

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

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

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

NEW USERS LOGIN FOR EXISTING ACCOUNTS

Disclaimer | Privacy Policy

Step 3: After reading the Disclaimer, click **I Agree**

Disclaimer

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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

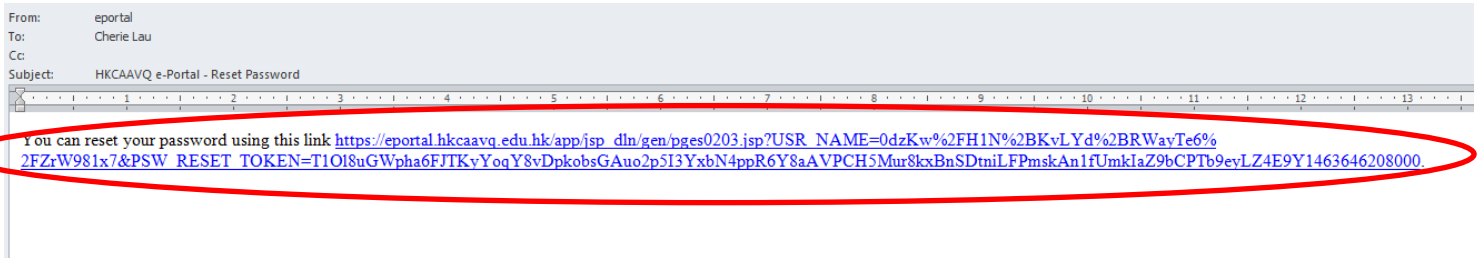
Name:

Title Surname First Name

Email:



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

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	-

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: *
Mr
Title Surname First Name

Organisation: * Position: *

Email Address: Change Email

Contact No.: *

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.			

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 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)

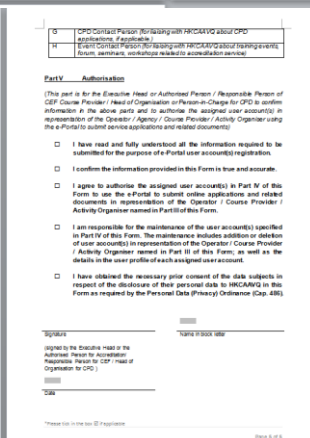
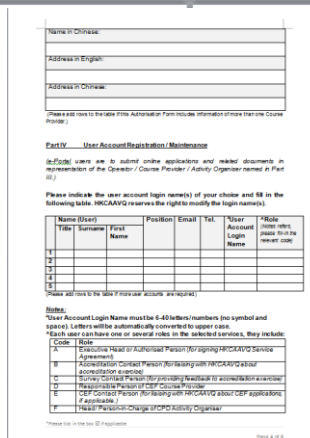
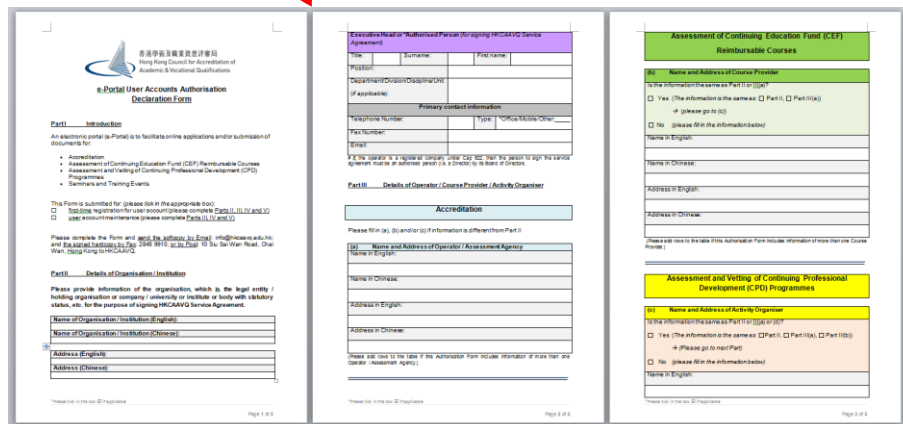
Please refer to the authorisation form for the supporting documents required. HKCAAVQ will verify the information provided and activate your selected service(s).

Download Form

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

Delete Upload Documents

Cancel Submit



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

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.	

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.

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 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