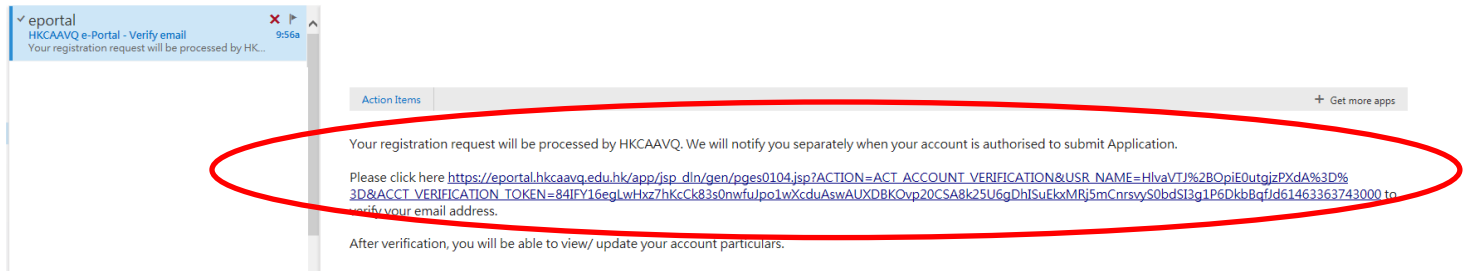
Confirm to submit your registration request to HKCAAVQ?

OK Cancel

Registration completed. Please check your email around 15 minutes later for instruction to verify your email address. Our staff will notify you when your account is ready to submit application.

## 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

Your account is activated. You can now login to the e-Portal.

中文

e-Portal

香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

Username: \*

Password: \*

[Forgot Username or Password?](#)

Login

Create New Account

## 1.5. Update User Profile

Step 1: The following information will be shown.

User Profile

Username: AAA123456 [Change Password](#)

Name: \*  
Title: Dr ☐ Surname: aa First Name: aa

Organisation: \* ALA International Company Limited Position: \* Director

Email Address: uat\_gis2@hkcaavq.edu.hk [Change Email](#)

Contact No.: \*  
Country Code: 852 Telephone Number: 12345678

[Save](#)

You can submit application / document for the following organisations

Service	Name of Organisation (English)	Name of Organisation (Chinese)
No records found.		

Service Request

\* This function is for applying new service(s) / new associated claims for your account.

Request Date *	Request Type	Status	Document
16/05/2016	I would like to submit CPD application for ALA International Company Limited.	In Progress	
16/05/2016	I would like to open a new account.	In Progress	

[Add](#)

The person with following email can view my application(s)

Email	Relative Notifications
No records found.	

[Delete](#) [Add](#)

List of Addresses

\*

Address	Capacity (For CPD only)
No records found.	

[Delete](#) [Add](#)

Contact Persons

Title	Surname	First Name	Position	Contact Phone No.	Fax No.	Email	Contact Address	Organisation (For CPD only)
No records found.								

[Delete](#) [Add](#)

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

### User Profile

Username: CPDPUSER4 [Change Password](#)

Name: \*  
Title: Mr ☒ Surname: Poon First Name: Tai Ming

Organisation: \* XXX International Company Limited Position: \* Senior Training Manager

Email Address: uat\_cpd2@hkcaavq.edu.hk [Change Email](#)

Contact No.: \*  
Country Code: 852 Telephone Number: 12345678

[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.”

You can submit application / document for the following organisations

Service	Name of Organisation (English)	Name of Organisation (Chinese)
CPD	International Company Limited	

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

#### Account Service Activation

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

Date	Type	Status	Document Uploaded
No records found.			

Add

**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 -.

#### Service Request

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

Request Date	Request Type	Status	Document
No records found.			

Add

#### Account Service Activation

☒ Select new service

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

☐ Accreditation of academic programmes

Name of Operator:

☐ Accreditation of vocational programmes

Name of Operator:

☐ Continuing Education Fund (CEF) reimbursable courses

Name of Course

Provider:

☐ Continuing Professional Development (CPD) programmes

Name of Activity

Organiser:

☐ I would like to close the account

#### Supporting Document(s)

**Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).**  
Download Form

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

Delete Upload Documents

Cancel Submit

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.

### Account Service Activation

☒ Select new service

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

☐ Accreditation of academic programmes  
Name of Operator:

☒ Accreditation of vocational programmes  
Name of Operator:

☒ Continuing Education Fund (CEF) reimbursable courses  
Name of Course Provider:

☐ Continuing Professional Development (CPD) programmes  
Name of Activity  
Organiser:

☐ I would like to close the account

### Supporting Document(s)

**Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).**  
[Download Form](#)

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

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

### Account Service Activation

**Select new service**

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

☐ Accreditation of academic programmes

Name of Operator:

☐ Accreditation of vocational programmes

Name of Operator:

☐ Continuing Education Fund (CEF) reimbursable courses

Name of Course Provider:

☐ Continuing Professional Development (CPD) programmes

Name of Activity Organiser:

☐ I would like to close the account

### Supporting Document(s)

**Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).**

**Download Form**

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

[Delete](#) [Upload Documents](#)

[Cancel](#) [Submit](#)

**香港學術及職業資歷評議會**  
Hong Kong Council for Accreditation of Academic and Vocational Qualifications

**e-Portal User Accounts Authorisation Declaration Form**

**Part I - Introduction**

An electronic portal (e-Portal) is to facilitate online applications and/or submission of documents for:

- Accreditation
- Assessment of Continuing Education Fund (CEF) Reimbursable Courses
- Assessment and vetting of Continuing Professional Development (CPD) Programmes
- Self-study and Training Exams

The Form is submitted for (please tick in the appropriate box):

☐ Self-study registration for user account (please complete Parts I, II, IV and V) and submission of documents (please complete Parts I, II and III)

Please complete the Form and send the address to Email: [info@hkcaavq.edu.hk](mailto:info@hkcaavq.edu.hk) and E-mail address to: [info@hkcaavq.edu.hk](mailto:info@hkcaavq.edu.hk) or by Fax: 2861 1111 or by Email: [info@hkcaavq.edu.hk](mailto:info@hkcaavq.edu.hk)

**Part II - Details of Organisation / Institution**

Please provide information of the organisation, which is the legal entity / holding organisation or company / university or institute or body with statutory status, etc. for the purpose of signing HKCAAVQ Service Agreement.

Name of Organisation (Institution) (English):

Name of Organisation (Institution) (Chinese):

Address (English):

Address (Chinese):

\*Please tick in the box of Page 1 of 5.

**Executive Head or Authorised Person (for signing HKCAAVQ Service Agreement)**

Name:  Surname:  First Name:

Position:

Department/Division/Department (if applicable):

Primary contact information

Telephone Number:  Type:  Office/Mobile/Other:

Fax Number:

Email:

**Part III - Details of Operator / Course Provider / Activity Organiser**

**Accreditation**

Please tick in (a), (b) and/or (c). If information is different from Part I:

(a) Name and Address of Operator / Assessment Agency

Name in English:

Name in Chinese:

Address in English:

Address in Chinese:

\*Please tick in the box of Page 2 of 5.

**Assessment of Continuing Education Fund (CEF) Reimbursable Courses**

**(a) Name and Address of Course Provider**

Is the information the same as Part I or (a)?

☐ Yes (The information is the same as: ☐ Part I; ☐ Part III(a))

☐ No (Please fill in the information below)

Name in English:

Name in Chinese:

Address in English:

Address in Chinese:

\*Please tick in the box of Page 2 of 5.

**Assessment and Vetting of Continuing Professional Development (CPD) Programmes**

**(b) Name and Address of Activity Organiser**

Is the information the same as Part I or (b)?

☐ Yes (The information is the same as: ☐ Part I; ☐ Part III(b))

☐ No (Please fill in the information below)

Name in English:

Name in Chinese:

\*Please tick in the box of Page 3 of 5.

Name in Chinese:

Address in English:

Address in Chinese:

\*Please tick in the box of Page 3 of 5.

**Part IV - User Account Registration / Maintenance**

(a) (b) (c) users are to submit online applications and related documents in representation of the Operator / Course Provider / Activity Organiser named in Part II.

Please indicate the user account login name(s) of your choice and fill in the following table. HKCAAVQ reserves the rights to modify the login name(s).

Name (User)	Title	Surname	First Name	Position	Email	Yat	Mobile	Notes
1								(User must pass this in the next step)
2								
3								
4								
5								

\*Please tick in the box of Page 4 of 5.

**Part V - Authorisation**

(This part is for the Executive Head or Authorised Person / Responsible Person of CEF Course Provider / Head of Organisation or Person-in-Charge for CPD to confirm information in the above parts and to authorise the assigned user account(s) in representation of the Operator / Agency / Course Provider / Activity Organiser using the e-Portal to submit service applications and related documents)

☐ I have read and fully understood all the information required to be submitted for the purpose of e-Portal user account(s) registration.

☐ I confirm the information provided in this Form is true and accurate.

☐ I agree to authorise the assigned user account(s) in Part IV of this Form to use the e-Portal to submit online applications and related documents in representation of the Operator / Course Provider / Activity Organiser named in Part II of this Form, as well as the details in the user profile of each assigned user account.

☐ I am responsible for the maintenance of the user account(s) specified in Part IV of this Form. The maintenance includes addition or deletion of user account(s) in representation of the Operator / Course Provider / Activity Organiser named in Part II of this Form, as well as the details in the user profile of each assigned user account.

☐ I have obtained the necessary prior consent of the data subjects in respect of the disclosure of their personal data to HKCAAVQ in this Form as required by the Personal Data (Privacy) Ordinance (Cap. 486).

Signature:  Name in box:

\*Please tick in the box of Page 5 of 5.

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 Authorised Declaration Form** to HKCAAVQ by post.

**Account Service Activation**

☒ Select new service

**You can submit application only after the account is granted for that specific service, please refer to HKCAAVQ website for service details: <http://www.hkcaavq.edu.hk/>**

☐ Accreditation of academic programmes  
Name of Operator:

☐ Accreditation of vocational programmes  
Name of Operator:

☐ Continuing Education Fund (CEF) reimbursable courses  
Name of Course Provider:

☐ Continuing Professional Development (CPD) programmes  
Name of Activity Organiser:

☐ I would like to close the account

**Supporting Document(s)**

**Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).**  
[Download Form](#)

Document Type	File Name	Uploaded Date / Time
No related documents uploaded.		

**Upload Documents**

**Upload Documents**

Document Type: \*

File Name: \* **Select Files**

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

**Upload Documents**

Document Type: \*

File Name: \*

**Upload**

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

The person with following email can view my application(s)

Email	Receive Notifications
No records found.	

**Add**

### Add Email

Email: \*

Receive Notifications: \* ☐ Yes ☒ No

**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.

List of Addresses

Address	Capacity (For CPD only)
No records found.	

**Add**

### Add Address

Address: \*

Capacity (For CPD only):

**Save**

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

Contact Persons

Title	Surname	First Name	Position	Contact Phone No.	Fax No.	Email	Contact Address	Organisation (For CPD only)
<div><div>Add Contact Person</div><div><div><div>Title: *</div><div><div></div><div></div></div></div><div><div>Surname: *</div><div><div></div><div></div></div></div><div><div>First Name: *</div><div><div></div><div></div></div></div><div><div>Position:</div><div><div></div><div></div></div></div><div><div>Contact Phone No.:</div><div><div></div><div></div></div></div><div><div>Fax No.:</div><div><div></div><div></div></div></div><div><div>Email:</div><div><div></div><div></div></div></div><div><div>Contact Address:</div><div><div></div><div></div><div></div><div></div><div></div></div></div><div><div>Organisation (For CPD only):</div><div><div></div><div></div></div></div></div><div><div>Organisation (For CPD only) only need to be specified when the Organisation is not listed under the "You can submit application / document for the following organisations" section.</div><div><div>Cancel</div><div>Save</div></div></div></div>								

## 2. Points to Note

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- 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](mailto:aaa@hkcaavq.edu.hk)

**For matters related to accreditation of vocational programmes:**

Tel: 3658 0211

Email: [vpa@hkcaavq.edu.hk](mailto:vpa@hkcaavq.edu.hk)

**For matters related to assessment of Continuing Education Fund (CEF) reimbursable courses:**

Tel: 3658 0241

Email: [cef@hkcaavq.edu.hk](mailto:cef@hkcaavq.edu.hk)

**For matters related to assessment of Continuing Professional Development (CPD) programmes:**

Tel: 3658 0176

Email: [cpd\\_ia@hkcaavq.edu.hk](mailto:cpd_ia@hkcaavq.edu.hk)