

E-Portal Quick Guide – Submit Accreditation Document

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1. Before Submitting Accreditation Document(s)

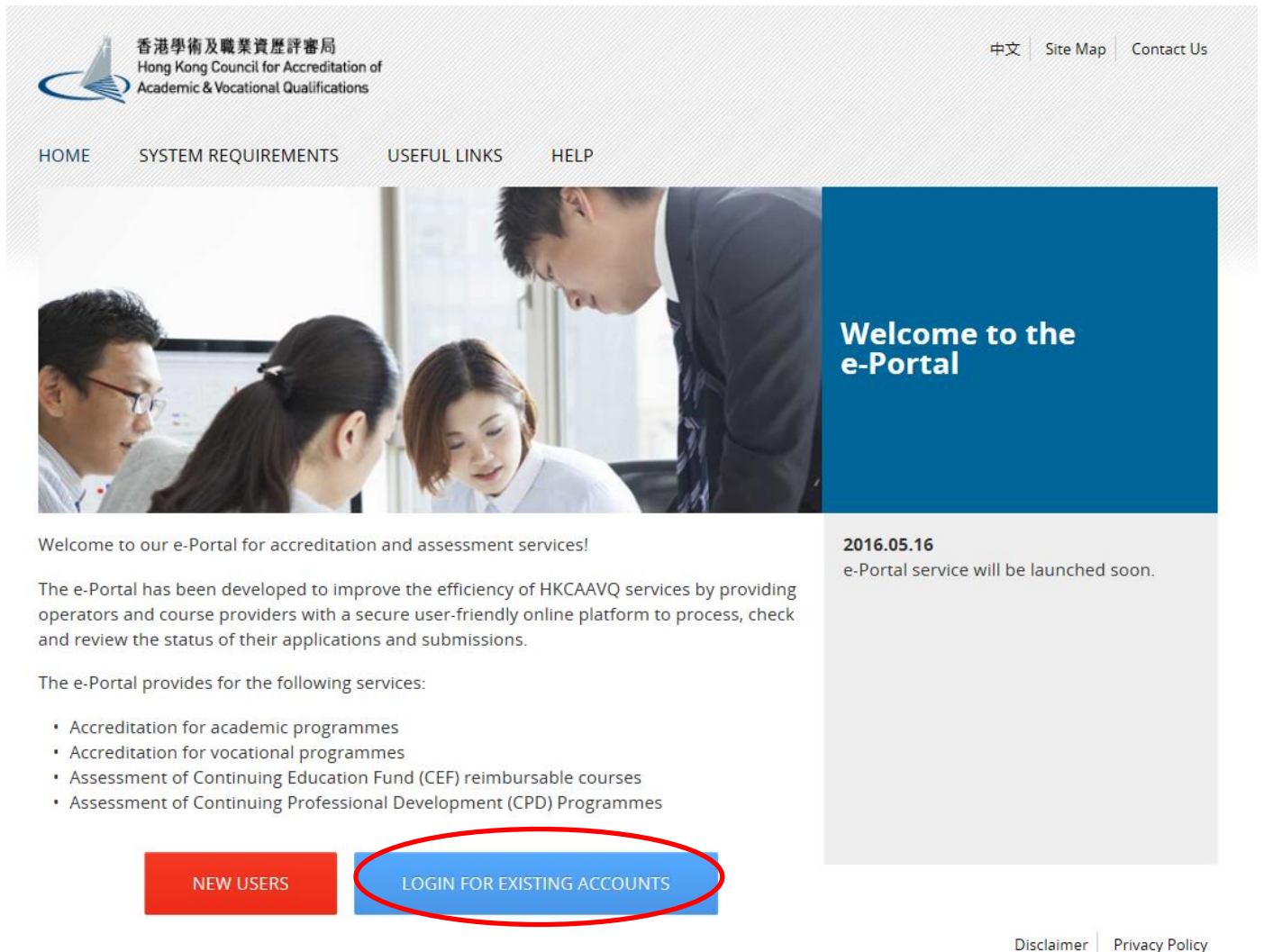
- 1.1 To enhance the efficiency of accreditation process, HKCAAVQ now provides a secure platform, **e-Portal**, for applicant to submit the Accreditation Document through internet.
- 1.2 HKCAAVQ requires an electronic version of the Accreditation Document. If needed, HKCAAVQ will specify the number of hard copies of the Accreditation Document that are required to be submitted.
- 1.3 Applicant can submit Accreditation Document, responses to initial comments or fulfilment of pre-condition(s)/requirement(s) via e-Portal for the following types of application:
 - Four Stage QA Process (IE/LPA/Re-LPA/PAA/PR) (Local programmes)
 - Accreditation of Non-local Learning Programmes
 - Institutional Review (CAP 320/Private University Title)
 - Accreditation/Re-accreditation of Assessment Agencies
 - Substantial Change
- 1.4 For security issues, HKCAAVQ will only create the path for submission by request. Applicant should contact HKCAAVQ (i.e. Case Officer) before the submission deadline. ***User name of e-Portal account is requested to create the path.**

**You may refer to a quick guide – create new user account.*

2. Login to the e-Portal Account

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

Step 2: Click [LOGIN FOR EXISTING ACCOUNTS](#)



The screenshot shows the homepage of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) e-Portal. The header includes the organization's name in Chinese and English, along with navigation links for '中文', 'Site Map', and 'Contact Us'. Below the header is a main navigation menu with 'HOME', 'SYSTEM REQUIREMENTS', 'USEFUL LINKS', and 'HELP'. A large banner image depicts a group of people in a meeting. To the right of the image, a blue box contains the text 'Welcome to the e-Portal'. Below the banner, a message dated '2016.05.16' states that the e-Portal service will be launched soon. The main content area features a welcome message and a list of services provided by the e-Portal. At the bottom, there are two buttons: 'NEW USERS' (red) and 'LOGIN FOR EXISTING ACCOUNTS' (blue), with the latter button circled in red.

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

中文 | Site Map | Contact Us

HOME SYSTEM REQUIREMENTS USEFUL LINKS HELP

Welcome to the e-Portal

Welcome to our e-Portal for accreditation and assessment services!

The e-Portal has been developed to improve the efficiency of HKCAAVQ services by providing operators and course providers with a secure user-friendly online platform to process, check and review the status of their applications and submissions.

The e-Portal provides for the following services:

- Accreditation for academic programmes
- Accreditation for vocational programmes
- Assessment of Continuing Education Fund (CEF) reimbursable courses
- Assessment of Continuing Professional Development (CPD) Programmes

NEW USERS LOGIN FOR EXISTING ACCOUNTS

2016.05.16
e-Portal service will be launched soon.

Disclaimer | Privacy Policy

Step 2: After reading the Disclaimer, click

Disclaimer

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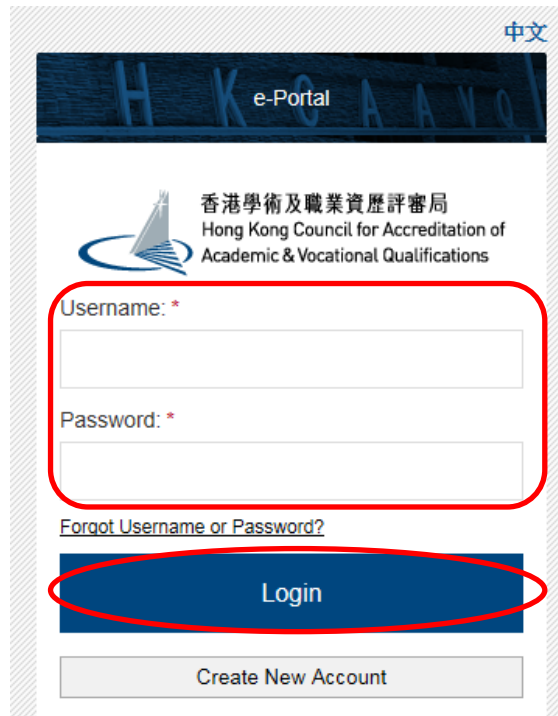
This website is linked to websites set up by other organisations / bodies / companies. HKCAAVQ expressly states that it has not approved or endorsed the information provided by any other websites linked to this website and HKCAAVQ accepts no responsibility or liability (howsoever caused) for such information.

HKCAAVQ shall not in any circumstances or in any way be liable to any person (including any body of persons, corporate or unincorporated) for any loss or damage (including but not limited to consequential, indirect, incidental and special loss/damage) arising out of or in connection with this website or the websites which are linked to this website, the information on this website or on the websites which are linked to this website, the use of or the inability to use any of such information.

Users are responsible for making their own assessment of the information available on or through this website. Users are advised to verify the information available on or through this website (i.e. by making reference to original publications, legislations, etc.) and obtain independent professional advice (including professional legal advice) before relying or acting on any of the information.

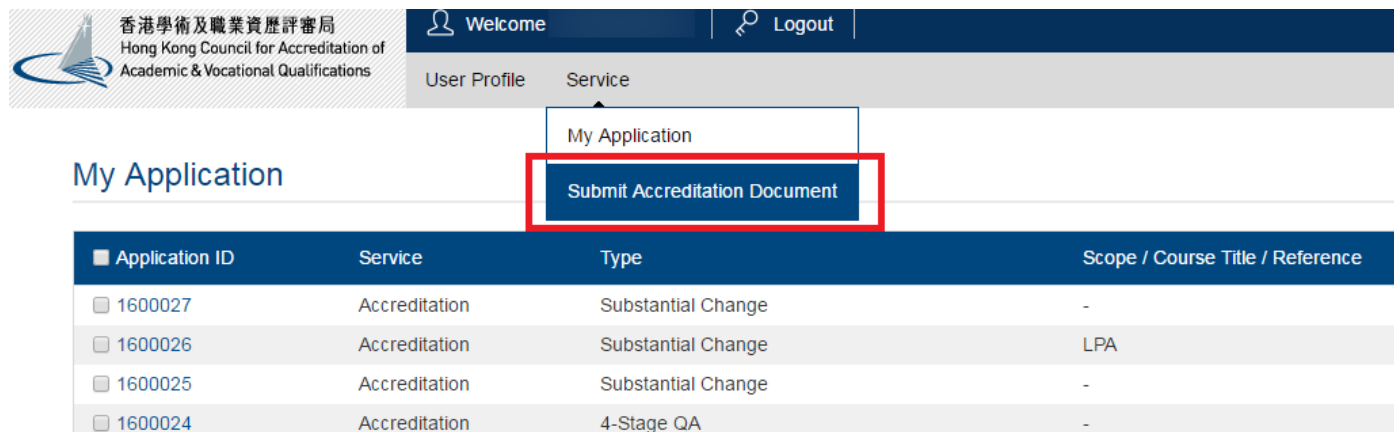


Step 3: Enter the Username and Password, click

The image shows the login page of the HKCAAVQ e-Portal. At the top right, there is a link for "中文". Below it is a banner with "HKCAAVQ e-Portal". The main 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 consists of two input fields: "Username: *" and "Password: *", both of which are circled in red. Below the password field is a link for "Forgot Username or Password?". At the bottom of the form, there is a blue "Login" button, also circled in red, and a grey "Create New Account" button below it.

3. Upload and Submit Accreditation Document

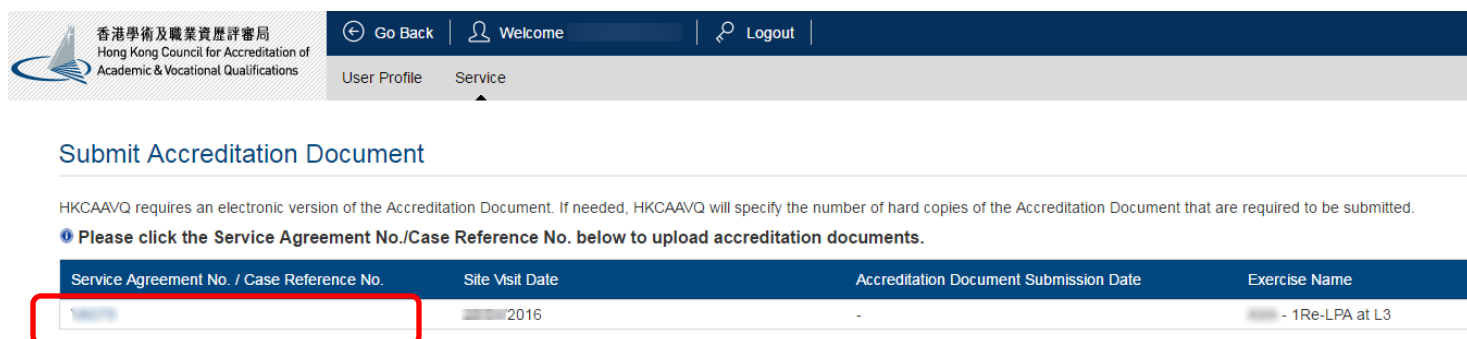
Step 1: Click **Submit Accreditation Document** under **“My Application”**



The screenshot shows the HKCAAVQ user interface. At the top left is the logo and name of the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. The top navigation bar includes 'Welcome' and 'Logout'. Below this is a secondary navigation bar with 'User Profile' and 'Service'. The 'My Application' section is active, and a dropdown menu is open, showing 'Submit Accreditation Document' as the selected option, which is highlighted with a red box. Below this is a table of applications.

Application ID	Service	Type	Scope / Course Title / Reference
<input type="checkbox"/> 1600027	Accreditation	Substantial Change	-
<input type="checkbox"/> 1600026	Accreditation	Substantial Change	LPA
<input type="checkbox"/> 1600025	Accreditation	Substantial Change	-
<input type="checkbox"/> 1600024	Accreditation	4-Stage QA	-

Step 2: Click **“Service Agreement No./Case Reference No.”** (According to para. 1.4, applicant should contact HKCAAVQ for creating the submission path. If the record cannot be shown under your account, please contact our staff for further assistance.)



The screenshot shows the 'Submit Accreditation Document' page. It includes the HKCAAVQ logo and navigation bar. Below the navigation bar, there is a 'Go Back' button and a 'Welcome' message. The main content area contains instructions: 'HKCAAVQ requires an electronic version of the Accreditation Document. If needed, HKCAAVQ will specify the number of hard copies of the Accreditation Document that are required to be submitted. Please click the Service Agreement No./Case Reference No. below to upload accreditation documents.' Below this is a table with columns for 'Service Agreement No. / Case Reference No.', 'Site Visit Date', 'Accreditation Document Submission Date', and 'Exercise Name'. The first row of the table has a red box around the 'Service Agreement No. / Case Reference No.' field.

Service Agreement No. / Case Reference No.	Site Visit Date	Accreditation Document Submission Date	Exercise Name
<input type="text"/>	2016	-	- 1Re-LPA at L3

Before uploading, please note:

- Please consider compressing multiple files into a single file in 'zip' or 'rar' format.
- We accept file types such as pdf, xls, xlsx, doc, docx, jpeg, jpg, txt, csv, tif, wmv, zip, rar, msg.
- Once the document is submitted, it cannot be retrieved for further edit.
- The **upload size per file is limited to 1GB**. You are allowed to submit up to 3 files each time. The system will not accept any document exceeding this limit.

Step 3: Click **Add** and indicate the document type by clicking the pull down button.

The screenshot shows the HKCAAVQ portal interface. At the top, there is a navigation bar with 'Go Back', 'Welcome', and 'Logout' options. Below this, the 'Submit Accreditation Document' form is visible, containing fields for 'Exercise Name', 'Service Agreement No. / Case Reference No.', 'Site Visit Date', and 'Accreditation Document Submission Date'. A table below the form lists the accreditation details, including 'Category', 'QF Level', 'Title of Learning Programme', 'Area of Study and Training', and 'Programme Area'. The 'Documents' section shows a table with columns for 'Document Type', 'File Name', 'View Document', and 'Submission Date / Time'. The table currently contains no records. A red circle highlights the 'Add' button in the bottom right corner of the 'Documents' table, with a red arrow pointing to the 'Upload Documents' modal window. The modal window has a title bar and a close button. It contains a 'Document Type' dropdown menu with the following options: 'Accreditation Document (Appendices)', 'Accreditation Document (Financial Information)', 'Accreditation Document (Main / Submission Form)', 'Others', 'Reports/ Documents for Fulfilment of Pre-condition(s)/ Requirement(s)', and 'Responses to Initial Comments'. There is also an 'Upload' button in the bottom right corner of the modal.

Note:

1. Please consider compressing multiple files into a single file in 'zip' or 'rar' format.
2. Once the document is submitted, it cannot be retrieved for further edit.
3. The upload size per file is limited to 1GB. You are allowed to submit up to 3 files each time. The system will not accept any document exceeding this limit. HKCAAVQ will review this limit with reference to the requirement of the e-Portal from time to time. If you encounter problem when uploading large file, you are recommended to split it into smaller files and try again. A number of factors may affect the file upload performance such as size of document, system requirements, internet connection speed, etc. HKCAAVQ takes no responsibility for, and will not be liable for the file upload problems due to technical issues beyond our control.

Step 4: Click **Select Files** and then click **Upload** .

Upload Documents ✕

Document Type: * Accreditation Document (Main / Submission Form)

File Name: * **Select Files**

Exercise.jpg (41KB)

Upload

Step 5: Uploaded successfully but please note the document(s) has not been submitted.

Documents

Document Type	File Name	View Document	Submission Date / Time
Accreditation Document (Main / Submission Form)	Exercise.jpg		(Not yet submitted)

Submit

Note:

- Please consider compressing multiple files into a single file in 'zip' or 'rar' format.
- Once the document is submitted, it cannot be retrieved for further edit.
- The upload size per file is limited to 1GB. You are allowed to submit up to 3 files each time. The system will not accept any document exceeding this limit. HKCAAVQ will review this limit with reference to the requirement of the e-Portal from time to time. If you encounter problem when uploading large file, you are recommended to split it into smaller files and try again. A number of factors may affect the file upload performance such as size of document, system requirements, Internet connection speed, etc. HKCAAVQ takes no responsibility for, and will not be liable for the file upload problems due to technical issues beyond our control.

✔ Document(s) uploaded successfully.

Step 6: Click **Submit**

Documents

Document Type	File Name	View Document	Submission Date / Time
Accreditation Document (Main / Submission Form)	Exercise.jpg		(Not yet submitted)

Submit

Note:

Remarks (if any):

Submit

*Document(s) is/are submitted successfully.

4. Points to Note

- A number of factors may affect the file upload performance such as size of document, system requirements, Internet connection speed, etc. HKCAAVQ takes no responsibility for, and will not be liable for the file upload problems due to technical issues beyond our control.
- For enquiries, please contact:

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