



用戶手冊 - 學生的合法監護人

User Manual - Students' Legal Guardians

香港資優教育學苑網上提名平台


HKAGE Online Nomination Platform

Result Announcement and Registration

結果公佈及註冊階段

Membership Announcement

學員資格公佈階段



香港資優教育學苑網上提名平台
HKAGE Online Nomination Platform

中文 English

使用cookies

你登入本平台時，平台會透過cookies (定義如下) 收集其中部分資料。

「Cookies」即載有少量資料的檔案，自動儲存於你的電腦硬碟內，可供本平台日後檢索。

Cookies主要讓本平台儲存用戶的登入狀態，以便識別出有效用戶，Cookies並沒有收集姓名、住址、聯絡電話及電郵地址等個人資料。

目前常見的瀏覽器版本均預設啟動cookies的功能，如你禁用cookies的功能，將無法登入本平台。

[私隱政策 / 平等機會及防止性騷擾 / 免費聲明](#)

登入 Login

請先登入，
Please login before accessing the HKAGE nomination system.

登入名稱
Username

密碼
Password

目錄 Table of Contents

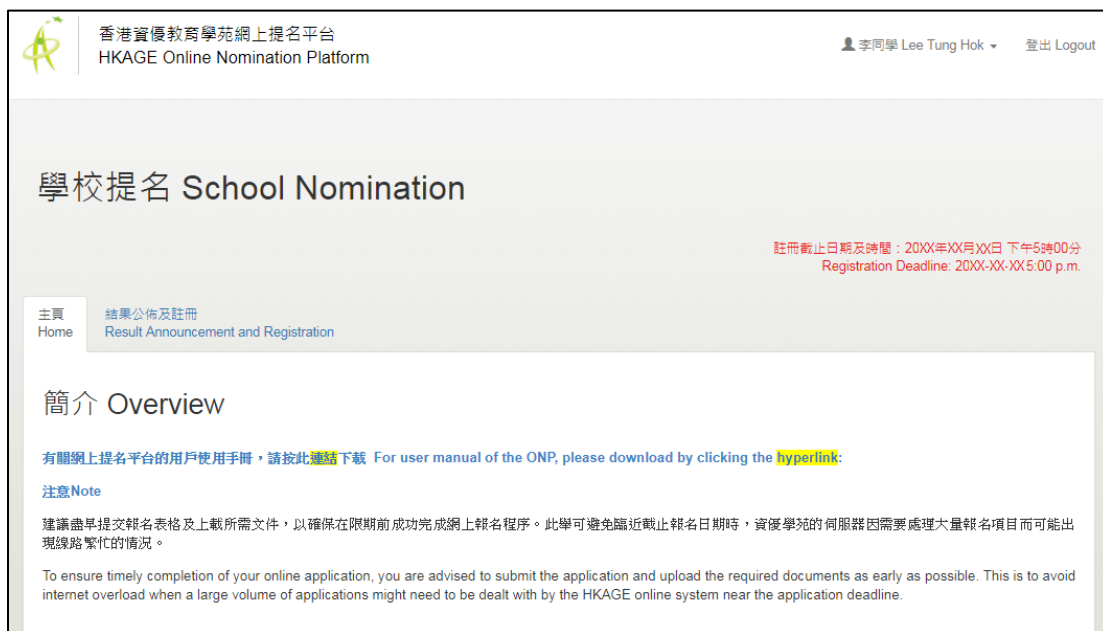
1. 學生的合法監護人帳戶 Students' Legal Guardians Account	3
1.1 主頁 Home.....	3
1.2 提名結果公佈及註冊階段 Nomination Result Announcement and Registration	4
1.2.1 提名結果公佈 Nomination Result Announcement	4
1.2.2 學員註冊表格 Student Member Registration Form.....	6
1.2.2.1 結果公佈及註冊 > 註冊表格 (甲部至丁部) Result Announcement and Registration> Registration Form Part A to Part D	6
1.2.2.2 結果公佈及註冊 > 獲取錄學生及合法監護人聲明 Result Announcement and Registration> Declaration Statement – Admitted Student and Legal Guardian	11
1.3 學員資格公佈階段 Membership Announcement.....	13
1.4 忘記密碼 Forgot my password	14

1. 學生的合法監護人帳戶 Students' Legal Guardians Account

1.1 主頁 Home

主要的功能是簡介提名或註冊程序，以及查詢香港資優教育學苑網上提名平台的相關問題。

The main function is to introduce the nomination or registration procedures, and submit enquiry about Online Nomination Platform to HKAGE.



- 右上角會顯示每階段的截止日期及時間，你必須在此日期前完成程序。
Deadline of each phase is showed on the top right corner, you must finish the process before the deadline.
- 如有查詢，請在方格內輸入相關資料，然後按【送出 Submit】。你亦可致電 3940 0101(選擇語言後，按「2」字) 或電郵至 ss@hkage.org.hk 與學生服務組聯絡。
For enquiries, please input the details in the enquiry box and then click “送出 Submit”. You may also contact Student Services Team at 3940 0101 (After language selection, press "2") or email to ss@hkage.org.hk .

1.2 提名結果公佈及註冊階段 Nomination Result Announcement and Registration

在提名結果公佈及註冊階段，被提名學生可查閱提名結果。獲取錄或暫取的學生必須於註冊期限前填妥註冊表格，以確認學員資格。

Students can check the nomination result during the period of nomination result announcement and registration. Students who obtain offer or tentative offer should fill the registration form before deadline to confirm their student membership.

1.2.1 提名結果公佈 Nomination Result Announcement

第一步：查閱提名結果

點選【結果公佈及註冊】查閱提名結果。

Step 1: Checking Nomination Result

Check the nomination result by clicking “Result Announcement and Registration”.

- 結果分為「已獲取錄」、「暫取學員資格」或「未獲取錄」三大類。結果為「已獲取錄」或「暫取學員資格」的學生必須點選【繼續註冊以確認學員資格】按鈕，繼續填寫註冊表格。Results will be classified as ‘Offered’, ‘Tentative Offer’ or ‘Rejected’. Students who obtain offer or tentative offer should click “Proceed with registration to confirm offer” button to fill in the registration form.
- 以合格成績完成網上甄選課程並通過提名甄選的 10 歲以下學生，只能獲資優學苑「暫取學員資格」。他們的「正式學員資格」只可在年滿 10 歲後的一個月生效。Students who have passed the Online Screening Programme and nomination screening but are under the age of 10 will receive tentative offers. Their HKAGE membership will only be activated in the following month after they have reached the age of 10.
- 「未獲取錄」的學生的提名程序已終止。如仍希望加入資優學苑，須再次報讀資優學苑網上甄選課程。請留意！每位學生於小學期間只可報讀此課程一次，而中學期間則可報讀兩次。If students cannot obtain an offer, the nomination process is halted. If students would like to join HKAGE in the future, they will need to apply for the HKAGE Online Screening Programmes again. Attention please! Each student can only apply for this Programme once during the primary school study and twice during the secondary school study.

註冊截止日期及時間：20XX年XX月XX日 下午5時00分
Registration Deadline: 20XX-XX-XX 5:00 p.m.

主頁 Home 結果公佈及註冊 Result Announcement and Registration

結果公佈 Result Announcement

結果公佈 Result Announcement

提名結果 Nomination Result

提名編號 Nomination ID	18109981
學生姓名 Student Name	李同學 Lee Tung Hok
級別 Study level	中一 S1
學校名稱 Name of School	資優學校 Gifted College
提名結果 Nomination Result	已獲取錄 Offered

繼續註冊以確認學員資格 Proceed with the registration to confirm offer 放棄學員資格 Decline Offer

- 右上角顯示註冊截止日期及時間，你必須在此日期前完成註冊程序。
Registration deadline is showed at the top right corner, you must finish the registration process before the deadline.
- 如學生點選【放棄學員資格】，會被視為拒絕註冊成為學員，註冊程序將會終結。請慎重考慮，如選擇放棄學員資格，將不能通過網上平台更正。如須更正，有關學校提名計畫的申請，請聯絡學校統籌人；自身提名的申請，請致電 3940 0101 (選擇語言後，按「2」字) 或電郵至 ss@hkage.org.hk 與學生服務組聯絡，以作出跟進。
If 'Decline Offer' button is clicked, it will be treated as refusal to register as a member, the registration process will be halted. Please consider seriously if declining the offer, the decision cannot be amended at the ONP. For amendments, please contact school coordinator if under School Nomination. For Self Nomination, please contact Student Services Team at 3940 0101 (After language selection, press "2") or email to ss@hkage.org.hk for follow-up.

1.2.2 學員註冊表格 Student Member Registration Form

1.2.2.1 結果公佈及註冊 > 註冊表格 (甲部至丁部) Result Announcement and Registration > Registration Form Part A to Part D

第二步：填寫「註冊表格 - 甲部」。

於提名階段時，系統已收集此部分的資料，並預先填妥於註冊表格。請核對你的資料，你亦可更新這些資料，標有星號 (*) 的欄位為必需填寫。

Step 2: Fill in “Registration Form – Part A”.

Personal information in this page has been collected when you filled the nomination form, and they are pre-filled in the registration form. You need to double check and update the information if necessary. All fields with an asterisk (*) must be filled in.

主頁 Home 結果公佈及註冊 Result Announcement and Registration

結果公佈 Result Announcement 註冊表格 - 甲部 Registration Form Part A 乙部 Part B 丙部 Part C 丁部 Part D 獲取錄學生及合法監護人聲明 Declaration Statement - Admitted Student and Legal Guardian

學員註冊表格 - 甲部 Student Member Registration Form - Part A

注意：
1. 實優學苑只處理以香港法定語文 (中文或英文) 填寫的表格。
2. 標有星號 (*) 的欄位必須填寫。

Notes:
1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
2. Fields with an asterisk (*) must be filled in.

A. 獲取錄學生及家長個人資料 Personal Information of Admitted Student and Parent/Legal Guardian

A1 獲取錄學生資料
Personal Information of the Admitted Student

- 部分資料 (以灰色背景顯示) 不能透過網上提名平台更正，請致電 3940 0101(選擇語言後，按「2」字) 或電郵至 ss@hkage.org.hk 與學生服務組聯絡，以作出更正。
Some of the information (shown in grey background) cannot be amended through the online nomination platform. For amendments, please contact Student Services Team at 3940 0101 (After language selection, press "2") or email to ss@hkage.org.hk .

第三步：填寫「提名表格 - 乙部」。

請填寫以下相關資料：

1. 上載學員相片
2. 家長/合法監護人之個人資料
3. 學員的兄弟姊妹之個人資料

Step 3: Fill in “Nomination Form – Part B”.

Please fill in the below relevant information:

1. Uploading student's photo
2. Information of Parents/Legal Guardian
3. Information of Sibling(s) of Student Member

The screenshot shows the top navigation bar with 'Home' and 'Result Announcement and Registration'. Below it are tabs for 'Result Announcement', 'Registration Form Part A', 'Part B' (selected), 'Part C', 'Part D', and 'Declaration Statement - Admitted Student and Legal Guardian'. The main heading is '學員註冊表格 - 乙部' and 'Student Member Registration Form - Part B'. A yellow note box contains the following text:

注意：
1. 實優學苑只處理以香港法定語文（中文或英文）填寫的表格。
2. 標有星號 (*) 的欄位必須填寫。

Notes:
1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
2. Fields with an asterisk (*) must be filled in.

B1. 學員個人資料 Information of Student Member

* 相片 Photo
(必須清楚顯示學員的完整正面。可選用學生相片/證件相片。 The photograph should show student's full and clear frontal face. You could use student ID photo or passport photo.)

上載 Upload

檔案大小上限: 2MB; 格式: JPEG
Maximum file size: 2 MB; format: JPEG

B2. 家長/合法監護人個人資料 Information of Parents/Legal Guardian

B3. 學員的兄弟姊妹 Sibling(s) of Student Member

* 學員是否有兄弟姊妹也是實優學苑的學員?
Does the Student Member have any siblings who are also student members of HKAGE?
(如有，請提供以下資料。 If YES, please provide the below information)

是 Yes 否 No

儲存及下一步 Save & Next

- 上載相片之注意事項：
 1. 相片檔案大小上限: 2MB; 格式: JPEG
 2. 相片必須清楚顯示學員的完整正面。
 3. 相片中學員的眼鏡不應反光或遮擋眼睛。
 4. 相片的光度不應太亮或太暗。

Notes for uploading photo:

1. Maximum file size: 2MB; format: JPEG
2. The photograph should show student's full and clear frontal face.
3. Student in the photograph should not be seen with flash reflection on glasses or with a frame across eyes.
4. The photograph should not be too light or too dark.

- 填寫家長/合法監護人個人資料之注意事項：
 1. 在父親、母親或合法監護人中，必須填寫至少其中一項的資料。
 2. 如父親及/或母親在表格中被選定為學員的合法監護人，則不需填寫監護人資料。
 3. 如父親及母親在表格中均沒有被選定為學員的合法監護人，則必須填寫監護人資料。

Notes for information of Parents/ Legal Guardian:

1. Among father, mother and legal guardian, information of at least one of them must be filled.
2. If father and/ or mother is chosen as legal guardian, the information of legal guardian is not required.
3. If neither father nor mother is chosen as legal guardian, the information of legal guardian is compulsory.

- 填寫學員的兄弟姊妹個人資料之注意事項：

如學員的兄弟姊妹皆為資優學苑學員，提交資料時必須提供他們的學員編號以作核實。

Notes for information of Sibling(s) of Student Member:

If student has any sibling(s) who is/are existing HKAGE Student Member(s), their Student Membership Number(s) must be provided for verification.

第四步：填寫「提名表格 – 丙部」。

請填寫以下相關資料：

1. 學員語文能力
2. 學員的特殊教育需要

Step 4: Fill in “Nomination Form – Part C”.

Please fill in the below relevant information:

1. Languages proficiency of student member
2. Special educational needs of student member

The screenshot shows the website interface for the Student Member Registration Form - Part C. At the top, there is a navigation bar with 'Home' and 'Result Announcement and Registration'. Below this is a menu with options: 'Result Announcement', 'Registration Form Part A', 'Part B', 'Part C' (highlighted), 'Part D', and 'Declaration Statement - Admitted Student and Legal Guardian'. The main heading is 'Student Member Registration Form - Part C'. A yellow box contains the following notes:

注意：
1. 資優學苑只處理以香港法定語文（中文或英文）填寫的表格。
2. 標有星號 (*) 的欄位必須填寫。

Notes:
1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
2. Fields with an asterisk (*) must be filled in.

C. 其他資料 Other Information

C1. 學員語文能力 Languages Proficiency of Student Member

- 如在表格上填寫了有特殊教育需要，必須填寫所屬類型、評估報告日期並上載評估報告副本。
(檔案大小上限: 2MB; 格式: JPEG 或 PDF)
If Special Education Needs is answered as ‘Yes’ in the form, the type of SEN and date of assessment report must be filled, and upload a copy of assessment. (Maximum file size: 2 MB; format: JPEG or PDF)

第五步：填寫「提名表格 – 丁部」。

請回覆是否同意讓學員參與香港資優教育學苑研究部日後進行的任何研究。如同意，無須採取任何行動；如不同意，請在方框中打勾。

Step 5: Fill in “Nomination Form – Part D”

Please reply if you give consent to student to participate in any research studies undertaken by the Research Division of the HKAGE. **No action is required if you give consent.** If you do not give consent, please give a tick in the box.

主頁 Home 結果公佈及註冊 Result Announcement and Registration

結果公佈 Result Announcement 註冊表格 - 甲部 Registration Form Part A 乙部 Part B 丙部 Part C 丁部 Part D 獲取錄學生及合法監護人聲明 Declaration Statement - Admitted Student and Legal Guardian

學員註冊表格 - 丁部 Student Member Registration Form - Part D

注意：

- 資優學苑只處理以香港法定語文（中文或英文）填寫的表格。
- 標有星號 (*) 的欄位必須填寫。

Notes:

- Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
- Fields with an asterisk (*) must be filled in.

D. 資優學苑研究計劃 Research Studies of HKAGE

你的子女在資優學苑就學的未來數年期間可能會被邀請參與部分研究項目。這些研究主要旨在了解資優生的學習經歷，以及學苑課程能否令學生獲得預期學習成果。倘你同意貴子女參與資優學苑日後的研究，則無須採取任何行動。如你不同意的話，請在下面的方框中打勾（詳情請參閱文件：「[Notice \(Research Consent\).pdf](#)」）。

Your child may be invited to participate in some of our studies over the coming years, whose aims are to examine the learning experiences of gifted learners and the effectiveness of our programmes in achieving the desired learning outcomes.

No action on your part is required if you give consent for your child to participate in the future research studies of the Academy. If you do not wish to give consent to your child to participate in any research studies undertaken by the Research Division of HKAGE, please indicate your wish by giving a tick in the box below (For further details, please refer to the file: "Notice (Research Consent).pdf").

本人不同意 敝子女參與香港資優教育學苑研究部日後進行的任何研究。
I do not wish to give consent to my child to participate in any research studies undertaken by the Research Division of HKAGE

儲存及下一步 Save & Next

1.2.2.2 結果公佈及註冊 > 獲取錄學生及合法監護人聲明 Result Announcement and Registration> Declaration Statement – Admitted Student and Legal Guardian

第六步：填妥「獲取錄學生及合法監護人聲明」及提交註冊表格

填妥「獲取錄學生及合法監護人聲明」之後，按「提交註冊」以完成註冊程序。在註冊限期前，透過「學校提名」的學生可以聯絡學校統籌人更改註冊表格，而透過「自身提名」的學生可以自行更改。

Step 6: Completing the "Declaration Statement – Admitted Student and Legal Guardian" and Submit Registration

After completing the "Declaration Statement – Admitted Student and Legal Guardian", click "Submit Registration" for submission. Before the registration deadline, you can contact School Coordinator to update the registration form if you are nominated by school. If you are under self nomination, you can update the form by yourself.



The screenshot shows a web interface with a navigation menu at the top. The menu includes 'Home', 'Result Announcement and Registration', 'Result Announcement', 'Registration Form Part A', 'Part B', 'Part C', 'Part D', and 'Declaration Statement - Admitted Student and Legal Guardian'. The main content area displays the title '獲取錄學生及合法監護人聲明' and 'Declaration Statement - Admitted Student and Legal Guardian'. Below the title is a yellow box containing the following text:

注意：
1. 資優學苑只處理以香港法定語文（中文或英文）填寫的表格。
2. 標有星號 (*) 的欄位必須填寫。

Notes:
1. Only forms completed in Hong Kong's official languages (i.e., Chinese or English) will be processed.
2. Fields with an asterisk (*) must be filled in.



填寫個人資料收集意願

Fill in Personal Data Collection Consent

* 請選擇以下合適的方格。
* Please tick the appropriate boxes below.

	同意 Agree	不同意 Object
1. * 發放資優學苑公告和告示之用 (學生規則、課程申請及取錄、學生意見收集) Receiving HKAGE announcements and notices (Student policy, programme application and enrollment, student feedback collection)	<input type="radio"/>	<input type="radio"/>
2. * 直接促銷 (最新課程及活動資料、資優學苑刊物) Direct marketing (Information of forthcoming programmes and activities, HKAGE publication)	<input type="radio"/>	<input type="radio"/>
3. * 與你所就讀的學校分享「學生學習概覽」 Sharing of Student Learning Profile with your school	<input type="radio"/>	<input type="radio"/>
4. * 使用你在資優學苑課程 / 活動進行期間被拍攝的視像和照片。此等照片和視像可能以電子及 / 或印刷刊物形式複製，作內部記錄、教育、研究和推廣用途。 Using of your photos/ videos taken at HKAGE programmes/ activities, in electronic forms and / or printed publications, for internal records, educational, research and marketing purposes (e.g. uploading to the HKAGE's website and social media)	<input type="radio"/>	<input type="radio"/>
5. * 使用你在資優學苑課程/活動提交的課業及學習作品，此等資料可能以電子及 / 或印刷刊物形式複製，作內部記錄、教育、研究和推廣用途。 Using of your course assignments and learning products (submitted to and / or collected by HKAGE), in electronic forms and / or printed publications for internal records, educational, research and marketing purposes (e.g. uploading to the HKAGE's website and social media)	<input type="radio"/>	<input type="radio"/>



按「提交註冊」提交註冊表格

Click "Submit Registration" to Submit the Registration Form

* 我們謹此簽署及同意我們完全明白註冊表格的內容，並聲明所提供的資料及相關文件均屬準確。
We fully understand the content of the registration form and declare that the information and documents submitted are accurate.



成功提交註冊表格

Successfully Submitted the Registration Form

主頁 Home | 結果公佈及註冊 Result Announcement and Registration

結果公佈 Result Announcement | 註冊表格 - 甲部 Registration Form Part A | 乙部 Part B | 丙部 Part C | 丁部 Part D | 獲取錄學生及合法監護人聲明 Declaration Statement - Admitted Student and Legal Guardian

你已提交註冊表格。如果你想更新註冊表格，請按以下按鈕。
You have submitted the registration form. If you want to update the registration form, please click the button below.



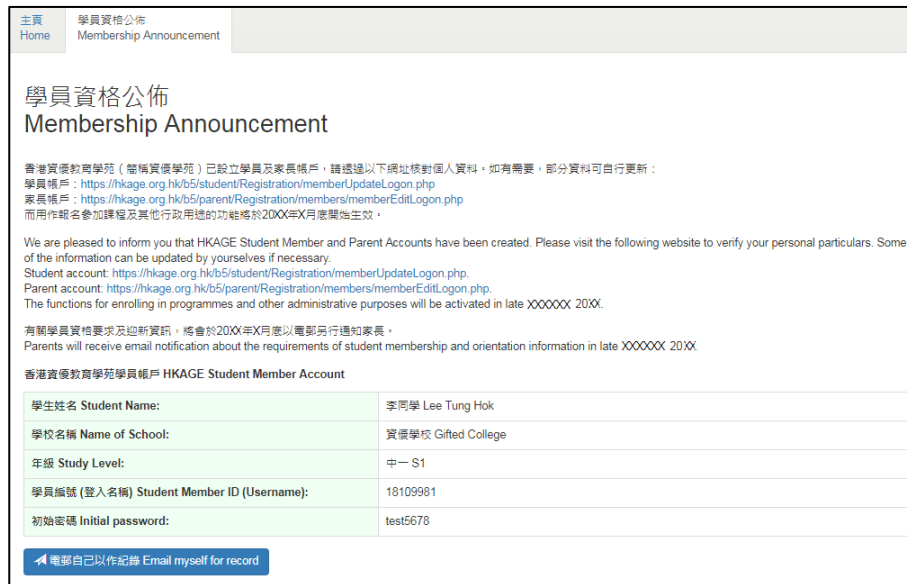
收到電郵確認註冊通知

Receive Email of Registration Submission Acknowledgement

1.3 學員資格公佈階段 Membership Announcement

學員資格公佈階段開始後，你可查詢學員帳戶及家長帳戶的登入資料。

You can check the login information for both student account and parent account during the announcement period.



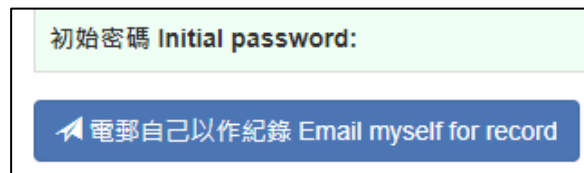
The screenshot shows the 'Membership Announcement' page. At the top, there are navigation links for 'Home' and 'Membership Announcement'. The main heading is '學員資格公佈 Membership Announcement'. Below this, there is a notice in Chinese and English stating that HKAGE Student Member and Parent Accounts have been created and providing links to update personal information. A table lists the student's details:

香港資優教育學院學員帳戶 HKAGE Student Member Account	
學生姓名 Student Name:	李同學 Lee Tung Hok
學校名稱 Name of School:	資優學校 Gifted College
年級 Study Level:	中一 S1
學員編號 (登入名稱) Student Member ID (Username):	18109981
初始密碼 Initial password:	test5678

At the bottom of the table, there is a blue button with a left-pointing arrow and the text '電郵自己以作紀錄 Email myself for record'.

- 此頁顯示的學員編號及密碼將作為學員日後使用的正式的資優學苑登入資料。在學員資格公佈階段結束後，原本在此提名平台所使用的登入資料將告失效，而該輪的提名平台亦會停止開放。

The Student Member ID and password shown in this page will be used as the official HKAGE membership login information in the future. The existing Online Nomination Platform (ONP) login information will become invalid after the announcement period, and the ONP of this round will also be closed.



This image is a close-up of the bottom part of the form shown in the previous screenshot. It features a light green box containing the text '初始密碼 Initial password:'. Below this box is a blue button with a white left-pointing arrow and the text '電郵自己以作紀錄 Email myself for record'.

- 由於正式的資優學苑登入資料稍後將不能在此提名平台查閱，請按【電郵我們以作紀錄】，把登入資料以電郵形式傳送到家長／監護人及學員的電子郵箱中，以作紀錄。
As the official HKAGE membership login information will be no longer shown in ONP soon, you are suggested to email a copy to you and your parents / legal guardian by clicking "Email us for record".

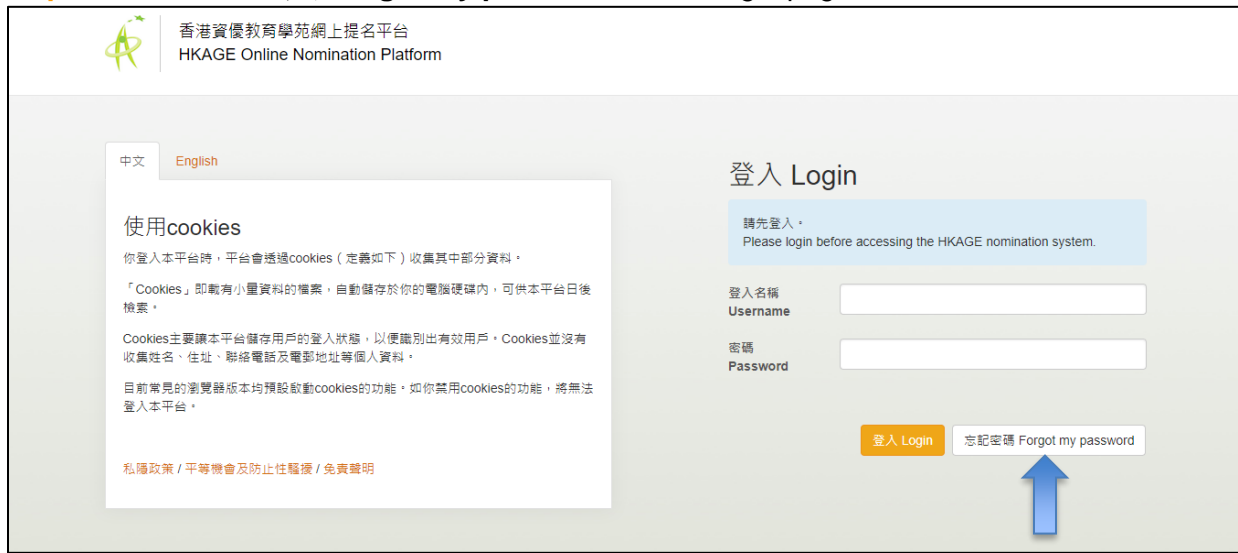
1.4 忘記密碼 Forgot my password

如果需要重設密碼，你可要求系統向你發送連結來重設。

If you need to reset password, you can request the ONP to send a link to reset it.

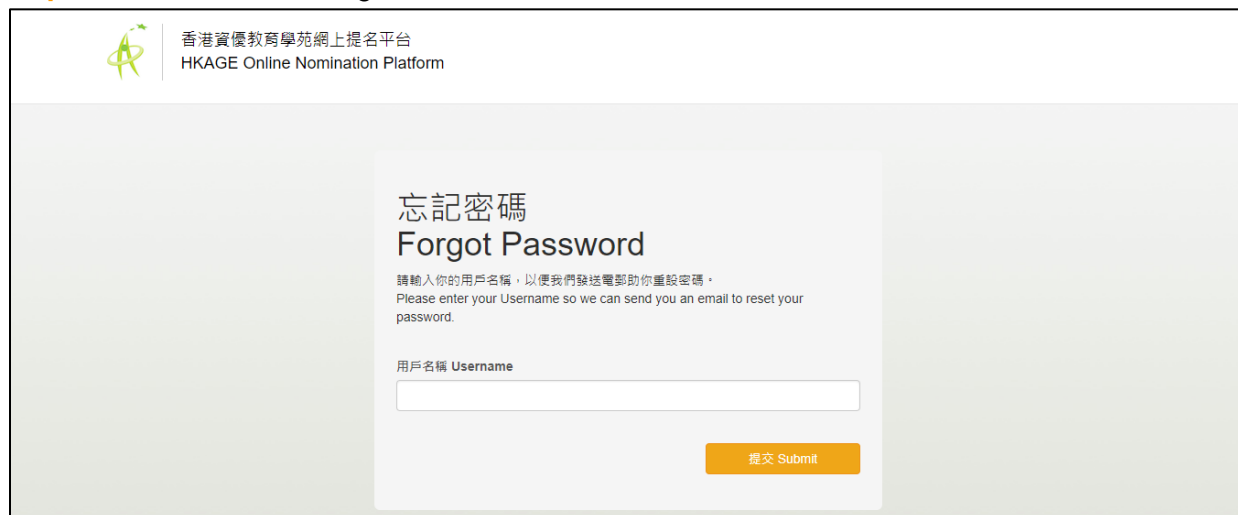
第一步：於登入版面，按“忘記密碼 **Forgot my password**”。

Step 1: Click “忘記密碼 **Forgot my password**” in the login page.



第二步：輸入登入名稱，按“**Submit**”。

Step 2: Enter username e.g. 182XXXXX and click “**Submit**”.





中文 English

使用cookies

你登入本平台時，平台會透過cookies (定義如下) 收集其中部分資料。

「Cookies」即載有小量資料的檔案，自動儲存在於你的電腦硬碟內，可供本平台日後檢索。

Cookies主要讓本平台儲存用戶的登入狀態，收集姓名、住址、聯絡電話及電郵地址等個人資料。

目前常見的瀏覽器版本均預設啟動cookies的登入本平台。

[私隱政策 / 平等機會及防止性騷擾 / 免責聲明](#)

登入 Login

發送密碼重設電郵 Password reset email sent

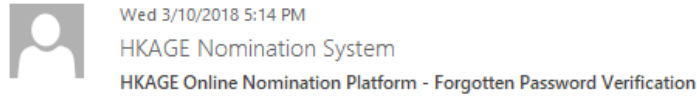
登入，login before accessing the HKAGE nomination system.

密碼 Password

已送出重設密碼電郵
Password reset email sent

第三步：檢查你的收件箱是否收到重設密碼電郵，並按“Reset your password”的連結。

Step 3: Check your inbox for a **password reset** email and click the link “Reset your password”.



重設密碼 Reset password for

請點擊以下連結來重設密碼
Please click this link to [Reset your password](#).

第四步：輸入新的密碼，並再次輸入此密碼以作確認，然後按“Change”。

Step 4: Enter a new password and re-type this password to confirm. Then, click “Change”.

The screenshot shows the "Reset Password" form on the HKAGE Online Nomination Platform. The form has two input fields: "新密碼 New Password" and "確認新密碼 Confirm New Password". A yellow callout box on the right contains the following text: "密碼必須為 8 到 20 個字符，當中須包含小寫字母、大寫字母、數字和/或特殊字符的組合。僅包含字母或數字的密碼不被接受。 The password must contain 8 to 20 characters, and with a mix of lowercase letters, uppercase letters, numbers, and/or special characters. Passwords containing only letters or only numbers are not accepted." A yellow "變更密碼" button is at the bottom right of the form.The screenshot shows the login page of the HKAGE Online Nomination Platform. A yellow notification box at the top right says "你已經成功更改密碼。 Your password has been changed successfully." Below it is a blue box that says "請先登入。 Please login before accessing the HKAGE nomination system." The login form has fields for "登入名稱 Username" and "密碼 Password", and a yellow "登入 Login" button. A white callout box on the left says "成功重設密碼，請再次登入 Password has been reset successfully. Please log in again." with blue arrows pointing to the notification and login form.

- 完 -

- End of Manual -