



香港資優教育學苑
The Hong Kong Academy for Gifted Education

User Manual – Student Account

Applicable to student(s) who are nominated via “Screening Programme”

HKAGE Online Nomination Platform Nomination

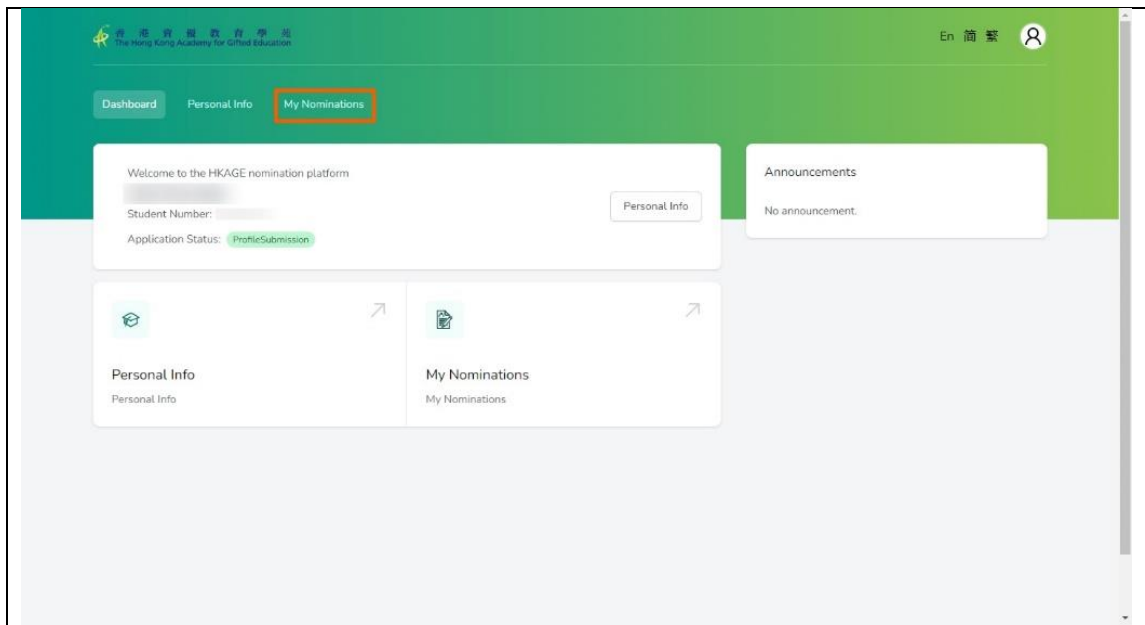
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Student Account

1 Nomination Form

1.1 Click “My Nominations” to fill in the Nomination Form



1.2 Fill in Nomination Form

1.2.1

Some of the personal information has been collected when you applied for the Screening Programmes, and pre-filled in the nomination form. You need to double-check if the information is correct and complete the rest of the nomination form.

Some of the information (shown in grey background) cannot be amended through the online nomination platform. For amendments, please send the request together with support documents to us via email sss@hkage.org.hk.

The screenshot shows a nomination form with the following fields and options:

- Chinese Name * (Grey background)
- English Surname * (Grey background)
- English Given Name * (Grey background)
- Gender * Female Male
- Date of birth * (Grey background, with a calendar icon)
- School Type * Primary School Secondary School
- School Name * (Grey background, with a close icon)
- Study Level * (Grey background, with a close icon)
- Identity Proof Type * HKID Passport or other
- Identity Proof Number * (Grey background)

At the bottom of the form, there is a green bar with the text "Profile Draft".

1.2.2 Fill in “Nomination Form – Part B”.

Please fill in the below information and upload relevant documents

(Maximum file size: 2 MB; format: JPEG or PDF)

- Parent’s observation on the nominee #
- Softcopies of school reports in the previous school year #
- At most 3 significant achievements with softcopies of supporting documents
The documents to be submitted are not limited to those related to the subject of the Screening Programme. Any documents that can demonstrate the student nominee’s gifted attributes can be submitted.
- One creative work in the means of audio, video, word, pictorial format, etc.
Any kinds of creative works (e.g. creative writing (story, poem, song, script, etc.), research studies, science / engineering / technology inventions, etc.) can be submitted.
- At most 3 softcopies of additional information
- Softcopies of intellectual assessment reports

Compulsory items

Please note:

When uploading related documents, the file format is limited to PDF or JPEG files (a single PDF file can have multiple pages), with a maximum file size limit of 2MB. If you need to upload files in other formats or exceed the size limit, you can upload the files to a cloud platform and then submit a PDF file on the online nomination platform that includes the relevant URL link.

1.3 Save the Nomination Form

You can save the completed nomination form by clicking on the "Save Draft" button at the bottom of the form. You can fill in different parts of the nomination form or make changes to the filled content in multiple times before the final submission of the nomination form or before the submission deadline.

Personal Data Collection Statement

Please tick the appropriate boxes below.

- Receiving HKAGE announcements and notices (Student policy, programme application and enrolment, student feedback collection)
- Direct marketing (Information of forthcoming programmes and activities, HKAGE publication)

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.

Any such enquiry should be made to:

Senior Facilities Management and Administration Officer (Corporate Services)
The Hong Kong Academy for Gifted Education
Sha Kuo Estate, Sha Tin
New Territories, Hong Kong

We fully understand the content of the application form and declare that the information and documents submitted are accurate.
We have read and agreed to all the items in the "Personal Information Collection Statement" and "Equal Opportunities and Prevention of Sexual Harassment Policy".

Save Draft

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Personal Data Collection Statement

Please tick the appropriate boxes below.

- Receiving HKAGE announcements and notices (Student policy, programme application and enrolment, student feedback collection)
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We have read and agreed to all the items in the "Personal Information Collection Statement" and "Equal Opportunities and Prevention of Sexual Harassment Policy".

Save Draft

Draft Saved

OK **Proceed to submit profile**

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Before the final submission of the Nomination Form, the browser will display "Profile Draft" at the bottom to indicate it as a draft.

The image shows a screenshot of a web form titled "Personal Data Collection Statement". The form contains several sections:

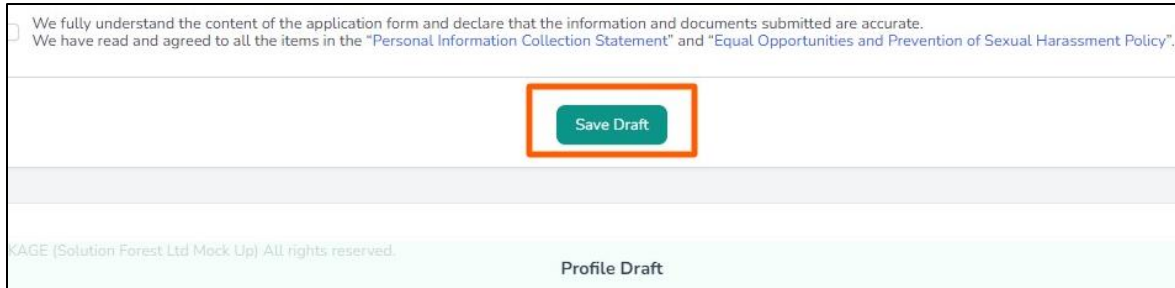
- Personal Data Collection Statement** (Section Header)
- Please tick the appropriate boxes below.** (Instruction)
- Two checkboxes:
 - Receiving HKAGE announcements and notices (Student policy, programme application and enrollment, student feedback collection)
 - Direct marketing (Information of forthcoming programmes and activities, HKAGE publication)
- Text: "You have the right to request a copy of the 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."
- Text: "Any such enquiry should be made to:"
- Address block:

Senior Facilities Management and Administration Officer (Corporate Services)
The Hong Kong Academy for Gifted Education
Sha Kok Estate, Sha Tin
New Territories, Hong Kong
- Text: "We fully understand the content of the application form and declare that the information and documents submitted are accurate."
- Checkbox: We have read and agreed to all the items in the "Personal Information Collection Statement" and "Equal Opportunities and Prevention of Sexual Harassment Policy".
- Save Draft** (Green button)

At the bottom of the form, there is a light green status bar with the text "Profile Draft" in black, which is highlighted with a red rectangular border.

1.4 Submit the Nomination form

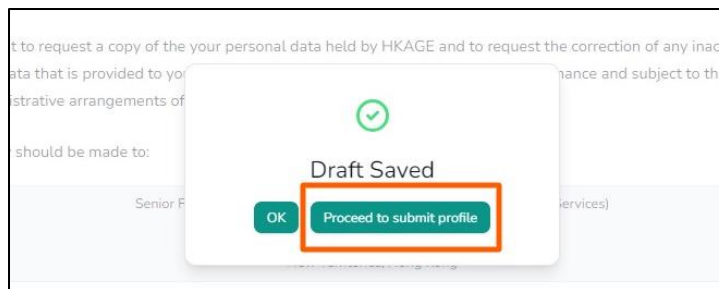
1.4.1 For the final submission of the Nomination Form, please click on the "Save Draft" button → then click on "Proceed to submit profile".



We fully understand the content of the application form and declare that the information and documents submitted are accurate.
We have read and agreed to all the items in the "Personal Information Collection Statement" and "Equal Opportunities and Prevention of Sexual Harassment Policy".

Save Draft

HKAGE (Solution Forest Ltd Mock Up) All rights reserved. **Profile Draft**



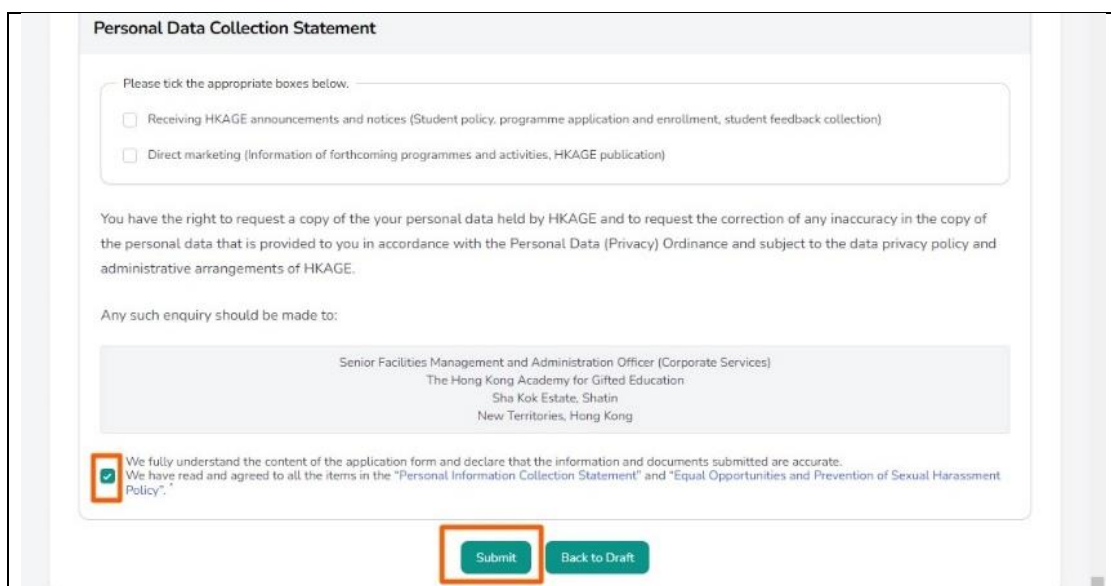
Draft Saved

Proceed to submit profile

OK

1.4.2 The nomination form will be displayed again. Please review the submitted information to ensure its accuracy. If necessary, you can click on "Back to Draft" to make changes.

After reviewing the nomination form, please tick the consent declaration box → then click on "Submit".



Personal Data Collection Statement

Please tick the appropriate boxes below.

- Receiving HKAGE announcements and notices (Student policy, programme application and enrollment, student feedback collection)
- Direct marketing (Information of forthcoming programmes and activities, HKAGE publication)

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.

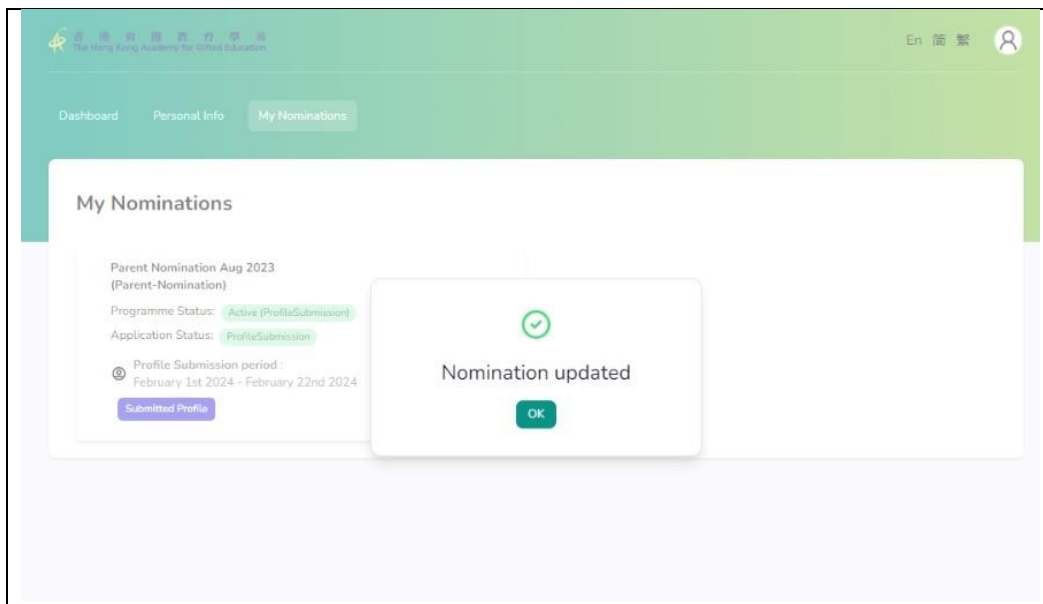
Any such enquiry should be made to:

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The Hong Kong Academy for Gifted Education
Sha Kok Estate, Shatin
New Territories, Hong Kong

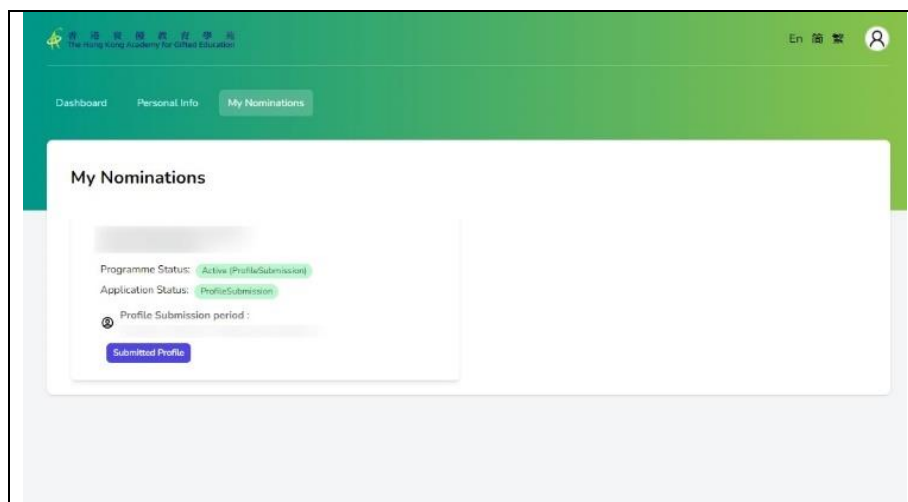
We fully understand the content of the application form and declare that the information and documents submitted are accurate.
We have read and agreed to all the items in the "Personal Information Collection Statement" and "Equal Opportunities and Prevention of Sexual Harassment Policy".

Submit **Back to Draft**

1.4.3 Successfully Submitted the Nomination Form



1.4.4 After the successful submission of the nomination form, it will be displayed as "Submitted Profile" in the "My Nominations" section and the submitted nomination form cannot be modified. If you wish to make further updates before the nomination deadline, please contact HKAGE to request for the re-open of the nomination form.



1.4.5 After the Nomination deadline and before the Result Announcement date, you can still log in to view the nomination form, but cannot make any further amendments.

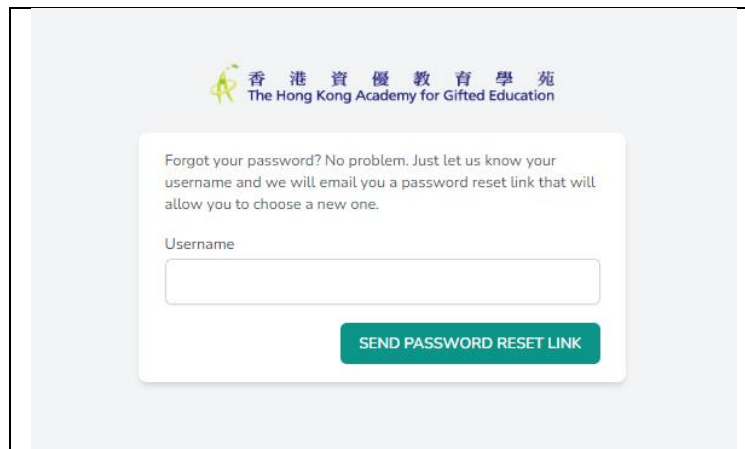
2 Forgot my password

If you need to reset the password, you can request the ONP to send a link to reset it.

2.1 Click “Forgot my password” on the login page.



2.2 Enter username e.g. 232XXXXX and click “SEND PASSWORD RESET LINK”.



2.3 Check your email inbox for the password reset email and click the link “Reset Password”.

2.4 Enter a new password and re-type this password to confirm. Then, click “Reset Password”.

3 Update Password

You can update your login password in the "Personal Information" section to ensure the security of your account.

The screenshot shows a web interface for updating a password. At the top, there is a green header with the logo and name of 'The Hong Kong Academy for Gifted Education' in both Chinese and English. Below the header, there are navigation tabs: 'Dashboard', 'Personal Info', and 'My Nominations'. The 'Personal Info' tab is selected. The main content area is divided into two sections. The first section is titled 'Profile Information' and contains a single text input field for 'Email' with an asterisk indicating it is required, and a green 'SAVE' button below it. The second section is titled 'Update Password' and contains three text input fields: 'Current Password', 'New Password', and 'Confirm Password', each with an asterisk. A green 'SAVE' button is located at the bottom of this section.

– End of Manual –