



用戶手冊 - 學校提名人

User Manual - Nominating Officer

香港資優教育學苑網上提名平台

HKAGE Online Nomination Platform

Nomination 提名階段



香港資優教育學苑網上提名平台
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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

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1 學校提名人帳戶 Nominating Officer 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 提名階段 Nomination

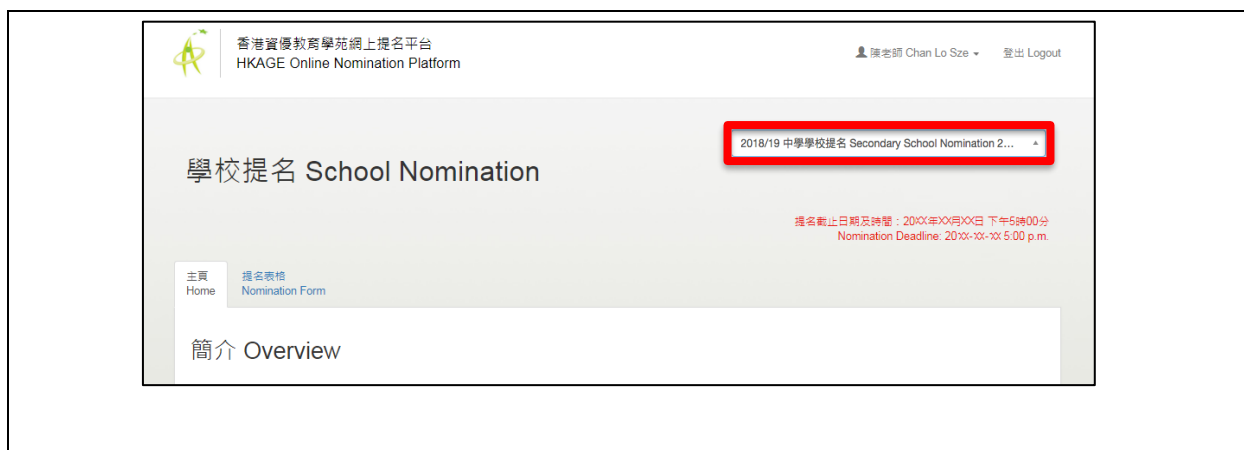
1.2.1 選擇提名階段 Select Nomination Phase

第一步：

請從主頁右上方選擇相關的「學校提名」選項。

Step 1:

Please select the relevant “School Nomination” in the pull-down menu at the top right corner of the Home page.



1.2.2 提名表格 Nomination Form

1.2.2.1 提名表格 > 提名表格(學校提名人) Nomination Form > Nomination Form (Nominating Officer)

第二步：進入「提名表格(學校提名人)」部分

你需要檢查並完成以下部分：

1. 提名表格
2. 獲提名學生資料

Step 2: Proceed to “Nomination Form (Nominating Officer)”.

You will need to check and complete the following parts:

1. Nomination Form
2. Information of Student Nominee

提名表格(學校提名人)
Nomination Form (Nominating Officer)

注意：
1. 資優學院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.

提名表格 Nomination Form

* 先生 Mr 太太 Mrs 小姐 Miss 女士 Ms 博士 Dr

* 中文全名 (先寫姓氏) Full name in Chinese (Surname first)
陳老師

* 英文姓氏 Surname in English
Chan

* 英文名 Given names in English
Lo Sze

* 職銜 Post
校長/副校長 Principal/Vice-Principal

* 聯絡號碼 Contact Tel. No
25896321

* 電郵地址 Email Address
momo@momo.com

- 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：

在這部分，你需輸入與提名學生的關係（如班主任）和提名該學生的原因。你可把原因在文字方塊中輸入，也可上載由教育局網上校管系統「校本人才資料庫模組」匯出的學生概覽或成績表。

（注意：上載的檔案格式只限 **JPG** 和 **PDF**，大小上限為 **2MB**）

Step 3:

In this part, you need to input your relationship with the student nominee (e.g. Head Teacher) and the reasons for nomination. You may type the reasons in the text box, or upload the student's profile / report generated from EDB's "School-based Student Talent Databank Module" located in WebSAMS. (Note : Supported upload file types: JPG and PDF only. File size cannot exceed 2MB)

獲提名學生資料 Information of the Student Nominee

被分配的獲提名學生名單以英文姓氏的字母次序自動排列
Auto show the assigned list of Student Nominee(s) (in alphabetical order)

#	獲提名學生姓名 Name of Nominee	提名編號 Nomination ID	級別 Study Level	*學校提名人與提名學生的關係 Relationship of Nominating officer with student nominee	*提名原因 Reason for nomination
1	陳文山 Chan Man Saan	18109992	G7	班主任 Head Teacher	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;">上載 Upload</div>
2	張宜奇 Cheung Yi Kei	18109995	中二 S2	班主任 Head Teacher	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; margin-top: 5px;">上載 Upload</div>

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

儲存 Save儲存及下一步 Save & Next

1.2.2.2 提名表格 > 學校提名人聲明 Nomination Form > Nomination Officer Declaration

第四步：

你需要勾選適當方格來完成「學校提名人聲明」，之後按「提交報名」以完成程序。在提名限期前，如需更新表格，請聯繫學校統籌人重新開放權限。

Step 4:

You need to tick the appropriate boxes to complete the "Nominating Officer Declaration", then click "Submit Nomination" for submission. Before the nomination deadline, if you need to further update any information, please contact your School Coordinator to release account permission for resubmission.

The screenshot shows the 'School Nomination' (學校提名) system interface. At the top, there is a navigation bar with 'Home' and 'Nomination Form'. Below this, there are three tabs: 'List of nominated students', 'Nomination Form (Nominating Officer)', and 'Nominating Officer Declaration' (which is currently selected). A red banner at the top right indicates the nomination deadline: '20XX年XX月XX日 下午5時00分' (Nomination Deadline: 20XX-XX-XX 5:00 p.m.).

Below the tabs, there is a 'Notes' section with 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.

Below the notes, there is a section titled 'Information of the Student Nominee' (獲提名學生資料). It contains two tables:

學校提名人 Nominating Officer	陳老師 Chan Lo Sze
學校 Name of School	資優學苑 ACADEMY FOR GIFTED EDUCATION

提名編號 Nomination ID	獲提名學生 Student Nominee
18109992	陳文山 Chan Man Saan
18109995	張宜奇 Cheung Yi Kei



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 checked="" 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 checked="" type="radio"/>	<input type="radio"/>



按「提交提名」提交提名表格

Click "Submit Nomination" to Submit the Nomination Form

* 本人完全明白網上提名表格的內容，並聲明就獲提名學生所提供的資料及相關文件均屬準確。
I fully understand the content of the online nomination forms and declare that the information and documents submitted are accurate.

[提交提名 Submit Nomination](#)



成功提交提名表格

Successfully Submitted the Nomination Form

主頁 Home 提名表格 Nomination Form

獲提名學生名單 List of nominated students 提名表格(學校提名人) Nomination Form (Nominating Officer) 學校提名人聲明 Nominating Officer Declaration

你已提交提名表格。如果你想更新提名表格，請聯繫學校統籌人。
You have submitted the nomination form. If you want to update the information, please contact School Coordinator.



收到電郵確認提名通知

Receive Email of Nomination Submission Acknowledgement

香港小學
HONG KONG PRIMARY SCHOOL
親愛的學校提名人陳文文先生：
Dear School Nominating Officer Mr CHAN K CHIU,

香港資優教育學苑2018/19全新提名計劃
HKAGE New Nomination Scheme 2018/19

貴校的提名資料已經收妥，現附上閣下之聲明以作紀錄，並請留意以下重要日期：
Your school's nomination information has been received. Below please find your declaration for your record and please note the below important dates:

- 在提名階段結束後至結果公佈前的期間，你仍可登入檢視已提交之提名表格，但不可作任何修改。

You can still login to check the nomination form after the Nomination deadline and before the Result Announcement date, but you cannot make any amendments.

1.3 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**”。

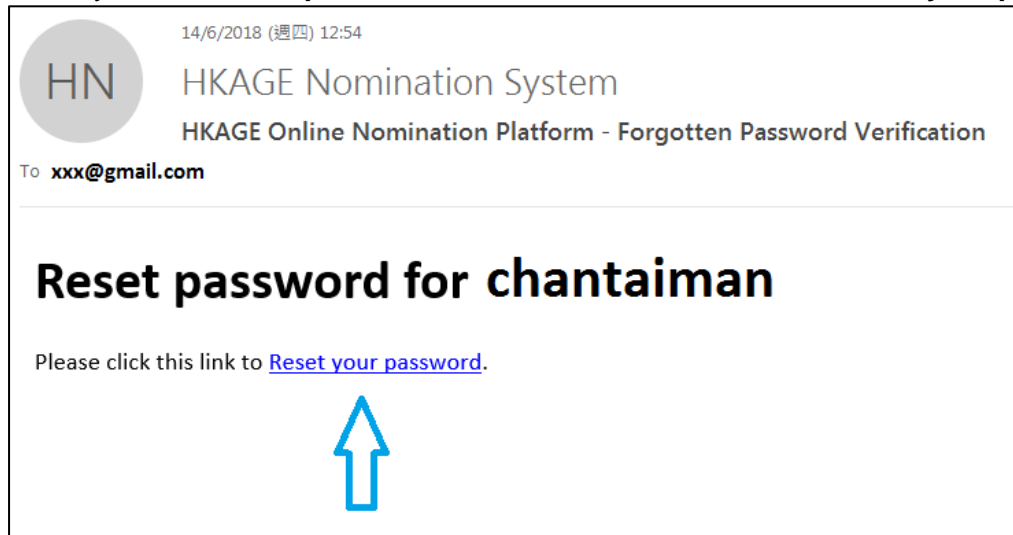
Step 1: Click “忘記密碼 **Forgot my password**” in the login page.

第二步：輸入登入名稱，按“**Submit**”。

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

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”.



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 HKAGE Online Nomination Platform interface. The top part is the 'Reset Password' form with fields for 'New Password' and 'Confirm New Password', and a 'Change' button. A text box on the right explains the password requirements: '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.) Below the form is a yellow notification bar that says 'Your password has been changed successfully'. Below that is the '登入 Login' section with fields for 'Username' and 'Password', and a '登入 Login' button. A text box on the right says: '成功重設密碼，請再次登入' (Password has been reset successfully. Please log in again.)

- 完 -

- End of Manual -