

E-Portal Quick Guide – Create New User Account

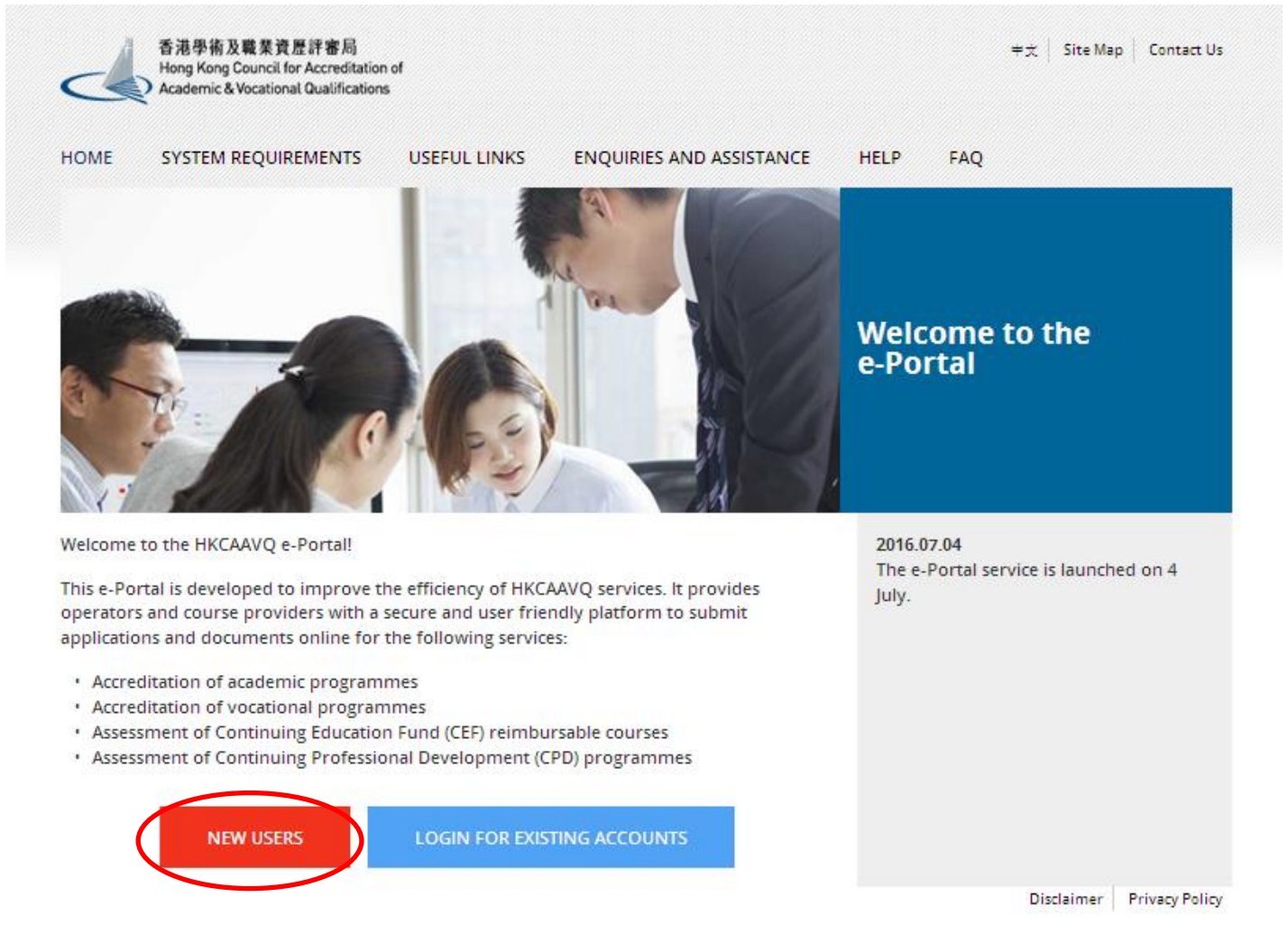
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1. Create New User Account

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

Step 2: Click [NEW USERS](#)



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.



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

Title Surname First Name 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:

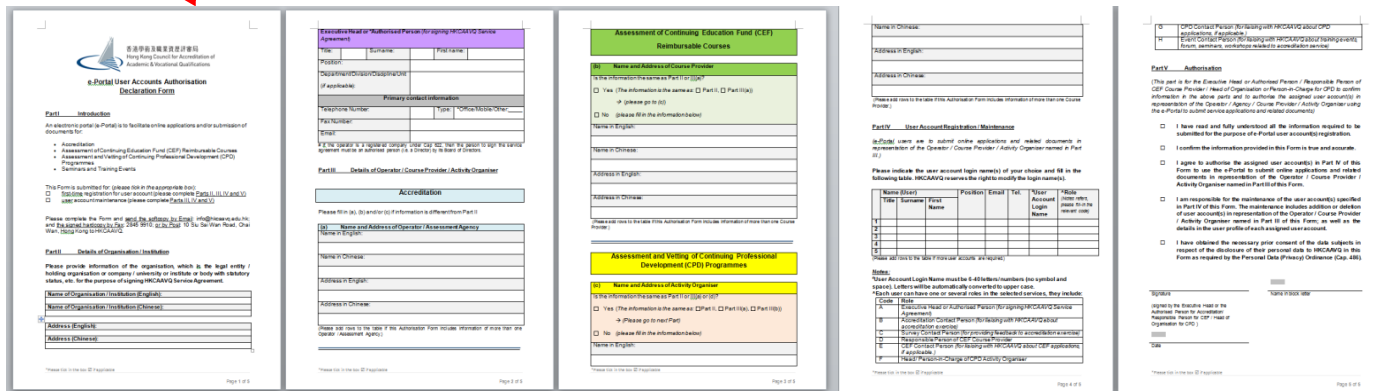
1.3. Upload Authorisation Form and Supporting Document

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).

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

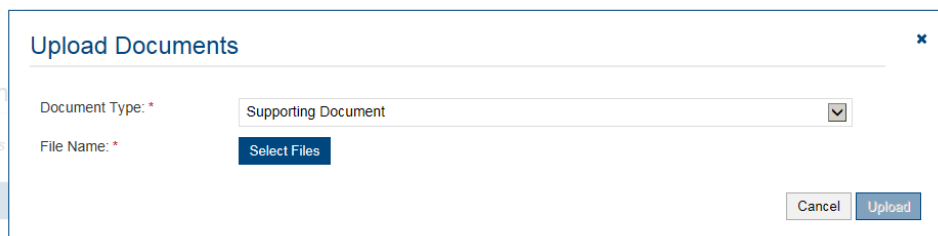


Step 2: Click Upload Documents, the page of "Upload Documents" will be appeared accordingly, then click Select Files

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).

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



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: * 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

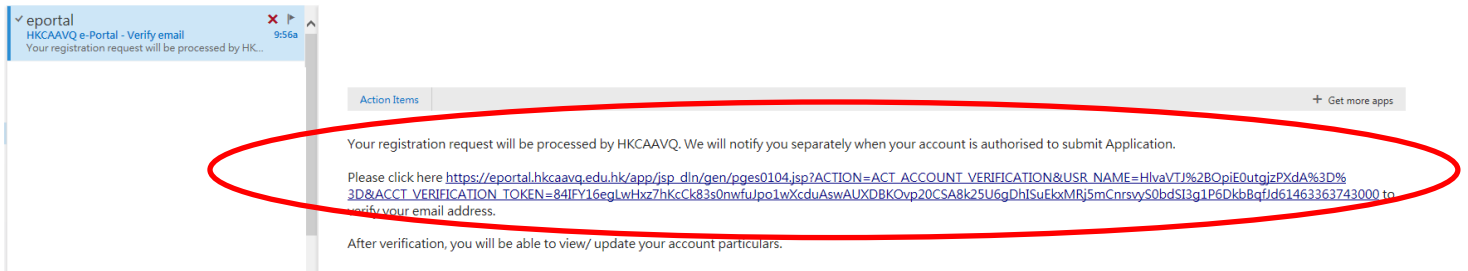
Confirm to submit your registration request to HKCAAVQ?

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**

The screenshot shows the login page for the HKCAAVQ e-Portal. At the top, it states "Your account is activated. You can now login to the e-Portal." The page is in Chinese, with a "中文" link in the top right. The header features the HKCAAVQ logo and the text "香港學術及職業資歷評審局" and "Hong Kong Council for Accreditation of Academic & Vocational Qualifications". The login form includes:

- A "Username: *" field with a red circle around it.
- A "Password: *" field with a red circle around it.
- A link for "Forgot Username or Password?".
- A blue "Login" button with a red circle around it.
- A grey "Create New Account" button.

1.5. Update User Profile

Step 1: The following information will be shown.

User Profile

Username: AAA123456 Change Password

Name: *
Title:
Surname: Surname First Name

Organisation: *
 Position: *
Email Address: Change Email

Contact No.: *

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 clients 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	

Save

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

Email	Relative Notifications
No records found.	

Cancel Add

List of Addresses

Address	Capacity (For CPD only)
No records found.	

Cancel Add

Contact Persons

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

Cancel 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:
Surname First Name

Organisation: *
 Position: *

Email Address: Change Email

Contact No.: *

Country Code Telephone Number

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:

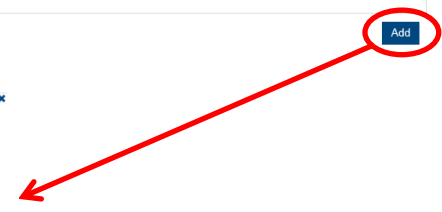
Continuing Professional Development (CPD) programmes
Name of Activity Organiser:

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.		



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)

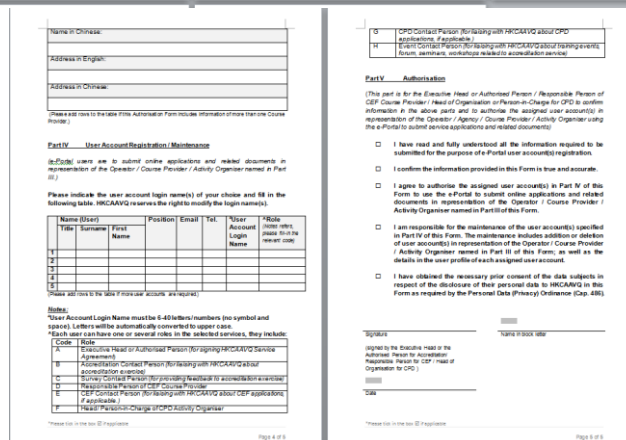
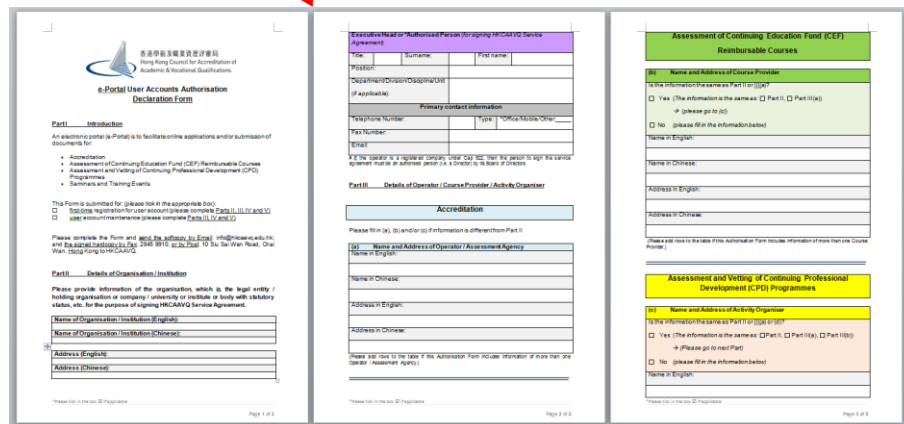
Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).

Download Form

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

Delete Upload Documents

Cancel Submit



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: * **Select Files**

Test 1.pdf (79KB)

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 Email [X]

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.	

Add Address [X]

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 Delete Add								
Title: *	<input type="text"/>							
Surname: *	<input type="text"/>							
First Name: *	<input type="text"/>							
Position:	<input type="text"/>							
Contact Phone No.:	<input type="text"/>							
Fax No.:	<input type="text"/>							
Email:	<input type="text"/>							
Contact Address:	<input type="text"/>							
	<input type="text"/>							
	<input type="text"/>							
Organisation (For CPD only):	<input type="text"/>							
<small>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.</small>								
								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_ja@hkcaavq.edu.hk