

用戶手冊 - 家長 User Manual - Parent

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	登入 Login
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。	時70年人 [*] Please login before accessing the HKAGE nomination system.
「Cookles」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 檢案。	登入名稱 Username
Cookles王要讓某什會讓存用戶的登入就感,以復罵別出有效用戶。Cookles亚沒有 收集姓名、住址、聯絡電話及電影地址等個人資料。 日本世界的瀏覽發現十次開始的全面的加強計畫,如何發展appleadother,或是注	密碼 Password
日前希元印度是由加州中与原文副画COURIESEI为用。如何是HCOURIESEI为用,而而应 登入本平台。	会入 Login 忘記空碼 Forgot my password
私福政策 / 平等微會及防止性驅擾 / 免責聲明	

目錄 Table of Contents

1.	家長帳戶 Parent 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 > 聲明 Result Announcement and Registration>	
	Declaration Statement	.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.家長帳戶 Parent 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 或 電郵至 <u>sss@hkage.org.hk</u> 與我們聯絡。
 For enquiries, please input the details in the enquiry box and then click "送出 Submit". You

may also contact us at 3940 0101 or email <u>sss@hkage.org.hk</u>.

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.
- 以合格成績完成甄選課程並通過提名甄選的 10 歲以下學生,只能獲學苑「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 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。如仍希望加入學苑,須再次報讀學苑甄選課程。 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 Screening Programmes again.

	註冊載止日期及時間:20XX年XX月XX日 下午5時00分 Registration Deadline: 20XX-XX-XX5:00 p.m.					
主頁 結果公佈及註冊 Home Result Announcement and Registration						
aa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	¢− 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 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 或電郵至 <u>sss@hkage.org.hk</u> 與我們聯絡,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 us at 3940 0101 or email <u>sss@hkage.org.hk</u> 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.



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 或電郵至 <u>sss@hkage.org.hk</u>與我們聯絡,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 us at 3940 0101 or email <u>sss@hkage.org.hk</u>.

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



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

- 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

主頁 結果公佈及註冊 Home 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 - 丙部 Student Member Registration Form - Part C						
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;如不同要,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.



1.2.2.2 結果公佈及註冊 > 聲明 Result Announcement and Registration> Declaration

Statement

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.



填寫個人資料收集意願 Fill in Personal Data Collection Consent

	同意 Agree	不同着 Objec
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)	0	۲
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)	0	۰
3. * 舆你所就讀的學校分享「學生學習概覽」 Sharing of Student Learning Profile with your school	0	۰
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 + 此等照月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 和推攝用造 + 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)	۰	•
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)	0	•



Click "Submit Registration" to Submit the Registration Form

◎ * 我們蓮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.

提交註冊 Submit Registration



成功提交註冊表格

Successfully Submitted the Registration Form

主頁 Home	結果公佈及註冊 Result Announce	ement and Registration						
結果 Res	公佈 ult Announcement	註冊表格 - 甲部 Registration Form Part A	乙部 Part B	丙部 Part C	丁部 Part D	復取録學生及合法監護人聲明 Declaration Statement - Admitted Student and Legal Guardian		
你已 You 更	提交註冊表格。 如果 have submitted the r 新表格 Amend this fo	4你想更新註冊表格,請按以下 egistration form. If you want to orm	∵按鈕。 o update th	e registratio	on form, ple	ase 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.

主頁 Home	學員資格公佈 Membership Announcement								
學員資格公佈 Membership Announcement ^書 業實電軟質學苑(管構資優學苑)已設立學員及家長領戶,歸透邊以下網址模對個人資料,如有需要,部分資料可自行更新: 學員長戶: https://hkage.org.ht/bb/Sutent/Registration/member/JpdateL.ogon.php 家長毎年: https://hkage.org.htbb/Sutent/Registration/member/sember/S									
而用作幕 We are of the in Student	而用作報名參加課程及其他行政用達的功能修於200X年X月應開始生效。 We are pleased to inform you that HKAGE Student Member and Parent Accounts have been created. Please visit the following website to verify your personal particulars. Some of the information can be updated by yourselves if necessary.								
Parent a The fun 有關學員	Succent account. https://https:/ afilial.af								
Parents 香港資価	will receive email notification abo 夏教育學苑學員帳戶 HKAGE Stud	ut the requirements of studer lent Member Account	t membership and orientation information in late XXXXXX 20XX						
學生姓	名 Student Name:		李同學 Lee Tung Hok						
學校名	學校名稱 Name of School: 質優學校 Gifted College								
年級 S	年級 Study Level: 中一 S1								
學員編	攀員編號 (登入名稱) Student Member ID (Username): 18109981								
初始靈	初始密碼 Initial password: test5678								
A B	▲電影自己以作記錄 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.



由於正式的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.

香港資優教育學苑網上提名平台 HKAGE Online Nomination Platform	
中文 English	登入 Login
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。	請先登入 * Please login before accessing the HKAGE nomination system.
「Cookles」即載有小量資料的檔案,自動儲存於你的電腦硬碼內,可供本平台日後 檢案。	登入名稱 Username
Cookles主要讓本平台儲存用戶的登入狀態,以便識別出有效用戶。Cookles並沒有 收集姓名、住址、聯絡電話及電動地址等個人資料。	密碼 Password
目前常見的瀏覽器版本均預設啟動cookles的功能。如你禁用cookles的功能,將無法 登入本平台。	
私攝政策/平等機會及防止性驅擾/免責聲明	金入 Login 忘記密碼 Forgot my password

第二步: 輸入登入名稱, 按"Submit".

Step 2: Enter username e.g. 182XXXXX and click "Submit".

香港資優教育學苑網上提得 HKAGE Online Nominatio	名平台 n Platform	
	 た 記 密 碼 ちの の の の の の の の の の の の の の の の の の の 	

香港資優教育學苑網上提名平 HKAGE Online Nomination P	台 latform			
中文 English		Ş L	登入 Login	
使用cookies 你登入本平台時,平台會透過cookies(定義如下 「Cookies」即載有小量資料的檔案,自動碼查 檢案。 Cookies主要讓本平台儲存用戶的登入狀態,	¹⁾ 收集具中部分資料· Mahmmawifiata,可供本平台日後 已送出重設密碼電	「郵	發送密碼重設電部 Password reset email sent 人・ I login before accessing the Hk	X AGE nomination system.
收集姓名、住址、聯絡電話及電影地址等個。 目前常見的瀏覽器版本均預設獻斷cookies的 聲入本平台。	Password reset e	mail sent	e	
私隱政策 / 平等機會及防止性驅擾 / 免責聲明		P.	assword 登入 Login	忘記密碼 Forgot my password

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".





請點按擊以下連結來<u>重設密碼</u> Please click this link to <u>Reset your password</u>.

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".

香港資優教育學苑網上提名平台 HKAGE Online Nomination Platform 重設密碼 Reset Password 新密碼 New Password ··································	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.
Fight Example and Action Platform For English 中文 English 使用cookies ^R 公太平台時,平台會透過cookies(定義以下)收集集中部分資料, ^R Cookies, 創職者小量資料的情報,自動領容於你的電腦建築時,可供本平台日 成功重設密碼,請再次登入 Password has been reset successfully, Please log in again.	登入 Login PCFE成が更な度考 × Tour password has been changed successfully. MEAD * Please login before accessing the HKAGE nomination system. 基本経験 Jease manne BM Password EALAIM DERE # Forgot my password

