



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

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

登入名稱
Username

密碼
Password

登入 Login 忘記密碼 Forgot my password

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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.

The screenshot shows the HKAGE Online Nomination Platform interface. At the top left is the HKAGE logo and the text '香港資優教育學苑網上提名平台 HKAGE Online Nomination Platform'. At the top right, there is a user profile icon labeled 'AGE' and a 'Logout' button. Below the header is a search bar containing '學校提名 School Nomination'. The main heading is '學校提名 School Nomination'. To the right of the heading, the nomination deadline is displayed in red: '提名截止日期及時間: 20XX年XX月XX日 下午5時00分' and 'Nomination Deadline: 20XX-XX-XX 5:00 p.m.'. Below the heading is a navigation menu with '主頁 Home', '使用者帳戶 User Accounts', and '提名表格 Nomination Form'. The main content area is titled '簡介 Overview' and contains three links for downloading user manuals: '有關網上提名平台的用戶使用手冊 (學生的合法監護人)', '有關網上提名平台的用戶使用手冊 (學校提名人)', and '有關網上提名平台的用戶使用手冊 (學校統籌人)'. Each link is followed by the instruction '請按此連結下載 For user manual (Students' Legal Guardians) of the ONP, please download by clicking the hyperlink:'. Below the links is a '注意 Note' section with a warning in Chinese and English: '建議儘早提交報名表格及上載所需文件，以確保在限期前成功完成網上報名程序。此舉可避免臨近截止報名日期時，資優學苑的伺服器因需要處理大量報名項目而可能出現線路繁忙的情況。 To ensure timely completion of your online application, you are advised to submit the application and upload the required documents as early as possible. This is to avoid internet overload when a large volume of applications might need to be dealt with by the HKAGE online system near the application deadline.'

- 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 sss@hkage.org.hk 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 sss@hkage.org.hk .

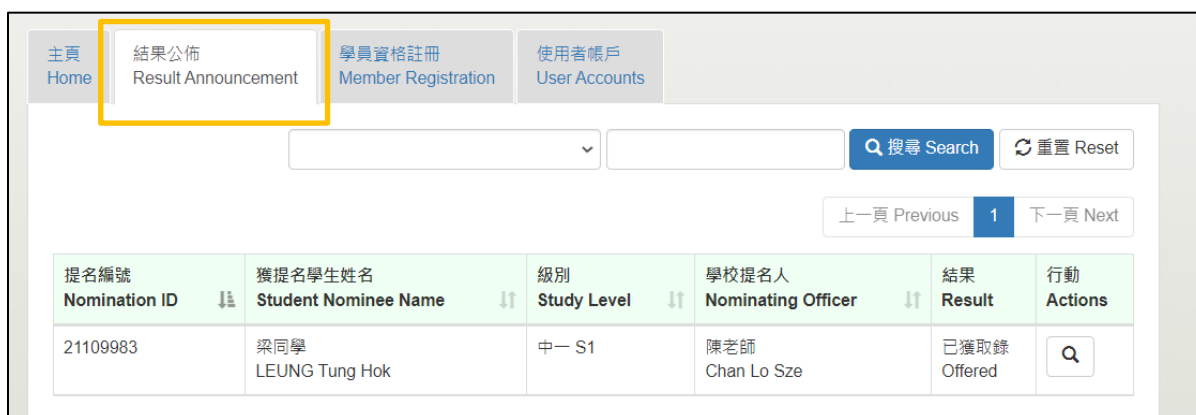
1.2 提名結果公佈及註冊階段 Nomination Result Announcement and Registration


在提名結果公佈及註冊階段，學校統籌人須在限期前查閱學生的提名結果及學生已提交之註冊表格及資料。



In the period of nomination result announcement and registration, School Coordinator can check students' nomination results and the information provided by students.

第一步：點選【結果公佈】查閱被分配學生的提名結果。

Step 1: Check the nomination result of assigned students by clicking “Result Announcement”.



提名編號 Nomination ID	獲提名學生姓名 Student Nominee Name	級別 Study Level	學校提名人 Nominating Officer	結果 Result	行動 Actions
21109983	梁同學 LEUNG Tung Hok	中一 S1	陳老師 Chan Lo Size	已獲取錄 Offered	

- 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」的學生必須於註冊期限前填妥註冊表格，以確認學員資格。
Results will be classified as ‘Offered’, ‘Tentative Offered’ or ‘Rejected’. Students who obtain offer or tentative offer should fill the registration form before deadline to confirm their student membership.
- 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.
- 如有需要，可按  檢視學生在提名階段提交的資料。
If necessary, you can click  to view the information submitted by students during the nomination period.

進入「學員資格註冊」部分



你可以檢查並完成以下部分：

1. 獲取錄學生的註冊狀態
2. 學生的註冊表格資料

Proceeding to the part “Member Registration”.

You can check the following parts:

1. The registration status of admitted students
2. Registration information submitted by students

提名編號 Nomination ID	獲提名學生姓名 Student Nominee Name	級別 Study Level	註冊狀態 Registration Status	行動 Actions
21109983	梁同學 LEUNG Tung Hok	中一 S1	未開始 Not started	 


● 註冊狀態一覽：


1. 未開始：獲收錄學生未確認學員資格
2. 註冊中：獲收錄學生已確認學員資格並填寫註冊表格中
3. 已註冊：獲收錄學生已提交註冊表格


Registration Status List:

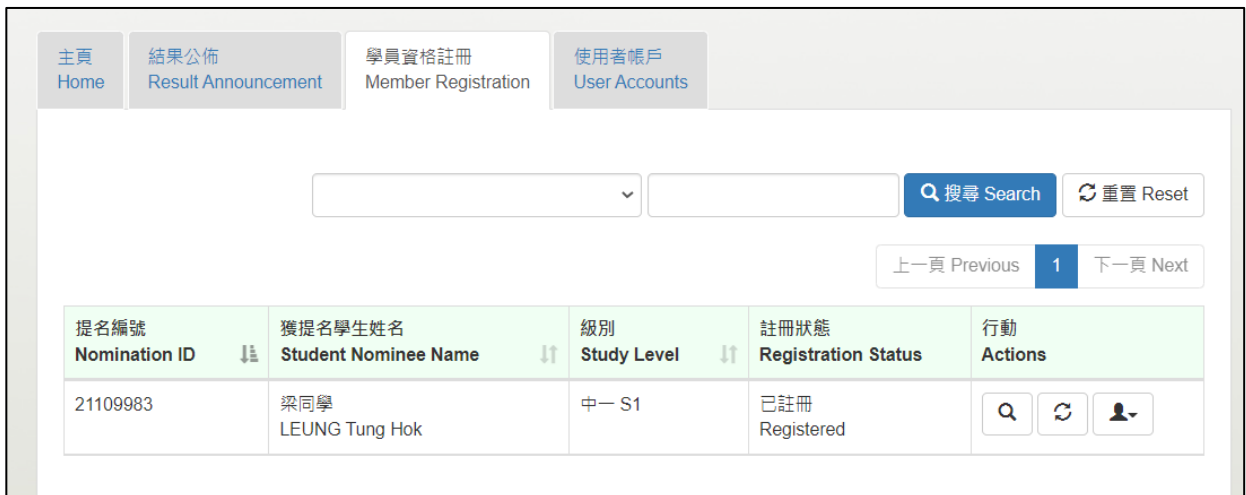
1. Not started: Admitted Student has not yet confirmed the offer
2. Registering: Admitted Student has confirmed the offer and is filling the registration form
3. Registered: Admitted Student has submitted registration form

第二步：如獲取錄學生未提交註冊表格，按  按鈕只能看到表格中目前已填寫的資料。




Step 2: If admitted student has not submitted the registration form, only existing information can be viewed by clicking  button.

第三步：當獲取錄學生提交註冊表格後，或選擇放棄學員資格後，表格將不能更改，除非你按下  按鈕允許學生更新表格。

Step 3: Once the admitted student has submitted registration form or declined the offer, the form will be frozen. For any further changes, you can click the  button and allow him/her to update the form.



The screenshot displays a web application interface with a navigation menu at the top. The menu includes links for '主頁 Home', '結果公佈 Result Announcement', '學員資格註冊 Member Registration', and '使用者帳戶 User Accounts'. Below the menu is a search area with a dropdown menu, a search button labeled '搜尋 Search', and a reset button labeled '重置 Reset'. A pagination bar shows '上一頁 Previous', '1', and '下一頁 Next'. The main content is a table with the following columns: '提名編號 Nomination ID', '獲提名學生姓名 Student Nominee Name', '級別 Study Level', '註冊狀態 Registration Status', and '行動 Actions'. The table contains one row of data for a student named LEUNG Tung Hok.

提名編號 Nomination ID	獲提名學生姓名 Student Nominee Name	級別 Study Level	註冊狀態 Registration Status	行動 Actions
21109983	梁同學 LEUNG Tung Hok	中一 S1	已註冊 Registered	  

1.3 學員資格公佈階段 Membership Announcement

學員資格公佈階段開始後，你可查閱學校的登入資料，以及已成功註冊為學員的學員賬戶資料。 You can check the information of school login account and member accounts for successfully registered students during the membership announcement period.

主頁 Home 學員資格公佈 Membership Announcement 使用舊帳戶 User Accounts

查閱學生學習概覽平台 (學校) Platform to View Student Learning Profile (School)

我們希望讓學校了解學生在資優學苑的學習概況，使老師能促進他們在資優學苑的學習。資優學苑學員名單及已同意資優學苑向其學校公開學生學習概覽的學員之學習概覽，將可供網上查閱。學校職員請以下列用戶名稱及密碼登入相關平台，瀏覽有關資料。
<https://hkage.org.hk/b5/student/SLR/SchoolLogon.php>

We hope to provide schools with an overview of their students' participation at HKAGE so that teachers could facilitate the students' learning with us. The list of HKAGE student members and the Student Learning Profiles of those students who have given consent for HKAGE to release their learning profiles to their schools will be available online. School personnel can log on to the following platform with the username and password to view the information.
<https://hkage.org.hk/b5/student/SLR/SchoolLogon.php>

用戶名稱 Username:	XXXXXXXX
密碼 Password:	XXXXXXXX

學員及家長帳戶將於20XX年X月底開始生效*。有關學員資格要求及迎新資訊，將會於20XX年X月底以電郵另行通知家長。
Student and Parent Accounts will be activated in late XXXXXX 20XX*. Parents will receive email notification about the requirements of student membership and orientation information in late XXXXXX 20XX.

*於20XX年X月未滿10歲的學生也可獲提名。然而，已通過提名甄選的10歲以下學生，只能獲資優學苑「暫取學員資格」。待年滿10歲後的一個月，他們的「正式學員資格」方會生效。
Students who have passed the Online Screening Programme and nomination screening but are under the age of 10 in Feb 2019 will receive tentative offers. Their HKAGE membership will only be activated in the following month after they have reached the age of 10.

學員賬戶資料如下：School member account information is shown below:

學員姓名 Name	資優學苑學員編號 HKAGE membership ID	電郵 Email	狀態 Status
張同學 Cheung Tung Hok	18109982	Cheung@email.com	正式學員 Membership granted
李同學 Lee Tung Hok	18109981	Lee@email.com	正式學員 Membership granted

☛ 電郵自己以作紀錄 Email myself for record

- 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，因此以上資料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你的電子郵箱中，以作紀錄。
As the existing Online Nomination Platform (ONP) login information will become invalid after the announcement period, you can no longer be able to check the above information in ONP. You are suggested to email a copy of the login information to you by clicking “Email us for record”.
- 日後你可利用學校的賬戶資料以登入學生學習概覽平台，以便查閱學員名單及學員的學習概覽（只包括已同意學苑向就讀學校公開學生學習概覽的學員），從而了解他們的學習概況。
You may use school's account information to login to the Student Learning Profile Platform in the future. The platform will show the student member list and the Student Learning Profiles (SLP) of those who have given consent to HKAGE to release their SLP to their schools, in order to keep track of your students' participation at HKAGE.

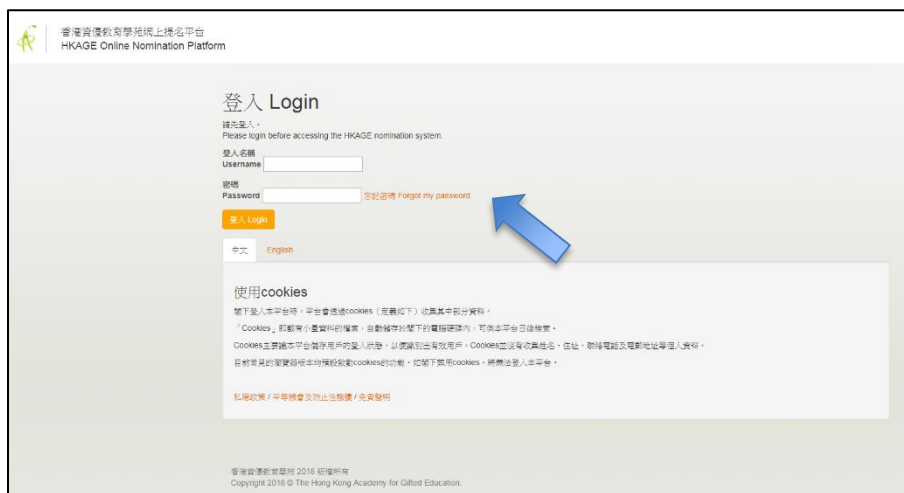
1.4 忘記密碼 Forgot my password

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.

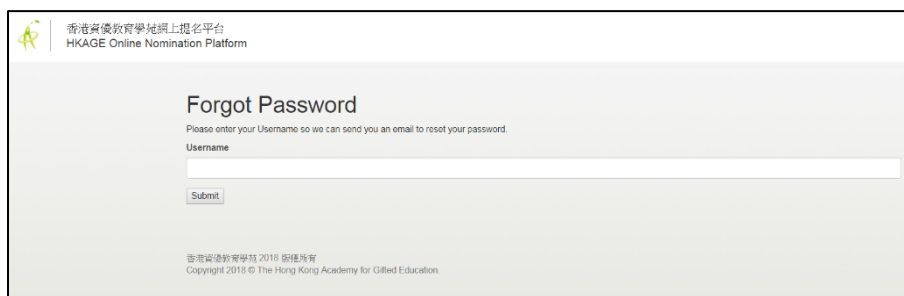
第一步：於登入版面，按“忘記密碼 **Forgot my password**”。

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



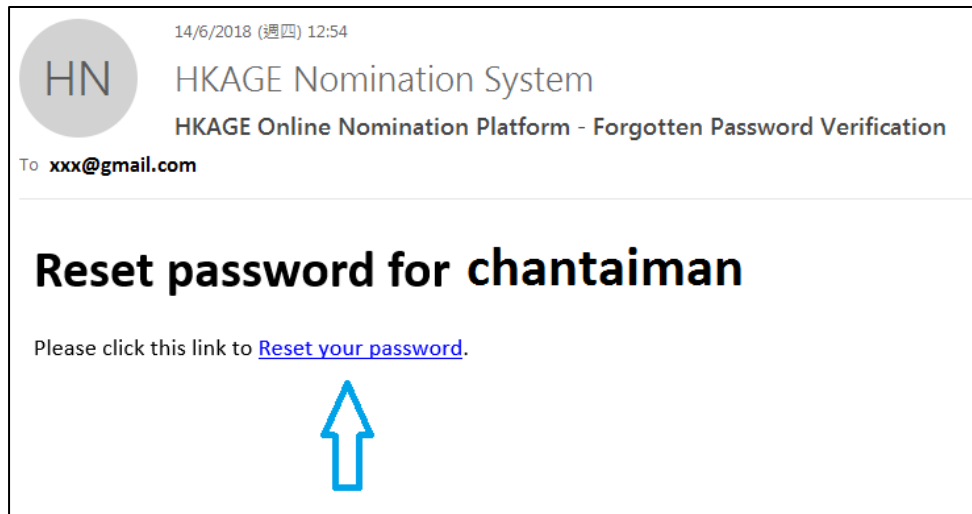
第二步：輸入登入名稱，按“**Submit**”。

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



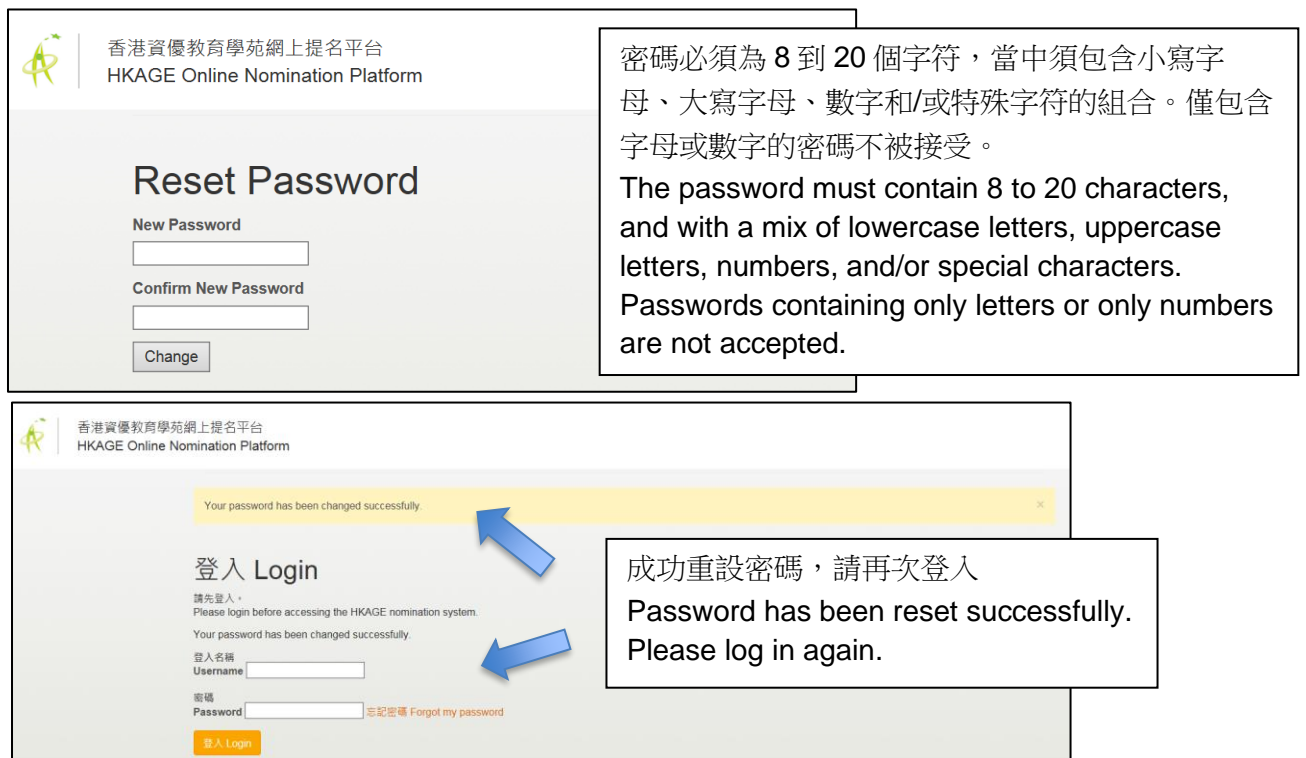
第三步：檢查你的收件箱是否收到重設密碼電郵，並按“Reset your password”的連結。

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”.



- 完 -

- End of Manual -