

# 用戶手冊 - 學校統籌人

## User Manual - School Coordinator

# 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 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.
「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、聯絡電話及電影地址等個人資料。	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 / 平等機會及防止性醫擾 / 免責聲明	登入 Login 忘記密碼 Forgot my password

Copyright @ 2022 The Hong Kong Academy for Gifted Education All rights reserved

## 目錄 Table of Contents

目錄 Table of Contents	2
1 學校統籌人帳戶 School Coordinator Account	3
1.1 主頁 Home	3
1.2 Nomination 提名階段	4
1.2.1 選擇提名階段 Select Nomination Phase	4
1.2.2 使用者帳戶 User Accounts	4
1.2.3 提名表格 Nomination Form	7
1.2.3.1 提名表格 > 獲提名學生名單 List of nominated student	7
1.2.3.2 提名表格 > 提名表格(學校統籌人) Nomination Form > Nomination Form (Schoo	ol
Coordinator)	11
1.2.3.3 提名表格 > 學校統籌人聲明 Nomination Form > School Coordinator Declaration	n
	13
1.3 忘記密碼 Forgot my password	15

## 1 學校統籌人帳戶 School Coordinator 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.

	e Nomination Platform	L AGE → 登出 Logo
		學校提名 School Nomination *
學校提名 S	chool Nomination	
		提名截止日期及時間:20XX年XX月 XX日 下午5時00分 Nomination Deadline: 20XX-XX-XX 5:00 p.m.
主頁 使用者帳戶 Home User Accounts	提名表格 Nomination Form	
主頁 Home 使用書帳戶 User Accounts 簡介 Overvie 方間的上提名子台的用戶f clicking the hypetlink: 方間的上提名子台的用戶f	提名表档 Nomination Form 使用手冊(學生的合法監護人)→ 請按此調整下 目5 使 用 手冊 ( 學 先 祝 名 人 ) → 請 按 北 調整	下載 For user manual (Students' Legal Guardians) of the ONP, please download by
主頁 Home 使用書帳戶 User Accounts 簡介 Overvie 有關例上提名平台的用戶 右にking the hyperlink: 有關例上提名平台的用戶 作he hyperlink:	提名表档 Nomination Form ♥♥ 使用手冊(學生的合法監護人),請按此運結 下 使用手冊(學校提名人),請按此運結 使用手冊(學校統誨人),請按此運結下載 Fo	下載 For user manual (Students' Legal Guardians) of the ONP, please download by 許載 For user manual (Nominating Officer) of the ONP, please download by clicking or user manual (School Coordinator) of the ONP, please download by clicking
主頁 Home 使用書帳戶 User Accounts 簡介 Overvie 有關例上提名平台的用戶f clicking the hyperlink: 有關例上提名平台的用戶f the hyperlink: 有關例上提名平台的用戶f the byperlink: 注意Note	提名表档 Nomination Form ♥♥ 使用手冊(學生的合法監護人),請按此運奮下 目戶使用手冊(學校提名人),請按此運奮 使用手冊(學校就誨人),請按此運奮下載 Fo	下载 For user manual (Students' Legal Guardians) of the ONP, please download by 留下载 For user manual (Nominating Officer) of the ONP, please download by clicking or user manual (School Coordinator) of the ONP, please download by clicking
主頁 Home 使用書帳戶 User Accounts 簡介 Overvie 有關例上提名平台的用戶f clicking the hyperting: 有關例上提名平台的用戶f the hyperting: 有關例上提名平台的用戶f the byperting: 注意Note 建讀曲早提交報名表格及」 現態時繁忙的情况。	提名表档 Nomination Form 使用手研(學生的合法監護人),請按此運奮下	F载 For user manual (Students' Legal Guardians) of the ONP, please download by 「「載 For user manual (Nominating Officer) of the ONP, please download by clicking or user manual (School Coordinator) of the ONP, please download by clicking 好名程序。此學可避免臨近載止報名日期時,資後學苑的何服器因需要處理大量報名項目而可能出

- 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 Nomination** 提名階段

### 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.

香港資優教育學苑網上提名平台 HKAGE Online Nomination Platform	L AGE → 登出 Logout
	學校提名 School Nomination v
學校提名 School Nomination	
	提名截止日期及時間:20XX年XX月XX日下午5時00分 Nomination Deadline: 20XX-XX-XX 5:00 p.m.
主頁 使用者帳戶 提名表格 Home User Accounts Nomination Form	

## 1.2.2 使用者帳戶 User Accounts

請在此新增/更改提名人帳號。每間學校必須有最少一位學校提名人,學校統籌人可同時成為學校提名人。

Please add / change account for Nominating Officer here. There must be at least one Nominating Officer for each school. School Coordinator may also act as Nominating Officer at the same time.

**第二步**:新增提名人帳號

Step 2: Add account for Nominating Officer

- 點選【設立學校提名人 Create Nominating Officer】。 Click "設立學校提名人 Create Nominating Officer".
- 輸入提名人資料,然後按【新增 Create】。
   Input Nominating Officer information and click "新增 Create".
- 系統會利用學校提名人的電郵地址作登入名稱,因此學校提名人的電郵地址不能重用。
   The system will use the email address of the Nominating Officer as login name, and thus the email address of Nominating Officer must be unique.

Copyright @ 2022 The Hong Kong Academy for Gifted Education All rights reserved

主頁 Home	使用者帳戶 User Accounts	提名表格 Nomination Form				
使	用者帳戶し	Jser Accounts	8			
以下 Nom	為學校提名人帳戶資料 inating Officer's accour	it information is shown belov	r.			
設	立學校提名人 Create N	ominating Officer				
	學校提名人姓名 Nominating Office	r's Name	登入名稱 User name	起始密碼 Initial Password	狀態 Status	行動 Action

.

• 系統會利用學校提名人的電鄄地址作登入名稱,因此學校提名人的電鄄地址不能重用。

- 提名人帳戶一經建立就無法修改該電鄄地址,輸入前請小心確認電野地址正確。
- 如之後發現有錯,請停用該提名人帳戶,而另外建立一個新的帳戶。

• The system will use the email address of the Nominating Officer as login name, and thus the email address of Nominating Officer must be unique.

Once the Nominating Officer's account is created, that Email Address cannot be edited. Please check the validity of email address carefully before entry.

If error is found after entry, please inactive that account and create a new one.

#### 新增 Create

第三步:更改提名人帳號資料

**Step 3:** Change account information for Nominating Officer

● 點按 ➤ 可把學校提名人由「啟動」狀態轉為「停用」;如再按一次 ✔ 可把「停用」狀態
 的回復成「啟動」。

Click **\*** change the status of Nominating Officer from 'active' to 'inactive'; if click **~** once again, the status will resume to 'active'.

- 點按 / 可修改已輸入的學校提名人資料。
  - Click 🖌 to edit the inputted information of Nominating Officer.

● 如學校統籌人同時作為學校提名人,他/她必須把個人資料另設立一個學校提名人的帳戶。 If the school coordinator will also act as nominating officer, he/she has to create a new nominating officer account by his/her information.

主頁 Home	使用者帳戶 User Accounts	提名表格 Nomination Form				
使) <sup>以下為</sup> Nomir	用者帳戶U <sup>學校提名人帳戶資料</sup> atling Officer's account <sup>學校提名人</sup> Create Nor	ser Accounts	:			
	學校提名人姓名 Nominating Officer's	s Name	登入名稱 User name	起始密碼 Initial Password	狀態 Status	行動 Action
1	鄧老師 Tang Lo Sze		tang@email.com	OWNjYjM1	啟動 Active	×
2	陳老師 Chan Lo Sze		chan@email.com	NZQ2NDI1	啟動 Active	× ×

### 1.2.3 提名表格 Nomination Form

1.2.3.1 提名表格 > 獲提名學生名單 List of nominated student

#### 進入「獲提名學生名單」部分

學生提交提名<u>前</u>:

- 1. 核實學生的基本資料
- 2. 分配學校提名人
- 學生提交提名後:
  - 3. 檢查學生新提交的資料

#### Proceeding to the part "List of nominated students"

Before students' submission of nomination forms:

- 1. Verify students' basic information
- 2. Assign nominating officer

After students' submission of nomination forms:

3. Check students' newly submitted information

**第四步**:核實獲提名學生的基本資料,按Q,然後選取【檢視獲提名學生資料】

**Step 4:** To verify student nominee's basic information, click **Q** and then select "View Student Nominee Information"

獲提名學生名單 List of nominate	提 提名表 ed students Nomin	格(學校統籌人) ation Form (School Coord	學校統籌人聲明 inator) School Coordin	ator's Declaration		
€ 選擇學生 Select Students	■ 提名前 Verif (0) ▼ assign Nomin	该實學生資料及分配學校提 y student information and nating Officer before nomir	名人 nation ▼		マ Q 授尋 Sear	rch 2 重置 Reset
** 可點按「選擇 You may select	學生」按鈕來選擇所考 all the students by clic	9學生,或在下方表格中分 king 'Select Student' butto	別點按學生列來選擇個別或 n. Also, you may select on	多個學生 e or more students by clicking	y student row separately in the t 上一頁 Previous	able below. 1 下一頁 Next
提名編號 Nomination ID	獲提名學生姓 名 Student Nominee	1. 提名前核實學生資料 Verify student information before nomination	2. 提名前分配學校提名 人 Assign Nominating Officer before nomination	3. 學生完成提名表格後 按 ✔ 檢查資料 Check information by clicking ✔ after student completed Nomination Form	狀態 Status	指令 Command
18109991	李一隆 Li Yat Lung 起始密碼 Initial Password test1234	未核實 Not Verify	未分配 Not Assign	未檢查 Not Check 檢視獲提名學生資料	復提名学生 - 未完成 学校提名人 - 未完成 ↓ View Student Nominee's Infor complete Nominating Officer - not complete School Coordinator - not	Q. Ø

Copyright  $\ensuremath{\textcircled{O}}$  2022 The Hong Kong Academy for Gifted Education All rights reserved

第五步:核實學生基本資料後,你可確認學生資料,先點選所需之學生,然後按【提名前核實學 生資料及分配學校提名人】>【核實學生資料】。

**Step 5:** If the students' basic information is verified, you can confirm the information by selecting appropriate student nominee and then select "Verify student information and assign Nominating Officer before nomination" > "Verify student information".

渡提名學生名單 List of nominated	提名和 d students Nomi	<sup>長格(學校統籌人)</sup> nation Form (Scho	ool Coordir	學校統籌人聲明 nator) School Coordin	ator's Declaration		
ピ選擇學生 Select Students (	III 提名前 Veri (2) - assign Nom	核實學生資料及分 fy student informa inating Officer bef	·配學校提÷ tion and pre nomin;	名人 ation <del>、</del>		▼ 【Q 搜尋 Sear	ch 📿 重置 Reset
** 可點按「選擇 You may select a	● 核實學会 Verify stud all the Assign Nor	E資料 ent information 交提名人 minating Officer	<sup>長格中分別</sup> €nt' buttor	J點按學生列來選擇個別或 1. Also, you may select on	多個學生 e or more students by clicking	student row separately in the ta	able below.
提名編號 Nomination ID	獲提名學生姓 名 Student Nominee	1. 提名前核實學 Verify student information before nomina	生資料 tion	2. 提名前分配學校提名 人 Assign Nominating Officer before nomination	3. 學生完成提名表格後 按 ✔ 檢查資料 Check information by clicking ✔ after student completed Nomination Form	狀態 Status	指令 Command
18109991	李一隆 Li Yat Lung 起始密碼 Initial Password test1234	未核實 Not Veri	fy	未分配 Not Assign	未檢查 Not Check	変提名学生 - 未完成 學校提名人 - 未完成 學校提名人 - 未完成 Student Nomine - not complete Nominating Officer - not complete School Coordinator - not complete	Q. 0
18109992	陳文山	未核實 Not Veri	fy	未分配 Not Assign	未檢查 Not Check	渡提名學生 - 未完成	Q. 0

Select Students (0) -

學生。被點按的學生列會變成淺藍色,代表學生已被選擇。

You may select all students in bulk by clicking

. Also, you may select one or

more students by clicking student row separately in the table. The student rows will turn to light blue colour, which represents those students are chosen.

☑ 選擇學生

● 假如學校決定不提名某位學生,可點選 ◇ 按鈕把該學生退出提名。如再按一次 → 「把學生 的「退出」狀態撤回。

If the school decides NOT to nominate a student, please click the 🚫 button to withdraw the nomination. If click 🖌 once again, the withdrawn status of that student will be resumed.

第六步:確認學生資料後,每位獲提名的學生需獲分配一位學校提名人。先點選要被指派的學生 列,然後按【提名前核實學生資料及分配學校提名人】>【分配學校提名人】。 Step 6: After confirmation of student nominee information, a nominating officer must be assigned to each student nominee. Please select the row of the student nominee and then click "Verify student information and assign Nominating Officer before nomination" > "Assign nominating officer".

主頁 Home 使用者帳戶	<sup>当</sup> User Accounts 提名表标	Nomination Form 2018/19 中學學校提名 Secondary School Nomination 2 ▼
獲提名學生名單	> 提名表格(學校統籌人)	> 學校統籌人聲明
List of nominated student	Nomination Form (School C)	oordinator) > School Coordinator Declaration
び選擇學生 Select Students (2) ≁	III 提名前核實學生資料及分 Verify student inform assign Nominating Officer be	配學校提名人 tition and fore nomination →
** 可點按「選擇學生」按錄	核實學生資料 Verify student information	中分別點按學生列來選擇個別或多個學生
You may select all the stu	分配學校提名人	' button. Also, you may select one or more students by clicking student row separately in the table below.

在下拉選單選擇學校提名人,按【確定】分配給該學生。然後,系統會發出電郵予獲提名學校提名人,通知他們登入系統的相關資料與程序。

Select the nominating officer in the pull-down menu, and click "OK" button to assign him/her to the selected student nominee. Then, the system will send emails to the nominating officer to inform them about login information and nomination procedures.

請選擇學校提名人 Please select Nominating Officer	×
	•
鄧老師 Tang Lo Sze	
陳老師 Chan Lo Sze	
	取消 Cancel 確認 OK

你可點按 Select Students (0), 一次過選擇所有學生, 或在表格中分別點按學生列來選擇個別或多個

學生。被點按的學生列會變成淺藍色,代表學生已被選擇。

You may select all students in bulk by clicking

ビ 選擇學生 Select Students (0) - Also, you may select one or

more students by clicking student row separately in the table. The student rows will turn to light blue colour, which represents those students are chosen.

● 獲提名學生與學校提名人的申請狀況,可在【狀態】欄中找到,他們在提交提名表格後,狀 態會由【未完成】變成【已完成】,其表格亦不能再作更改。 The status of student nominee and nominating officer are shown in the "Status" column. Once they have submitted their forms, the status will change from 'not complete' to 'completed' and the forms will also be frozen.

● 在提名截止限期前,如學校提名人或獲提名學生要求更改表格,可點按 € 允許他們作出修改 及重新提交表格。 Before the nomination deadline, if student nominee or nominating officer requests to make

amendments, you can click the C button to allow them updating and resubmitting the forms.

**第七步:**獲提名學生在<u>提交提名表格後</u>, ✔按鈕會出現在「已檢查獲提名學生資料」一欄。 Step 7: After student nominees submitting the form, V button will be shown in the column "Nominee information checked".

● 請檢查他們所提供的資料是否正確,如果檢查無誤,請用✔按鈕將該提名表格標記為"已檢 杳"。

You are required to check if the submitted information are correct. Once checked, please mark that nomination form as "checked" by the V button.

● 如有誤差,請點按2允許學生作出修改及重新提交表格。 If discrepancies are found, you may click the C button to allow student to make amendments and re-submit the form.

● 當所有獲提名學生的資料都被按✔檢查後,學校統籌人才可以進入下一個程序。 After checking <u>ALL</u> student nominees' information by clicking V, school coordinator can go to the next step.

是名編號 Iomination D	獲提名學生姓 名 Student Nominee	1. 提名前核實學生實 料 Verify student information before nomination	2. 提名前分配學校提 名人 Assign Nominating Officer before nomination	3. 學生完成提名表格後 按 ✔ 檢查資料 Check information by clicking ✔ after student completed Nomination Form	狀態 Status	指令 Comma	nd	
18109995	張宣奇 Cheung Yi Kei 起始室碼 Initial Password test1234	C 已核實 Venfied	陳老師 Chan Lo Sze	未檢查 Not Check	申請中 Applying by Student Nominee 愛提名学生 - 已完成 學校提名人 - 未完成 學校統備人 - 未完成 Student Nominee - completed Nominating Officer - not complete School Coordinator - not complete	Q. 3.	0 •	1.

● 如有需要,學校統籌人可點按 ▲ ,並以學校提名人或學生身份代為填寫表格。

If necessary, school coordinator can click 上 to login as student nominee or nominating officer to fill and submit the forms for them.

# 1.2.3.2 提名表格 > 提名表格(學校統籌人) Nomination Form > Nomination Form (School Coordinator)

第八步:當<u>所有</u>獲提名學生和學校提名人皆已提交提名表格後,你可進入「提名表格(學校統籌 人)」部分。你需要檢查並完成以下部分:

- 1. 學校資料
- 2. 學校統籌人資料

**Step 8:** After <u>ALL</u> the student nominees and nominating officers have submitted their nomination forms, you can proceed to the part "Nomination Form (School Coordinator)".You will need to check and complete the following parts:

- 1. School Information
- 2. Particulars of School Coordinator

#### **第九步**:核實並填寫學校資料

**Step 9:** Verify and fill in school information

Home User Accounts	提名表格 Nomination Form	
獲提名學生名單 List of nominated student	提名表格(學校統籌人) s Nomination Form (School Coordinator)	学校統籌人聲明 School Coordinator's Declaration
Nomination F	orm (School Coordin	ator)
注意: 1. 資優學苑只處理以指 2. 標有星號(*) 的欄位 Notes: 1. Only forms compi 2. Fields with an ast	f港法定語文(中文或英文)填富的表格。 必須填富。 leted in Hong Kong's official languages (I.r erisk (*) must be filled in.	a., Chinese or English) will be processed.
學校資料 Schoo	I Information	
_	ool	
* 學校名稱 Name of Sch		
* 學校名稱 Name of Sch 資優學園		
* 學校名稱 Name of Sch 資優學園 ACADEMY FOR GIFT	ED EDUCATION	
<ul> <li>學校名稱 Name of Sch 資優學園</li> <li>ACADEMY FOR GIFT</li> <li>校址 School Address</li> </ul>	ED EDUCATION	
<ul> <li>學校名稱 Name of Sch 資優學園</li> <li>ACADEMY FOR GIFTI</li> <li>校址 School Address</li> <li>沙田沙康村1號</li> </ul>	ED EDUCATION	
*學校名稱 Name of Sch 資優學圖 ACADEMY FOR GIFTI * 校址 School Address 沙田沙康村1號 1 sha hong estate shal	ED EDUCATION	
<ul> <li>學校名稱 Name of Sch 資優學園</li> <li>ACADEMY FOR GIFT</li> <li>校址 School Address</li> <li>沙田沙康村1號</li> <li>1 sha hong estate shall</li> <li>學校電話 School Cont</li> </ul>	ED EDUCATION	

● 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 sss@hkage.org.hk 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>.

#### **第十步:**在「學校統籌人資料」部分,請填寫你的資料。

Step 10: Please fill in your information in "Particulars of School Coordinators"

基校統籌人資料 Info	mation of School Coordinators	
* <ul> <li>先生 Mr</li> <li>太太 Mrs</li> </ul>	//姐 Miss ◎ 女士 Ms ◎ 博士 Dr	
* 中文全名 (先寫姓氏) Full nam	in Chinese (Surname first)	
李木子		
* 英文姓氏 Surname in Englisi		
Lee		
* 英文名 Given names in Engl	h	
M T		
* 職銜 Post		
學生輔導主任/教師/人員 SGC	3GT/SGP	*
* 聯絡號碼 Contact Tel. No		
26666666		
* 電郵地址 Email Address		
lee@email.com		

1.2.3.3 提名表格 > 學校統籌人聲明 Nomination Form > School Coordinator Declaration

**第十一步**:完成「學校統籌人聲明」後,按「提交報名」提交提名表格。在提名限期前,你仍然可以更改提名表格內容。

**Step 11:** After completing the "School Coordinator Declaration", please click "Submit Nomination" to submit form. You can still make changes in the nomination form before the nomination deadline.

主頁 使用者帳戶 Home User Accounts	提名表格 Nomination Form			
獲提名學生名單 List of nominated studen	提名表格(學校統) ts Nomination Form	尊人) (School Coordinator)	學校統籌人聲明 School Coordinator's Declaration	
Declaration Statement - School Coordinator				
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.				
學校統籌人資料 Information of the School Coordinator				
學校統籌人姓名 Name of	School Coordinator	李木子 Lee	МТ	
學校 Name of School		資優學園A	CADEMY FOR GIFTED EDUCATION	
L				

填寫個人資料收集意願

#### **Fill in Personal Data Collection Consent**

	Agree	Obje
<ol> <li>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, programment)</li> </ol>	i)  a application and enrollment, student feedback collection)	
<ol> <li>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, HK</li> </ol>	(AGE publication)	•
Direct marketing (Information of forthcoming programmes and activities, HK	(AGE publication)	

按「提交報名」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進確,已經過校長批准。 I fully understand the content of the online nomination forms and declare that the information and documents submitted are accurate with the School Principal's approval.

提交提名 Submit Nomination



#### **Successfully Submitted the Nomination Form**

主頁 Home	使用者帳戶 User Accounts	提名表格 Nomination Form			
獲提 List o	名學生名單 of nominated students	提名表格(學校統 s Nomination Forr	籌人) n (School Coordinator)	學校統籌人聲明 School Coordinator's Declaration	
你已 You 更	提交提名表格。如果 have submitted the no 新表格 Amend this for	你想更新有關資料,請 omination form. If you rm	按以下按鈕。 want to update the inform	nation, please click the button below.	×



#### **Receive Email of Nomination Submission Acknowledgement**

 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.

普港資優教育學苑網上提名平台 HKAGE Online Nomination Platfo	
	SEC Login  AEAA  AEAAA  AEAAA  AEAAA  AEAAA  AEAAA  AEAAA  AEAAAA  AEAAAA  AEAAAA  AEAAAAAA
	私用政策(平等储量及协业性指数)化量整构 等限金额数发展列 2016 运输所有
	Copyright 2018 @ The Hong Kong Academy for Gifted Education.

第二步:輸入登入名稱,按"Submit". Step 2: Enter username e.g. *182XXXXX* and click "Submit".

香港資優数買學規模上提名平台 HKAGE Online Nomination Platform	
Forgot Password Please enter your Username so we can send you an email to reset your password. Username	
Submit	
委者编码教育学校 2018 保持务育 Copyright 2018 G The Hong Kong Academy for Gilled Education	
● 電源管理を対理と決名平台 HKAGE Online Nomination Platform	
Password reset email sent	×
登入 Login #元弘- Please logo hetore accessing the HouGE nomination system	
Password reset email sent 용가 순행 Username	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".

	14/6/2018 (週四) 12:54			
HN	HKAGE Nomination System			
	HKAGE Online Nomination Platform - Forgotten Password Verification			
To xxx@gmail.com				
Reset password for chantaiman				
	password for chantannan			
Please click t	his 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".

香港資優教育學苑網上提名平台 HKAGE Online Nomination Platform	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
Reset Password New Password Confirm New Password Change	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.
香港賀優教育學苑網上提名平台 HKAGE Online Nomination Platform   Your password has been changed successfully   登入 Login   瑞先見・   Please login before accessing the HKAGE nomination system.   Your password has been changed successfully.   월大音   Username	成功重設密碼,請再次登入 Password has been reset successfully. Please log in again.
密碼 Password 忘記密碼 Forgot my password 意入 Logn	

- 完 -– End of Manual –

Copyright © 2022 The Hong Kong Academy for Gifted Education All rights reserved