

E-Portal Quick Guide – Set up User Profile

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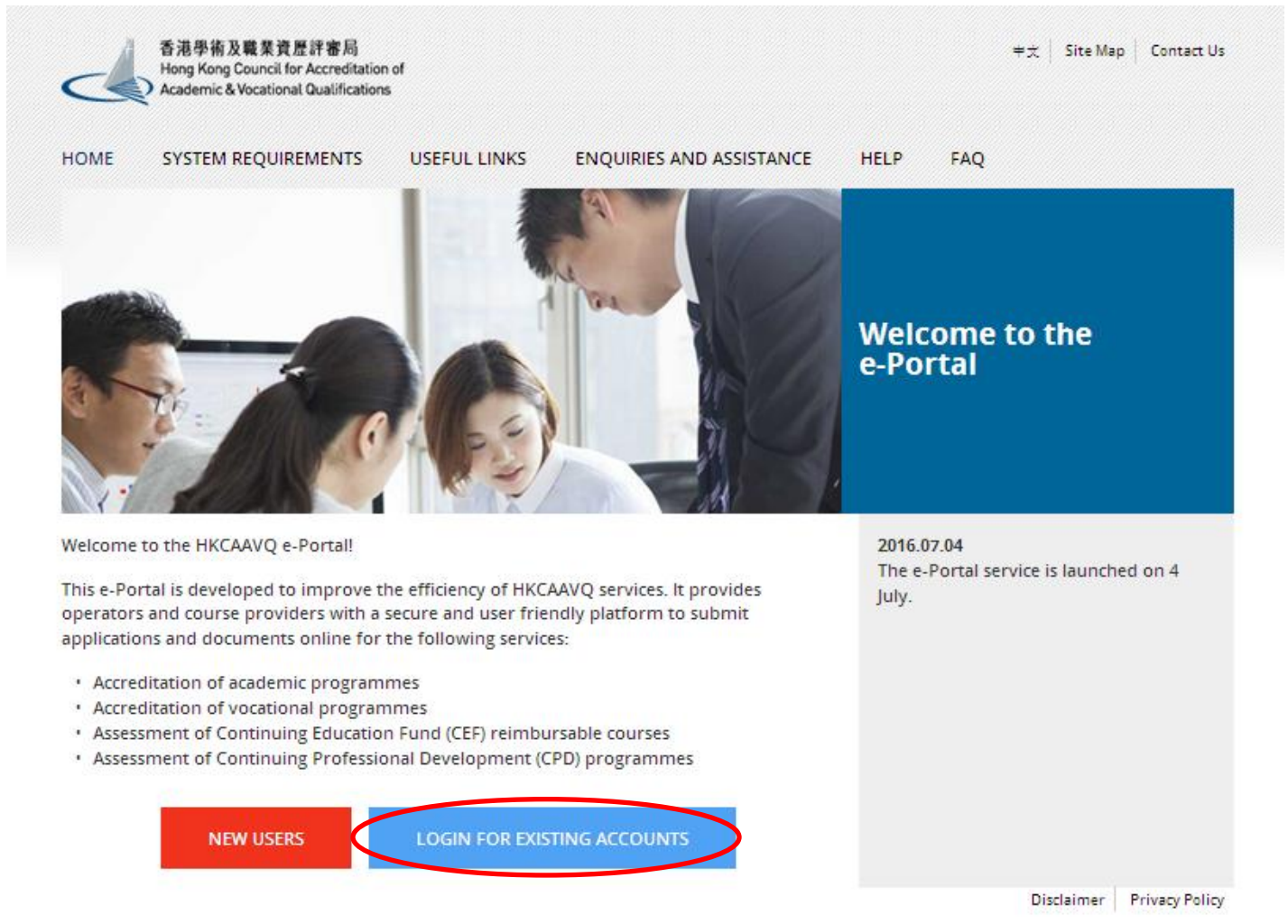
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1. Set a password and Login to e-Portal

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

Step 2: Click

LOGIN FOR EXISTING ACCOUNTS



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

Step 3: After reading the Disclaimer, click

I Agree

Disclaimer

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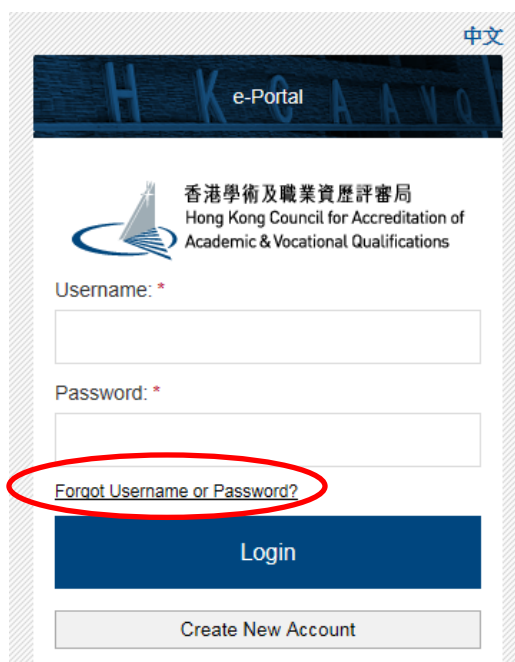
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I Agree

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: *

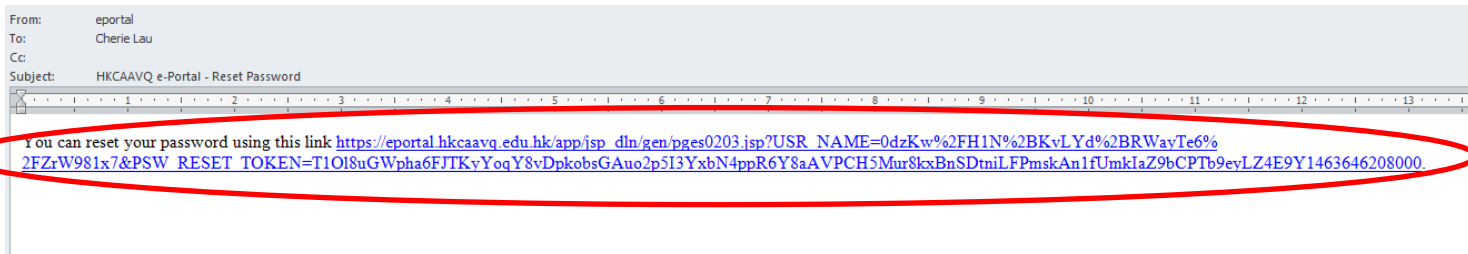
☐ I don't know my Username

Name: ☐ Title ☐ Surname ☐ First Name
Email:

Back

Submit

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



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

H K e-Portal A A V Q

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 1: Click “User Profile” to update the information before submitting the application(s).

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Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Welcome CPDUSER4 | Logout

User Profile Service

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Update On	Document Uploaded
<input type="checkbox"/> 1600085	CPD	Re-assessment	-	Draft	19/05/2016	-
<input type="checkbox"/> 1600078	CPD	Change of Activity Information	-	Draft	17/05/2016	-
<input type="checkbox"/> 1600077	CPD	Change of Activity Information	-	Draft	16/05/2016	-
<input type="checkbox"/> 1600060	CPD	Change of Activity Information	-	Draft	11/05/2016	-
<input type="checkbox"/> 1600032	CPD	Change of Activity Information	-	Draft	10/05/2016	-
<input type="checkbox"/> 1600031	CPD	Change of Activity Information	-	Draft	10/05/2016	-
<input type="checkbox"/> 1600020	CPD	Re-assessment	-	Draft	06/05/2016	-
<input type="checkbox"/> 1600017	CPD	Assessment	-	Draft	06/05/2016	-

[View Closed Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

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: CPDUSER4 [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](#)

Step 3: The service you requested and the name of Organisation will be shown under “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 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.			



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 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](#)

Step 4b: 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

The image shows a multi-page form titled "e-Portal User Account Authorisation Declaration Form". The form is divided into several sections:

- Part I: Introduction** - Explains the purpose of the form and lists the services it covers: Accreditation, Assessment of Continuing Education Fund (CEF) Reimbursable Courses, Assessment and Vetting of Continuing Professional Development (CPD) Programmes, and Self-study and Training Events.
- Part II: Details of Organisation / Institution** - Requires information about the operator, including name, address, and contact details.
- Part III: Details of Operator / Course Provider / Activity Organizer** - Requires information about the individual responsible for the service, including name, address, and contact details.
- Part IV: User Account Registration / Maintenance** - Requires information about the user account, including name, email, and login details.
- Part V: Authorisation** - Requires a signature and stamp from the Executive Head or Authorised Person / Responsible Person of the Operator / Course Provider / Activity Organizer.

The form is titled "e-Portal User Account Authorisation Declaration Form" and includes a logo for the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

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 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.		

Delete **Upload Documents** Cancel Submit

Upload Documents

Document Type: * Supporting Document

File Name: * **Select Files** Cancel Upload

Step 4d: 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 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.	

Add Email [X]

Email: * [Text Field]

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.	

Add Address [X]

Address: * [Text Field]

Capacity (For CPD only): [Text Field]

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