E-Portal Quick Guide –

Create New User Account
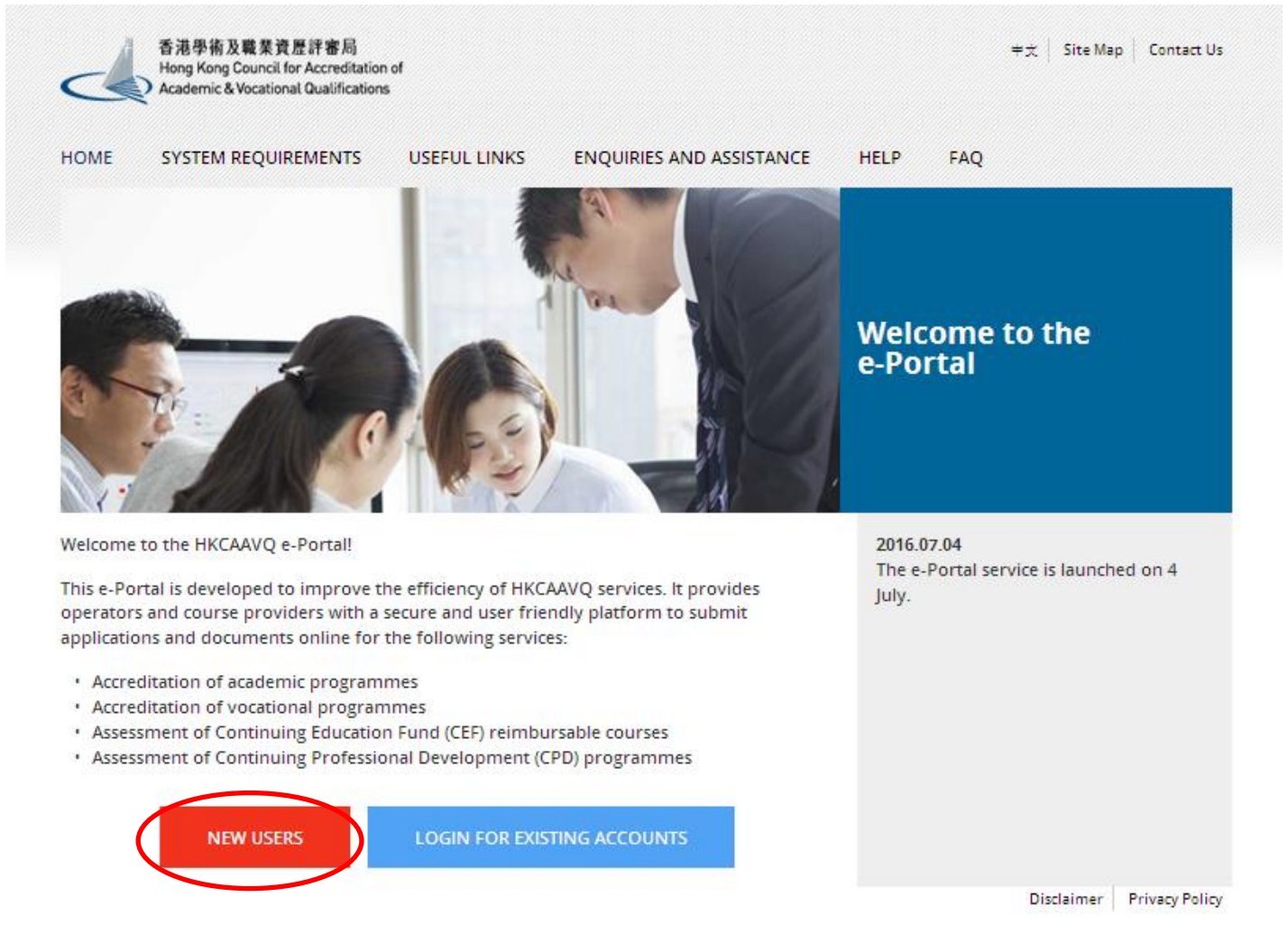
Table of Contents

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

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

New User Registration

Username: *		(6-40 alphabets / numbers combination)
Password: *		(8-40 case-sensitive alphabets / numbers / symbols combination)
Confirm Password: *		
Name: *		
	Title	Surname	First 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
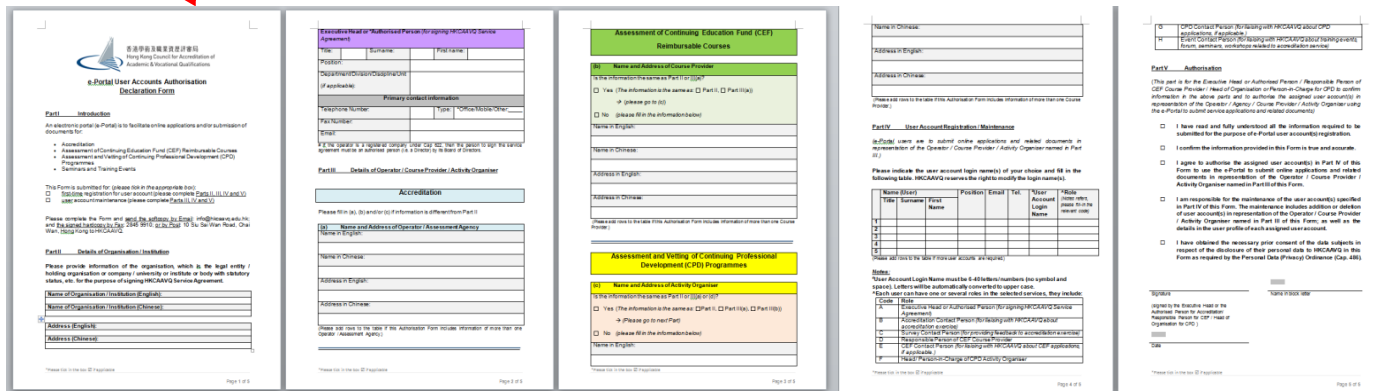　　Name of Activity Organiser:

1.3. Upload Authorisation Form and Supporting Document

Step 1: Click Download Form to download the e-Portal User Account 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
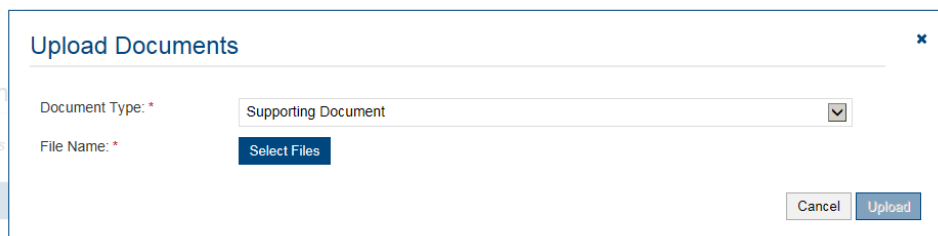
Step 3: When the file was uploaded successfully as shown below, then click Upload

❖ *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

Login

1.5. Update User Profile

User Profile

Username:	AAA123456
Name: *	Dr / 33 / 33
	Title / Surname / First Name
Organisation: *	ALA International Company Limited	Position: *	Director
Email Address:	uat_cpd2@hkcaavq.edu.hk	Change Email
Contact No.: *	852 / 12345678
	Country Code / Telephone Number

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 client(s) 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	Receive 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**

User Profile

Username:	CPDPUSER4	Change Password
Name: *	Mr / Poon / Tai Ming
	Title / Surname / First Name
Organisation: *	XXX International Company Limited	Position: *	Senior Training Manager
Email Address:	uat_cpd2@hkcaavq.edu.hk	Change Email
Contact No.: *	852 / 12345678
	Country Code / Telephone Number

Save

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

❖ *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
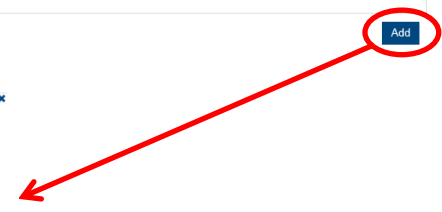
　　　　　Name of Course
　　　　　Provider:

☐ 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.	

　　　　　　　　　　　　　　　　　　　　　Delete　　Upload Documents

　　　　　　　　　　　　　　　　　　　　　Cancel　　Submit

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 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.*

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: [_____]

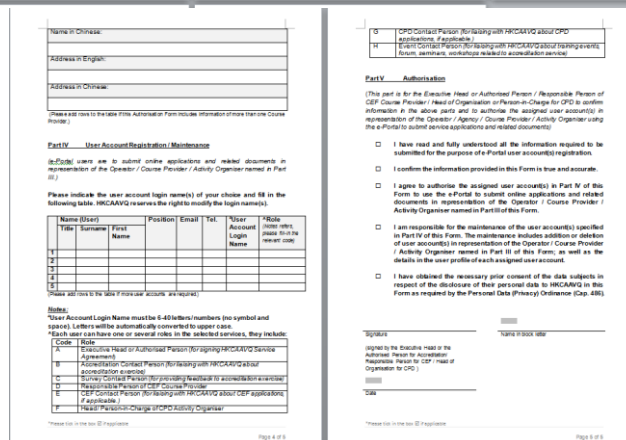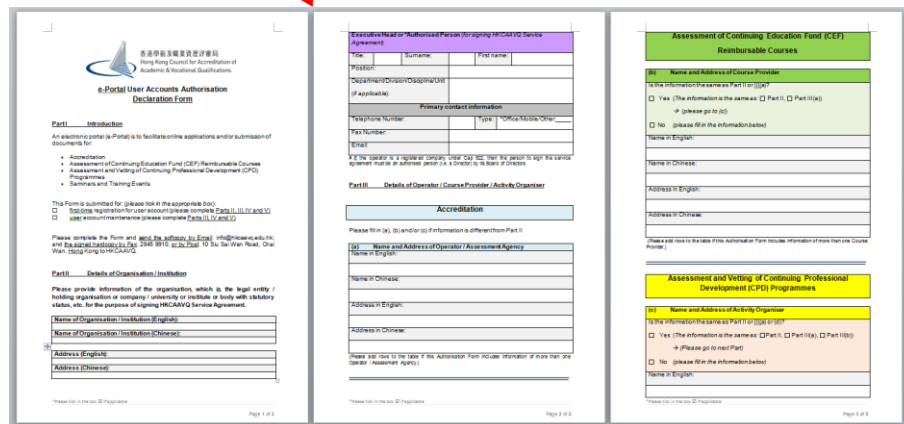◯ I would like to close the account

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`

Upload Documents ✕

Document Type: *   [Supporting Document ▽]

File Name: *   `Select Files`

`Cancel` `Upload`

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

Upload Documents ✕

Document Type: *   [Supporting Document ▽]

File Name: *   `Select Files`

     Test 1.pdf (79KB)

`Cancel` `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`

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

Email	Receive Notifications
No records found.	

`Delete` `Add`

Add Email ✕

Email: * [ ]

Receive Notifications: * ○ Yes ● No

`Cancel` `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.	

`Delete` `Add`

Add Address ✕

Address: * [ ]

Capacity (For CPD only): [ ]

`Cancel` `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)

Add Contact Person ✕

Title: *
Surname: *
First Name: *
Position:
Contact Phone No.:
Fax No.:
Email:
Contact Address:

Organisation (For CPD only):

ⓘ *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.*

Cancel 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 0233
  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