



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。
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。
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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 logo and 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, a red notice states: '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 this is a navigation menu with '主頁 Home', '使用者帳戶 User Accounts', and '提名表格 Nomination Form'. The '簡介 Overview' section contains three links for 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)'. A '注意 Note' section follows, with a warning in both Chinese and English about submitting applications early to avoid internet overload.

- 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，學校統籌人須在限期前查閱學生的提名結果，核實學生已提交之註冊表格及資料後，以完成整個註冊程序。



In the period of nomination result announcement and registration, School Coordinator should check students' nomination results, verify the registration form and the information provided by students, and finish the whole registration process before the deadline.

1.2.1 提名結果公佈 Nomination Result Announcement

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	學校提名人名 Nominating Officer	結果 Result	行動 Actions
18109981	李同學 Lee Tung Hok	中一 S1	陳老師 Chan Lo Sze	已獲取錄 Offered	<input type="button" value="Q"/>

- 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.
- 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.

1.2.2 學員資格註冊 Member Registration

1.2.2.1 學員資格註冊 > 獲提名學生名單及結果 Member Registration > List of nominated student

進入「獲提名學生名單及結果」部分

你需要檢查並完成以下部分：

1. 獲取錄學生的註冊狀態
 2. 核實學生的註冊表格資料
- 學校聯絡人必須檢視每位學生的註冊表格，核實學生資料後才能繼續註冊過程。

Proceeding to the part “List of nominated student with result”.

You will need to check and complete the following parts:

1. The registration status of admitted students
 2. Verifying the registration form information submitted by students
- School Coordinator must verify and confirm students' information to finish the registration process.




提名編號 Nomination ID	獲提名學生姓名 Student Nominee Name	級別 Study Level	學校提名 Nominating Officer	註冊狀態 Registration Status	學生填妥註冊表格後 按「行動欄」的 ✓ 檢查並核實資料 Check and verify information by clicking ✓ in column "Actions" after student completed Registration Form	行動 Actions
18109981	李同學 Lee Tung Hok	中一 S1	陳老師 Chan Lo Sze	未開始 Not started	未核實 Not verified	 



- 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
 4. 已驗證：學校統籌人已驗證學生的註冊表格



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
4. Verified: Registration form of admitted student has been verified by School Coordinator.

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：獲取錄學生在提交註冊後， 按鈕會出現。按下  可顯示學生提供的註冊表格。請檢查資料是否正確，如果檢查無誤，請在表格最底同意相關聲明，並按【核實】。

Step 3: After admitted student submitting the form,  button will be shown. The registration form provided by students will be shown by clicking  button. School Coordinator are required to check if the information is correct. Once checked, please agree the declaration and click “Verify” at the bottom of the form.

提名編號 Nomination ID	獲提名學生姓名 Student Nominee Name	級別 Study Level	學校提名 Nominating Officer	註冊狀態 Registration Status	學生填妥註冊表格後 按「行動欄」的  檢查並核實資料 Check and verify information by clicking  in column “Actions” after student completed Registration Form	行動 Actions
18109981	李同學 Lee Tung Hok	中一 S1	陳老師 Chan Lo Sze	已註冊 Registered	未核實 Not verified	  



* 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.

- 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。
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.
- 當所有獲取錄學生的狀態都成為「已核實」後，學校統籌人才可以進入下一個程序。
After the status of ALL students become “Verified”, school coordinator can go to next step.

1.2.2.2 學員資格註冊 > 學校統籌人聲明 School Coordinator Declaration

第四步：核實所有已獲取錄的學生的註冊表格後，完成「學校統籌人聲明」並按「提交註冊」提交表格。

Step 4: After verifying all students' registration forms, please complete the "School Coordinator Declaration", and click "Submit Registration".

獲提名學生名單及結果 List of nominated students with result	學校統籌人聲明 School Coordinator's Declaration
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學校統籌人聲明 Declaration Statement - School Coordinator

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"/>

你有權向資優學苑要求一份個人資料副本，此副本乃根據《個人資料（私隱）條例》，並遵照資優學苑的資料私隱政策及行政安排的規定向你提供，你有權要求改正副本中任何不準確之處。
You have the right to request a copy of your personal data held by HKAGE and to request the correction of any inaccuracy in the copy of the personal data that is provided to you in accordance with the Personal Data (Privacy) Ordinance and subject to the data privacy policy and administrative arrangements of HKAGE.



按「提交註冊」提交註冊表格 Click "Submit Nomination" to Submit the Nomination Form

*

- 本人完全明白網上註冊表格的內容，並聲明就獲取錄學生所提供的資料及文件，已獲校長批准，均屬準確。
I fully understand the content of the registration forms and declare that the information and documents submitted are accurate with the School Principal's approval.
- 我了解所有獲取錄學生對與學校分享學生學習概覽的選擇權。
I acknowledge the choices of all admitted students on sharing the Student Learning Profile with school.

[提交註冊 Submit Registration](#)



成功提交註冊表格
Successfully Submitted the Nomination Form

獲提名學生名單及結果 List of nominated student with result	學校統籌人聲明 School Coordinator Declaration
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您已提交註冊表格。如果您想更新提名表格，請下面按鈕。
You have submitted the registration form. If you want to update the information, please click the button below.

[再次更新表格 Amend this form](#)



收到電郵確認註冊通知
Receive Email of Nomination Submission Acknowledgement

- 在註冊限期前，你仍然可按【再次更新表格】更改資料。
You can still change the information by clicking “Amend this form” button before the registration deadline.

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 使用書帳戶 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」才會生效。
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（只包括已同意資優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”。

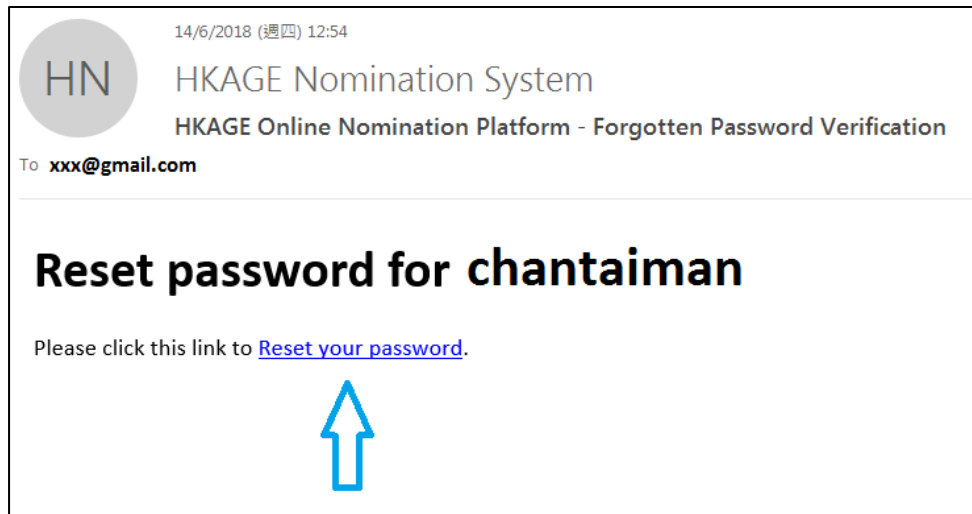
Step 1: Click “忘記密碼 Forgot my password” in the login page.

第二步：輸入登入名稱，按“Submit”。

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

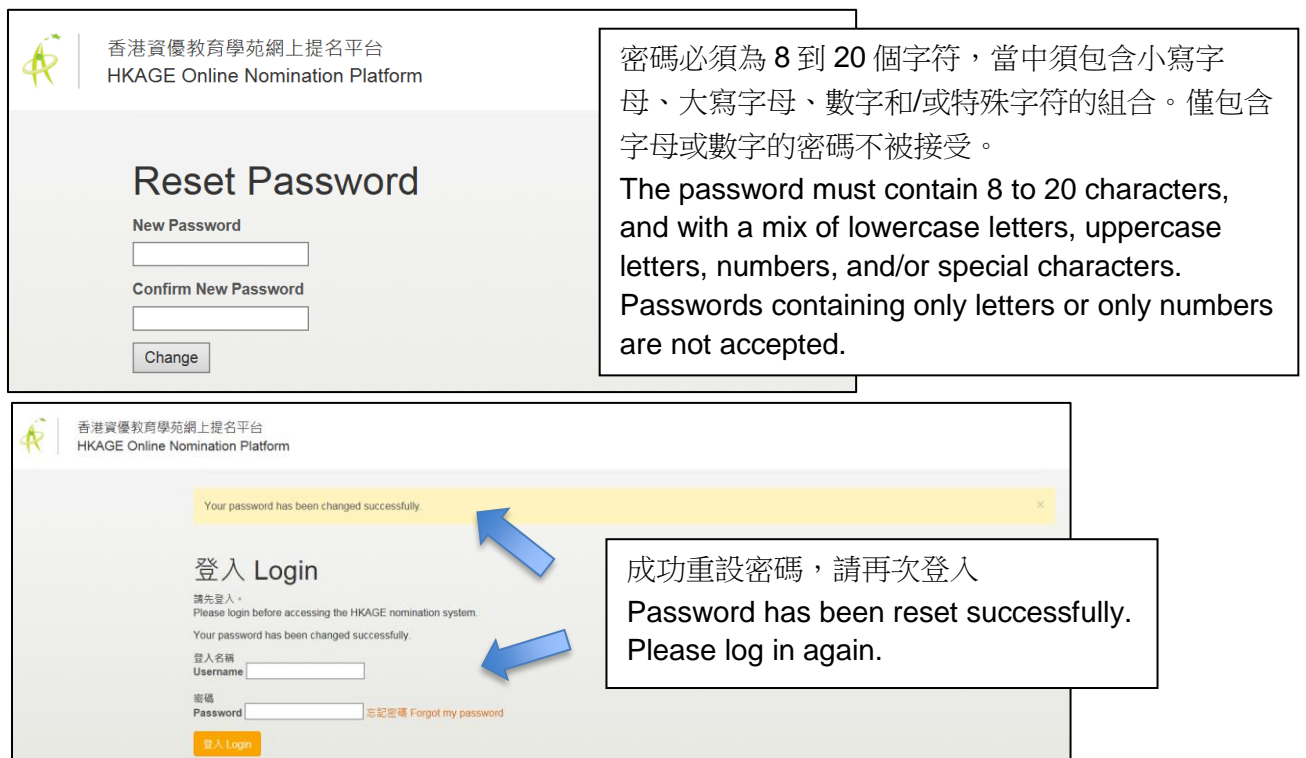
第三步：檢查你的收件箱是否收到重設密碼電郵，並按“Reset your password”的連結。

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 -