E-Portal Quick Guide –

Set up User Profile

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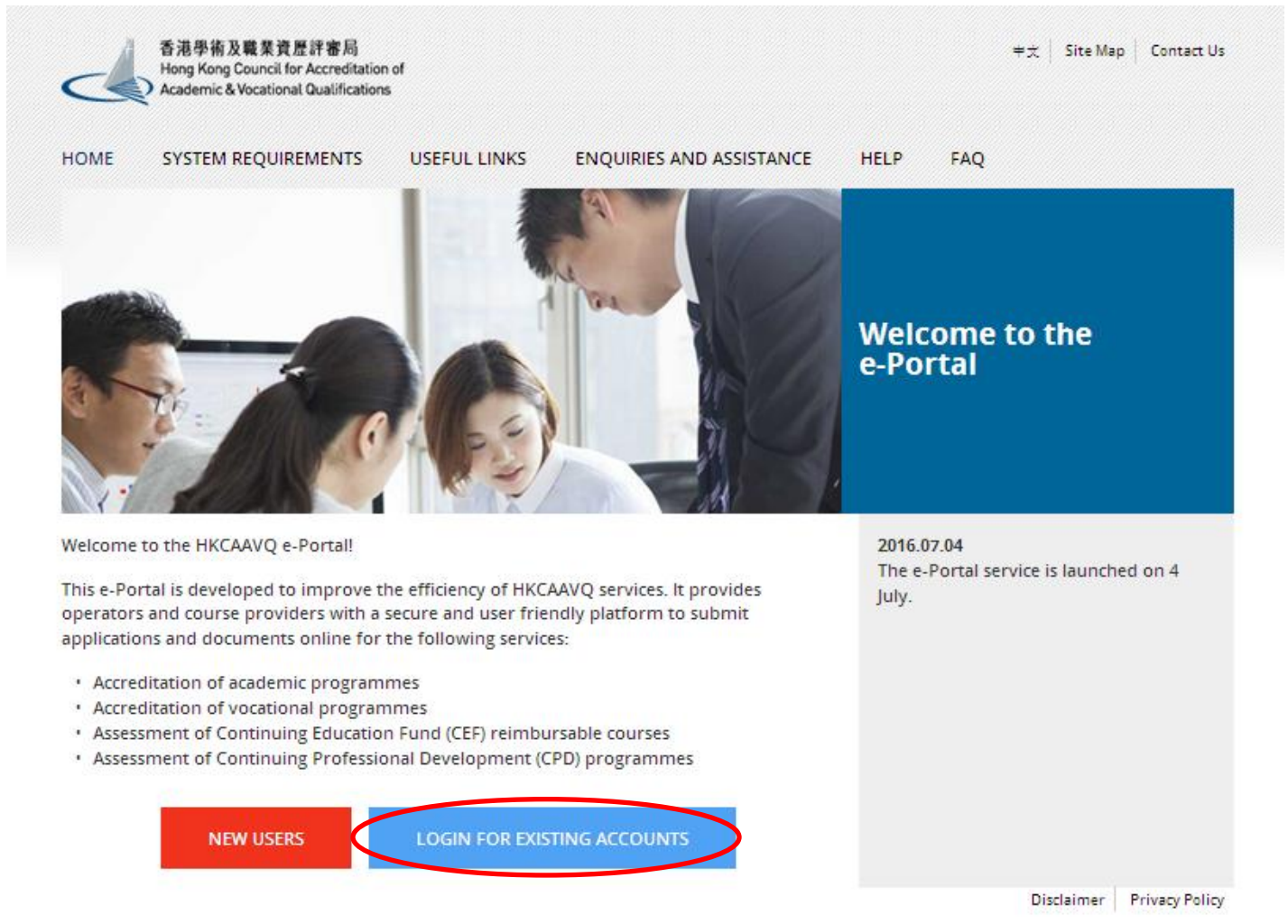
1. Set a password and Login to e-Portal

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

Step 2: Click LOGIN FOR EXISTING ACCOUNTS

Step 3: After reading the Disclaimer, click I Agree

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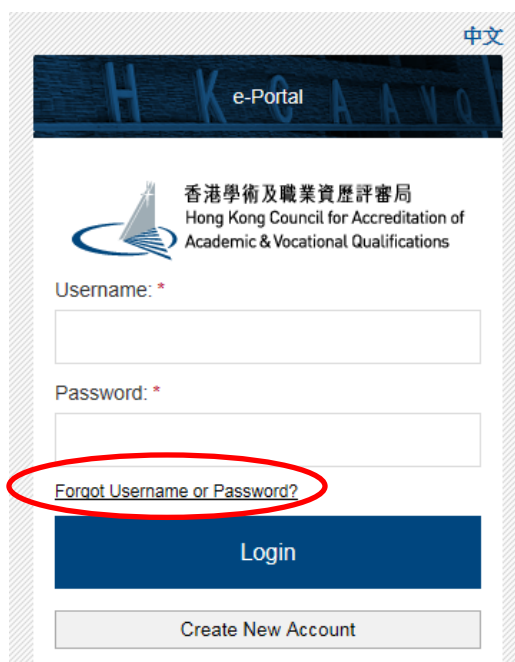
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I Agree

Step 4: Click Forget Username or Password to set the password

Step 5: Enter the Username and Email, then click Submit

Forgot Username or Password?

◉ I don't know my password

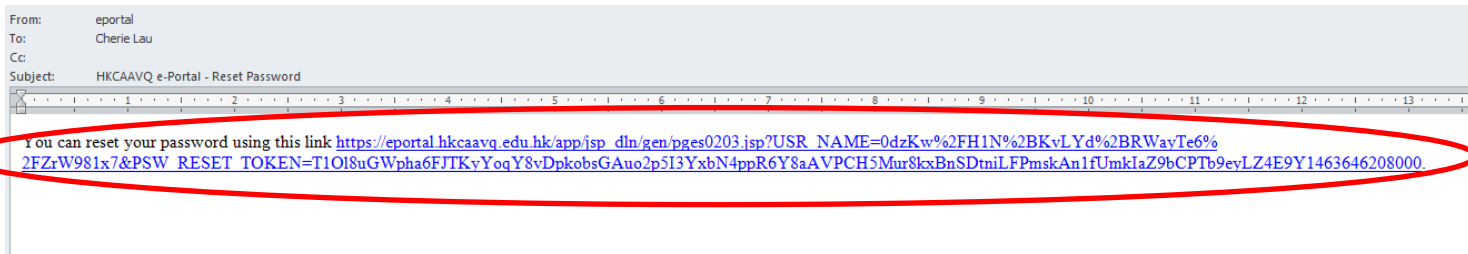Username: *   Email: *

○ I don't know my Username

Name:

Title   Surname   First Name

Email:

Back Submit

==Step 6: Please check your email and click the provided link to set your password==

From: eportal
To: Cherie Lau
Cc:
Subject: HKCAAVQ e-Portal - Reset Password

You can reset your password using this link https://eportal.hkcaavq.edu.hk/app/jsp_dln/gen/pges0203.jsp?USR_NAME=0dzKw%2FH1N%2BKvLYd%2BRWayTe6%2FZrW981x7&PSW_RESET_TOKEN=T1Ol8uGWpha6FJTKvYoqY8vDpkobsGAuo2p5I3YxbN4ppR6Y8aAVPCH5Mur8kxBnSDtniLFPmskAn1fUmkIaZ9bCPTb9eyLZ4E9Y1463646208000.

==Step 7: Enter and confirm Password, then click `Save`==

Reset Password

New Password: *   [   ]
Confirm Password: *   [   ]

                                                    Cancel Save

==Step 8: Enter the Username and Password, and click `Login`==

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

2. Set up User Profile

Step 4: If you would like to add 1 or more service(s), click [Add] and follow the step 4a-4d. Otherwise, please go to step 5.

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 4a: 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 Funf (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]

Step 4c: 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 4d: When the file was uploaded successfully as shown below, then click Upload

Step 5: 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.	

`Delete` `Add`

Add Email ✖

Email: *

Receive Notifications: * ○ Yes ◉ No

`Cancel` `Save`

Step 6: For adding Venues, click `Add` . The Address will be shown. Please enter the address, then click `Save`

❖ *For CPDactivity 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 7: For adding Contact Person, click `Add`. 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)
				No records found.				

`Add`

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`

3. 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