



Online Nomination Procedure for the Scheme

(1) Create account and nomination

School Coordinator

- (1) log on to the platform as Coordinator using the username and password given by HKAGE on the invitation letter.
- (2) create Nominating Officer accounts (teachers, school social workers and school educational psychologists).
- (3) create Student Nominee account and assign one Nominating Officer to each Student Nominee (Optional).
- (4) distribute login information to the Nominating Officer.

Nominating Officer (Coordinator can also play the role of a Nominating Officer)

- (1) log on to the platform to create Student Nominee account (if nomination is not yet created by School Coordinator).
- (2) retrieve the login information of Student Nominee, Parent and Professional and distribute to them. Please note Parent and Professional Forms are optional.

(2) Related parties fill nomination forms

Nominating Officer, Student Nominee, Parent and Professional

- (1) log on to the Online Nomination Platform to fill in the form. After submitting the nomination form, an on-screen acknowledgement and a confirmation email with link to the Declaration Statement will be sent to the related parties.

**** Staff from school can input information for parents if they have difficulty with computer operation.**

- (2) hand over signed Declaration Statements and all relevant documents to the School Coordinator.

(3) School submission

School Coordinator logs on to the Online Nomination Platform to review and verify the completeness and correctness of all nomination(s). All verified nominations have to be final submitted by School Coordinator on or before the submission deadline.

(4) Complete

Emails

Confirmation email will be sent to all related parties informing them the completion of the nomination.

Manual procedures

Complete the Submission Checklist and submit **ONE** set of the following documents for **EACH** nomination:

- the **Declaration Statements** signed by every Related Party; and
- other **relevant/supporting documents** (e.g. a copy of school reports and psychological assessment report) (if applicable)

Remarks:

Student Nominee and **Nominating Officer** can notify the **School Coordinator** to reset the passwords if they forget them.

The **School Coordinator** can contact Ms. Yip of the HKAGE on 3698 3500 to reset their passwords.



Online Nomination Platform

User Manual – Coordinator

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

If you would like to refer to the Chinese version, please download it from the HKAGE's website or the Online Nomination Platform.

All information contained within this document is strictly confidential and for use by The Hong Kong Academy for Gifted Education only.



Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual is going to describe the instructions of using the Online Nomination Platform as Coordinator.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

1. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in **GREEN**.

e.g.  or 

2. Backward or Normal Actions

For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in **BLUE**.

e.g. 

3. Cancel Actions

For actions which delete data, the buttons or links will be displayed in **RED**.

e.g. 

4. Others

There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.



2. Using the Online Nomination Platform

Coordinators will be allowed to access the Platform when the associated Nomination Phase is active.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the Platform. After successful Log in, the user will be redirected to the User Profile page with the main menu.

Welcome 歡迎, Guest 訪客!

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

香港資優教育學院 網上提名平台
HKAGE Nomination Platform

Login 登入

Username 登入名稱

Password 登入密碼

Login 登入

為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。
Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 1 – Login Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the User Profile page 9 (See Figure 3). Click “Update” to save the changes.

Welcome 歡迎, kwun! [Logout 登出](#)

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

User Accounts 用戶管理 | Nominations 提名
Edit User Profile 編輯個人資料 | Users List 用戶列表

User Profile
帳戶資料

Title* Mr 先生

Name (English)* Chan Tai Man

姓名 (中文) 陳大文

電郵 Email* tai-man@creativeworks.com.hk

組織名稱 Organisation name Creativeworks

更改密碼 (留空為不改密碼)
Change Password (Blank if no change)

新密碼 New Password

再次輸入密碼 Retype Password

Update 更新

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 2 - User Profile

2.2.2 Users List

The Users List provides functions to search and show Nominating Officer accounts managed by the Coordinator. Coordinators can create Nominating Officers in this section.

Welcome 歡迎, kwun! [Logout 登出](#)

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

User Accounts 用戶管理 | Nominations 提名
Edit User Profile 編輯個人資料 | Users List 用戶列表

[Add Nominating Officer 新增提名人員](#)

Users List
用戶列表

Username 帳戶名稱	Role 角色	Name (English) 姓名(英文)	Name (Chinese) 姓名(中文)	Email 電郵地址	Initial Password 初始密碼	Actions 指令
nm0000097	Nominating Officer	Bryan Cheng	鄭白仁	kobe_cheng@yahoo.com.hk	oMagQjcg	reset 重設 edit 編輯 delete 刪除

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 3 - A Users List



2.2.2.1 Add Nominating Officer

To add a new Nominating Officer account, click “Add Nominating Officer”. A form of the account information will be shown (see Figure 5). Enter the required information and click “Add” to create new Nominating Officer.

The screenshot shows the 'Add New Nominating Officer' form. At the top, there are navigation tabs for 'User Accounts' and 'Nominations'. Below the tabs is a 'Back to Users List' button. The form itself has a title 'Add New Nominating Officer' and a subtitle '新增提名人'. It contains several input fields: '稱謂' (Title) with a dropdown menu, 'Name (English)', '姓名 (中文)', '電郵' (Email), '聯絡電話' (Contact Phone No.), and '家居電話' (Home Tel. No.). At the bottom of the form is a green 'Add 新增' button.

Figure 4 - Add Nominating Officer

2.2.2.2 Managing Users

The list shows the Usernames, Roles, Names, Email Addresses, and Initial Passwords of the users. Coordinators can edit the user information or reset the password with a newly Platform generated password. A notification e-mail with the new password will be sent to the Nominating Officer when “reset” is clicked.

Username 帳戶名稱	Role 角色	Name (English) 姓名(英文)	Name (Chinese) 姓名(中文)	Email 電郵地址	Initial Password 初始密碼	Actions 指令
nm000017	Nominating Officer 提名人	Nominating Officer 1	Nominating Officer 1	abc@hkage.org.hk	9eNDCfMy	reset 重設 edit 編輯 delete 刪除

Figure 5 - Excerpt of User List

To delete a user, click “delete”. An alert message will be displayed. User has to confirm in order to delete a user account.

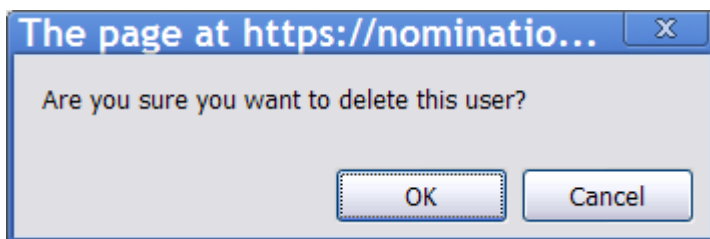


Figure 6 - Alert on deleting user account



2.3 Nominations

2.3.1 Selecting Nomination Phase

Click the “Nominations” tab to display the available nomination phases. To apply any actions to the nominations, a Nomination Phase should be selected.

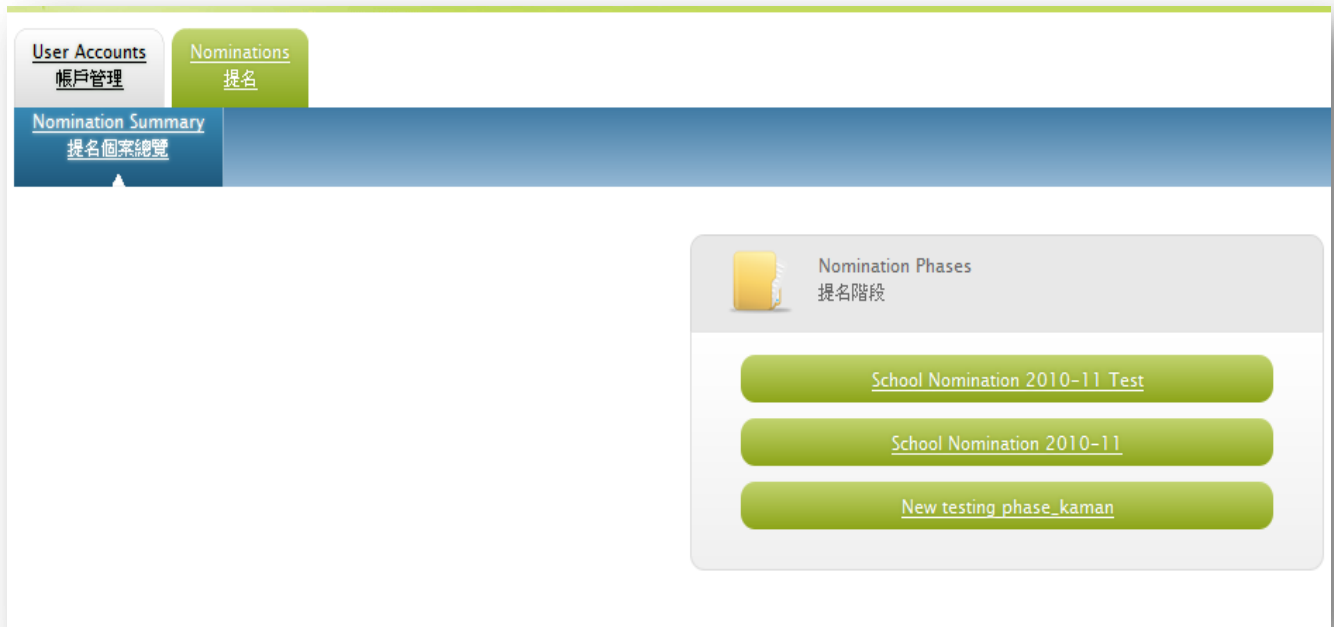


Figure 7 - Select a Nomination Phase

After selecting a Nomination Phase, all associated nominations will be shown in the summary view below.

Create Nomination 新增提名 Export details of all login account 匯出所有登入帳戶資料

Nomination Summary
提名個案總覽

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況 ²	Print 列印	Change Name 更改學生姓名	Statement 提名人聲明	Login Accounts 帳戶登入資料	Submit 遞交提名 ³ (Select All)	Delete 刪除提名
					Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 獲提名學生	Nominating Officer 提名人	Parent (s) 家長/ 合法監護人 ¹	Professional (s) 專業人士 ¹							
1 N0003144	ABC 一一三	S2	YUEN LONG PUBLIC SECONDARY SCHOOL	Alex Yiu Reassian	✓		✓				0 (0)	0 (0)	Open		Change Name 更改姓名		View 檢視	<input type="checkbox"/>	Delete 刪除


Submit Selected Nominations 遞交已選取的提名

Figure 8 - Nominations Summary



The indicates which domains the students have been nominated for and which nomination forms have been submitted. If the Coordinator is also the one who nominates the



student,  will be displayed. The Coordinator can click this button to fill in the nomination form of the student. The definition of the nomination status can be found under the summary.

Footnote 註釋

1) No. of Completed Forms 已填妥表格的數目 (No. of Compulsory Forms 必須填寫的表格數目)

2) Status 狀況

Status 狀況	Description 詳情
Open 開始	A nomination has been added and compulsory forms have not been filled 提名程序開始；仍未填寫所須表格
Forms filled 已填妥表格	All compulsory nomination forms are filled 已填妥全部所須表格
Duplicate 重複提名	The student is already a member of the HKAGE. Information about the domain(s) of the student has already existed in the database. 該學生為本學院學員，其所屬範疇的資料已存在於資料庫中
Endorsed 已獲批准	(if applicable) School principal endorsed the nomination 校長已批准提名（如適用）
Submitted 已遞交	Coordinator submitted the nomination and all forms will be locked as read-only. 統籌人已於網上遞交申請，所有表格只供閱覽，不得修改
Admitted 錄取	Admitted by the HKAGE 已獲本學院錄取
Rejected 未獲錄取	Rejected by the HKAGE 未獲本學院錄取

3) Only nominations with completed forms can be submitted.
填妥表格後方可遞交申請。

Figure 2 - Explanation of Nomination Status



2.3.2 Create Nominations

If you also take on the role as a Nominating Officer, you can create the nominations directly or you can pass the login information to the Nominating Officer for creating the nomination.

To create a nomination, click “Create Nomination”. Some information about the student nominee is required (See Figure 11).

Fill in and then submit all information by clicking “Create nomination”. Please note that the “Name of School” has already been preset. If the nomination is created successfully, the Coordinator will be directed to fill out the nomination form. The Nomination ID will then be generated and displayed at the top of the form.

Create Nomination
新增提名

Name of Student Nominee
(as appearing on the HKID Card)*

獲提名學生姓名
(須與香港身份證相符)*

就讀學校名稱
Name of School*

級別 Study Level
(或同等 or equivalent)*

香港身份證號碼 HKID No. * 若身份證號碼為 A123456(7), 請填入 A1234567. For HKID of A123456(7), please key in A1234567.

提名範疇 Domains of nomination*

人文學科 Humanities

領導才能 Leadership

數學 Mathematics

科學 Sciences

Create Nomination

Figure 10 - Create Nomination

Student Information
學生資料

Nomination ID(提名編號) N0000259

Domain 1(提名範疇一) Humanities(人文學科)

Domain 2(提名範疇二) Leadership(領導才能)

Figure 11 – Student Information over the nomination form



After reading the “Personal Data Collection Statement”, Coordinators can preview the nomination form by clicking “Preview before submission” at the bottom of the page.

A7. 個人資料收集聲明 Personal Data Collection Statement

閣下向香港資優教育學院(「學院」)提供的個人資料將會用作:

- 考慮及處理閣下的申請;
- 正式記錄;
- 在適當情況下籌劃有關的節目及活動;以及
- 研究及統計。

閣下必須提供個人資料, 並未提供所屬資料, 閣下的申請處理進度及結果或閣下參加節目 / 活動的機會可能會受影響。閣下隨後提供的個人資料亦可能會作上述任何一項或多項的用途。

學院可能會決定在與第三者披露閣下提供的個人資料作上述一項或多項的用途。

閣下有權向學院要求一份個人資料副本, 此副本乃根據《個人資料(私隱)條例》並遵照學院的資料私隱政策及條款安排的格式向閣下提供, 閣下有權要求改正副本中任何不準確之處, 任何有關查詢請聯絡:

香港九龍沙咀道 19 號
「九龍禮教服務中心」東座 E302 室
香港資優教育學院
行政主任(總務服務)2

The personal data you provide to The Hong Kong Academy for Gifted Education will be used:

- for considering and processing your application;
- for the official record;
- where applicable, for the purpose of organising programmes and activities; and
- for research and statistical purposes.

The provision of personal data is obligatory. Failure to provide the requested information may affect the processing and outcome of your application or your chance of participation in the programmes / activities. Personal data that is subsequently provided by you may also be used for any one or more of the stated purposes.

The personal data you provide may be disclosed at the discretion of the HKAGE to a third party for one or more of the purposes specified above.

You have the right to request a copy of your personal data held by the 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 the HKAGE.

Any such enquiry should be made to:

Administrator (Corporate Services) 2,
The Hong Kong Academy for Gifted Education
E302, East Block
Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon
Hong Kong

提名人確認

我完全明白此表格的內容, 並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Nominating Officer

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

[Preview before submission 提交前預覽](#)

Figure 3 - Preview the nomination form

If the nomination form is filled in correctly, please click “submit/update” after final checking. Or click “Cancel” to edit the form again.

提名人確認

我完全明白此表格的內容, 並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Nominating Officer

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

[Submit 提交 / Update 更新](#)
[Cancel 取消](#)

Figure 13 - Submit nomination form or Cancel submission



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

After successful submission, an on-screen acknowledgement with a nomination summary is shown. Please follow the link to print out and sign the Statement. The acknowledgement will also be sent to the Nominating Officer's email address. Please be reminded that Coordinators are responsible to collect the signed Statements from the related parties and send back to the Hong Kong Academy for Gifted Education.

User Accounts
帳戶管理

Nominations
提名

Download
下載

Nomination Summary
提名個案總覽

Print Nomination Forms
列印提名表格

已填寫提名表格。 Nomination Form is filled

Dear Alex Yiu (Nominating Officer),
親愛的 姚志業 (提名人士) :

You have submitted the nomination form successfully. Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.
您已成功提交提名表格。敬請留意：為確保整個網上提名程序順利完成，請確保學校統籌人以其帳號提交提名。

Please download and read the Statement carefully. Kindly submit the following documents to School Coordinator before 2011-08-28. 請下載及細閱聲明，並於 2011-08-28 前收集以下文件並提交至 學校統籌人。

Signed Statement from all nomination related parties 提名有關人士 (提名人士、獲提名學生及專業人士) 已簽署的聲明
Copies of school reports of the past 2 years 最近兩個學年的學校成績表副本
If applicable, other supporting documents (e.g. a copy of certificates or reports) 如適用，其他證明文件 (如：證書或報告的副本)

You may login to this nomination platform again to update or print the submitted information before you return the Statement to the Nominating Officer. 如需修改或列印已提交的資料，請於交回上述聲明前再次登入本提名平台。

Thank you for participating in the online nomination. For enquires, please contact the HKAGE on 3698 3500.
衷心感謝 閣下參加是次網上提名活動。如有任何查詢，請致電3698 3500 與本學院聯絡。

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人士	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況
					人文學科 Humanities	領導才能 Leadership	數學 Mathematics	科學 Sciences	Student nominee 獲提名學生	Nominating Officer 提名人士	Parent(s) 家長/合法監護人	Professional(s) 專業人士	
1	N0003144	一二三 ABC	YUEN LONG PUBLIC SECONDARY SCHOOL	Alex Yiu	✓		✓		NOT SUBMITTED	✓			Open

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

East Block, Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Hong Kong
www.hkage.org.hk

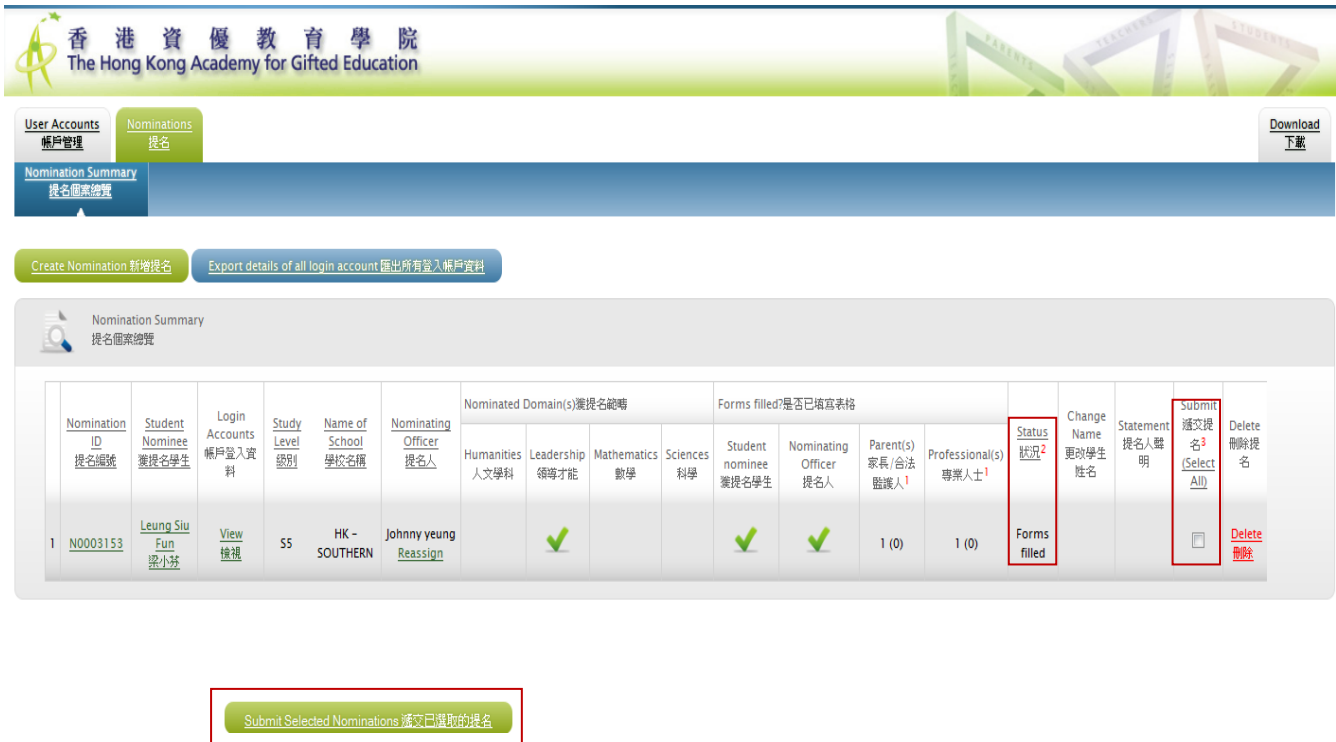
Telephone: (852) 3698 3498
Fax: (852) 2490 4730

Figure 14 –On screen acknowledgement

2.3.3 Completing an Online Nomination Process

When the status of a nomination is **Forms Filled**, it indicates that all compulsory forms are filled. The nomination is ready for final submission. The Coordinator can choose all or any nomination by **checking the checkbox under “Submit”** and click **“Submit Selected Nominations”** to complete the online nominations process. A notification e-mail will be sent to the related parties.

The status will change to **Submitted** accordingly, indicating this nomination is completed.



The screenshot shows the 'Nomination Summary' page of the online nomination system. At the top, there are navigation tabs for 'User Accounts' (帳戶管理) and 'Nominations' (提名). Below the tabs, there are buttons for 'Create Nomination' (新增提名) and 'Export details of all login account' (匯出所有登入帳戶資料). The main content area displays a table of nomination records. The table has columns for Nomination ID, Student Nominee, Login Accounts, Study Level, Name of School, Nominating Officer, Nominated Domain(s), Forms filled, Status, Change Name, Statement, Submit, and Delete. A red box highlights the 'Submit Selected Nominations' button at the bottom of the page.

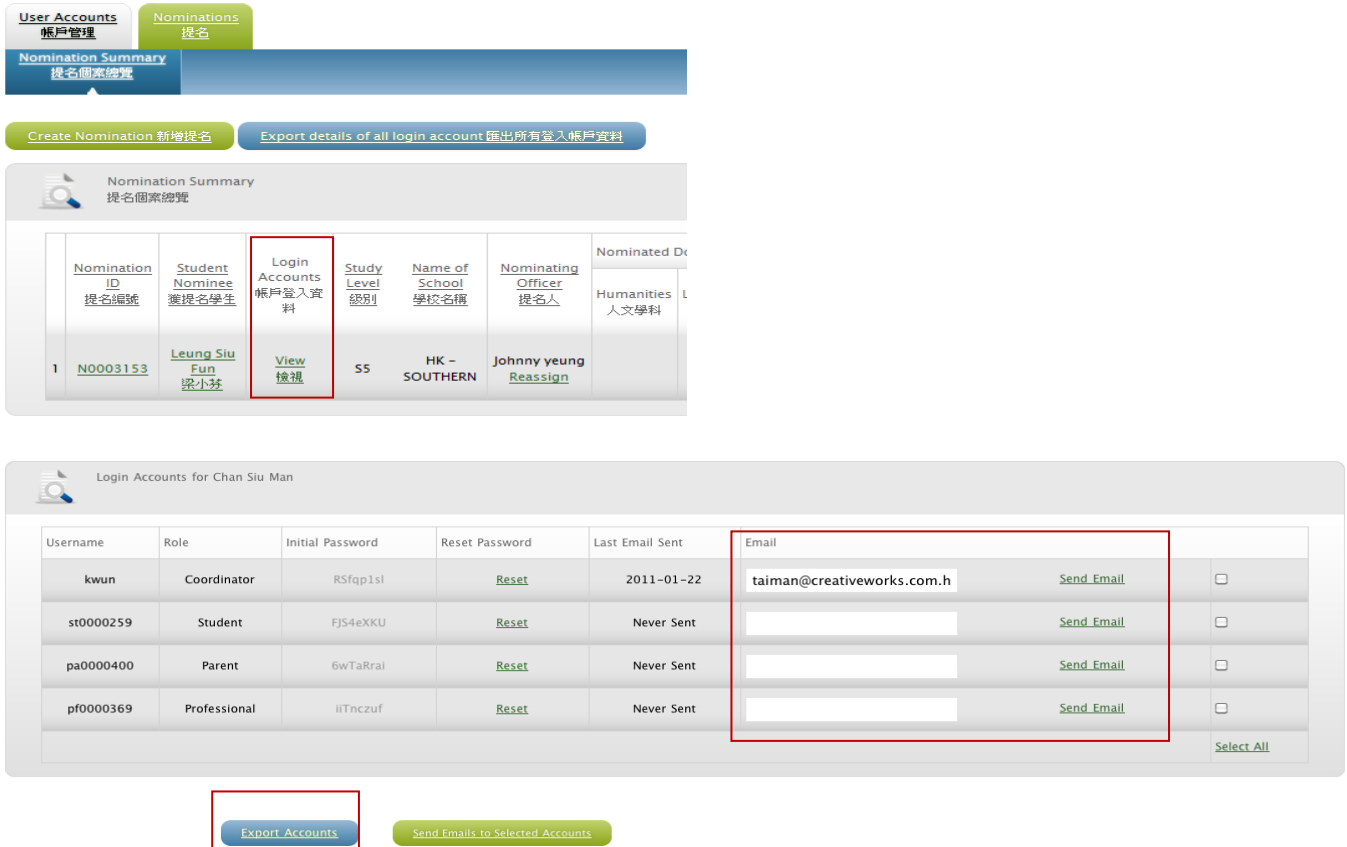
Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名入	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況?	Change Name 更改學生姓名	Statement 提名入聲明	Submit 遞交提名? (Select All)	Delete 刪除提名
						Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 獲提名學生	Nominating Officer 提名入	Parent(s) 家長/合法監護人 ¹	Professional(s) 專業人士 ¹					
1 N0003153	Leung Siu Fun 梁小芬	View 檢視	S5	HK - SOUTHERN	Johnny yeung Reassign		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 (0)	1 (0)	Forms filled			<input type="checkbox"/>	Delete 刪除

Figure 15 –Final Submission

Please note that all the information of the submitted nomination **cannot** be edited after completing the nomination.

2.3.4 Viewing Nomination Associated User Accounts

Coordinators can view the associated user accounts of the nominations by clicking “View” under the column of Login Accounts on the Nomination Summary page. Coordinators can notify the associated user accounts to fill in the form by entering the corresponding e-mail address in the text box and clicking “Send E-mails”. The information can also be exported in MS Excel format by clicking “Export Accounts”.



User Accounts 帳戶管理 | **Nominations** 提名

Nomination Summary 提名個案總覽

Create Nomination 新增提名 | Export details of all login account 匯出所有登入帳戶資料

Nomination Summary 提名個案總覽

Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Department 獲提名學科
1 N0003153	Leung Siu Fun 梁小芬	View 檢視	S5	HK - SOUTHERN	Johnny yeung Reassign	Humanities 人文學科

Login Accounts for Chan Siu Man

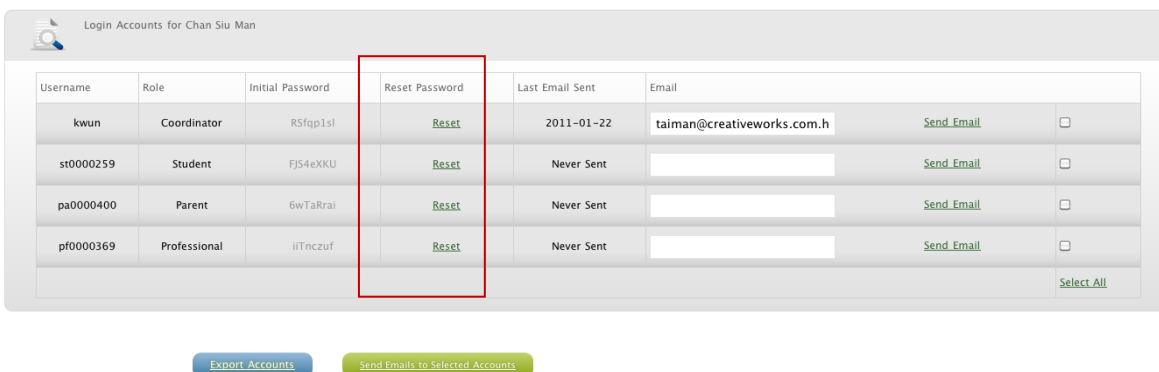
Username	Role	Initial Password	Reset Password	Last Email Sent	Email	
kwun	Coordinator	RSfqp1sl	Reset	2011-01-22	taiman@creativeworks.com.hk	Send Email <input type="checkbox"/>
st0000259	Student	FJS4eXKU	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pa0000400	Parent	6wTaRrai	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pf0000369	Professional	iiTnczuf	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
						Select All

[Export Accounts](#) | [Send Emails to Selected Accounts](#)

Figure 16 - Viewing user accounts associated with nominations

2.3.5 Reset Password

Coordinators can reset the passwords if the related parties forget them. Choose the relevant accounts and click “Reset”. Inform the related parties about the usernames and the new passwords.



Login Accounts for Chan Siu Man

Username	Role	Initial Password	Reset Password	Last Email Sent	Email	
kwun	Coordinator	RSfqp1sl	Reset	2011-01-22	taiman@creativeworks.com.hk	Send Email <input type="checkbox"/>
st0000259	Student	FJS4eXKU	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pa0000400	Parent	6wTaRrai	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pf0000369	Professional	iiTnczuf	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
						Select All

[Export Accounts](#) | [Send Emails to Selected Accounts](#)

Figure 17 - Viewing user accounts associated with nominations



2.3.6 Viewing Nomination Details

Coordinators can view the nomination forms of the related parties by clicking the links below Nomination ID and the name of Student Nominee. Coordinators may view the parent forms and professional forms (if any) depending on nomination phase policy.

Nomination Summary
提名個案總覽

Create Nomination 新增提名 Export details of all login account 匯出所有登入帳戶資料

Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇
1 N0003153	Leung Siu Fun 梁小芬	View 檢視	S5	HK - SOUTHERN	Johnny yeung Reassign	Humanities 人文學科

Figure 18 – Viewing Nomination Details

2.3.7 Sorting

The online nomination platform provides a sorting function in the Nomination Summary page. Coordinators can quickly and easily sort the nomination records by clicking the column heads with underline.

Nomination Summary
提名個案總覽

Create Nomination 新增提名 Export details of all login account 匯出所有登入帳戶資料

Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格			Status 狀況 ²
						Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人 ¹	
1 N0003148	STUDENT1 學生1	View 檢視	G8	ABERDEEN TECHNICAL SCHOOL	David Chan			✓	✓	✓	0 (0)	0 (0)	Duplicate

Figure 19 – Available columns for sorting function



2.3.8 Reassign Nominating Officer

Coordinator can always reassign the Nominating Officer of a nomination before final submission. Click “Reassign” under the name of the Nominating Officer and choose the new Nominating Officer from the list. The nomination form has to be filled again after reassigning.

Nomination ID 提名編號	Student Nominee 選提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人名稱	Nominated Domain(s) 選提名範疇				Forms filled? 是否已填寫表格				Status 狀況	Print 列印	Change Name 更改學生姓名	Statement 提名人聲明	Login Accounts 帳戶登入資料	Submit 遞交提名 (Select All)	Delete 刪除提名
					Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 選提名學生	Nominating Officer 提名人名稱	Parent (s) 家長/ 合法監護人 ¹	Professional (s) 專業人士 ¹							
1 N0003144	ABC 三三三	S2	YUEN LONG PUBLIC SECONDARY SCHOOL	Alex Yiu Reassign	✓		✓			✓ Edit 編輯	0 (0)	0 (0)	Open		Change Name 更改姓名	Statement 提名人聲明	View 檢視	<input type="checkbox"/>	Delete 刪除

Submit Selected Nominations 遞交已選取的提名

Assign Nominating Officer

Name*

姓名*

Nominating Officer
提名人名稱*

Assign

Figure 20 - Reassign Nominating Officer

2.3.9 Change name of student nominee

The name of Student nominee can be changed if it was incorrectly entered. A notification e-mail will be sent to the related parties. Please note that only the Nominating Officer who creates the nomination is authorized to make the change.

2.3.10 Delete nomination

If nomination is needed to be deleted for any reasons, Coordinators can click “delete” to remove the nomination from the platform. A notification e-mail will be sent to the related parties. Please be reminded that all submitted information will not be retrieved once the nomination is deleted.

Remarks:

➤ The related parties include:

- Coordinator
- Nominating Officer
- Student Nominee
- Parent (if any)
- Professional (if any)



Online Nomination Platform

User Manual – Nominating Officer

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

If you would like to refer to the Chinese version, please download it from the HKAGE's website or the Online Nomination Platform.

All information contained within this document is strictly confidential and for use by The Hong Kong Academy for Gifted Education only.



Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual is going to describe the instructions of using the Online Nomination Platform as Nominating Officer.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of function.

5. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in **GREEN**.

e.g.  or 

6. Backward or Normal Actions

For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in **BLUE**.

e.g. 

7. Cancel Actions

For actions which delete data, the buttons or links will be displayed in **RED**.

e.g. 

8. Others

There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

2. Using the Online Nomination Platform

Nominating Officers will be allowed to access the Platform when the associated Nomination Phase is active.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the Platform. After successful log in, the user will be redirected to the User Profile page with the main menu.

Log in details should be obtained from the School Coordinator.



Welcome 歡迎, Guest 訪客!

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

香港資優教育學院 網上提名平台
HKAGE Nomination Platform

Login
登入

Username
登入名稱

Password
登入密碼

Login 登入

為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。
Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 4 – Login Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the User Profile page (See Figure 3). Click “Update” to save the changes.

Welcome 歡迎, nm000097! [Logout 登出](#)

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

User Accounts 帳戶管理 | Nominations 提名

[Edit User Profile 編輯個人資料](#)

User Profile 帳戶資料

Title*

Name (English)*

姓名 (中文)

電郵 Email*

更改密碼 (留空為不改密碼)
Change Password (Blank if no change)

新密碼 New Password

再次輸入密碼 Retype Password

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 2 - User Profile



2.3 Nominations

2.3.1 Selecting Nominations Phase

Please click the “Nominations” tab to display the available nomination phases. To apply any actions to the nominations, a Nomination Phase should be selected.

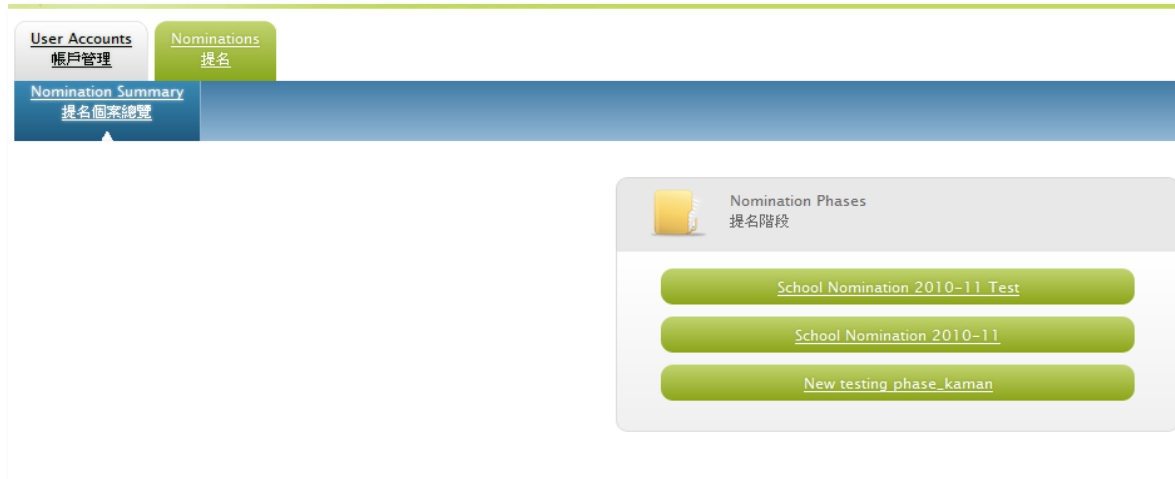


Figure 3 - Select a Nomination Phase

After selecting a Nomination Phase, all associated nominations will be shown in the summary view below.

Welcome 歡迎, nm0000097! [Logout 登出](#)

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

User Accounts 帳戶管理 | Nominations 提名

Nomination Summary 提名個案總覽 | Print Nomination Form 列印提名表格


Create Nomination 新增提名

Nomination Summary 提名個案總覽


Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominated Domain(s)獲提名範疇				Forms filled?是否已填寫表格				Status 狀況 ²	Print 列印	Change Name 更改學生姓名	Statement 提名人聲明	Login Accounts 帳戶登入資料	Delete 刪除提名
				Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人 ¹	Professional(s) 專業人士 ¹						
1 N0000259	Chan Siu Man 陳小文	S1	ABERDEEN BAPTIST LUI MING CHOI COLLEGE	✓	✓			✓ Edit 編輯	0 (1)	0 (1)	Open	Change Name 更改姓名	Statement 提名人聲明	View 檢視	Delete 刪除		

Figure 4 - Nominations Summary



The  indicates which domains the students have been nominated for and which nomination forms have been submitted. If the nomination form has not been submitted yet,



 will be displayed. The Nominating Officer can click this button to fill in the nomination form of the student. The definition of the nomination status can be found under the next page.

Footnote 註釋

1) No. of Completed Forms 已填妥表格的數目 (No. of Compulsory Forms 必須填寫的表格數目)

2) Status 狀況

Status 狀況	Description 詳情
Open 開始	A nomination has been added and compulsory forms have not been filled 提名程序開始；仍未填寫所須表格
Forms filled 已填妥表格	All compulsory nomination forms are filled 已填妥全部所須表格
Duplicate 重複提名	The student is already a member of the HKAGE. Information about the domain(s) of the student has already existed in the database. 該學生為本學院學員，其所屬範疇的資料已存在於資料庫中
Endorsed 已獲批准	(if applicable) School principal endorsed the nomination 校長已批准提名（如適用）
Submitted 已遞交	Coordinator submitted the nomination and all forms will be locked as read-only. 統籌人已於網上遞交申請，所有表格只供閱覽，不得修改
Admitted 錄取	Admitted by the HKAGE 已獲本學院錄取
Rejected 未獲錄取	Rejected by the HKAGE 未獲本學院錄取

3) Only nominations with completed forms can be submitted.
填妥表格後方可遞交申請。

Figure 5 - Explanation of Nomination Status



2.3.2 Create Nominations

To create a nomination, click “Create Nomination”. Some information about the student nominee is required (See Figure 7).

Fill in and then submit all information by clicking “Create nomination”. If the nomination is created successfully, the Nominating Officer will be directed to fill out the nomination form. The Nomination ID will then be generated and displayed at the top of the form.

Create Nomination
新增提名

Name of Student Nominee
(as appearing on the HKID Card)*

獲提名學生姓名
(與香港身份證相符)*

就讀學校名稱
Name of School*

級別 Study Level
(或同等 or equivalent)*

香港身份證號碼 HKID No. * 若身份證號碼為 A123456(7), 請填入 A1234567. For HKID of A123456(7), please key in A1234567.

提名範疇 Domains of nomination*

- 人文學科 Humanities
- 領導才能 Leadership
- 數學 Mathematics
- 科學 Sciences



Figure 6 - Create Nomination

Student Information
學生資料

Nomination ID(提名編號) N0000259

Domain 1(提名範疇一) Humanities(人文學科)

Domain 2(提名範疇二) Leadership(領導才能)

Figure 7 – Student Information over the nomination form



After reading the “Personal Data Collection Statement”, Nominating Officer can then preview the nomination form by clicking “Preview before submission” at the bottom of the page.

A7. 個人資料收集聲明 Personal Data Collection Statement

閣下向香港資優教育學院(「學院」)提供個人資料將會用作:

- 考慮及處理閣下的申請;
- 正式紀錄;
- 在適當情況下聯絡有關的官員及活動以及;
- 研究及統計。

閣下必須提供個人資料, 當系統提供有關資料, 閣下的申請過程將會更迅速及容易。閣下的機會可能會受影響, 閣下應儘量提供個人資料以可操作上述任何一項或多項的用途。

學院可將閣下在第三節提供之個人資料作上述任何一項或多項的用途。

閣下有權向學院要求一份個人資料副本, 此副本乃根據《個人資料(私隱)條例》, 並遵照學院的資料私隱政策及行政安排的規定而閣下提供, 閣下有權要求改正副本中任何不準確之處。

任何有關查詢請聯絡:

香港九龍彌敦道 19 號
“九龍總督官邸服務中心” 第三座 E302 室
香港資優教育學院
行政主任(總務服務)2

The personal data you provide to The Hong Kong Academy for Gifted Education will be used:

- for considering and processing your application;
- for the official record;
- where applicable, for the purpose of organising programmes and activities; and
- for research and statistical purposes.

The provision of personal data is obligatory. Failure to provide the requested information may affect the processing and outcome of your application or your chance of participation in the programmes / activities. Personal data that is subsequently provided by you may also be used for any one or more of the stated purposes.

The personal data you provide may be disclosed at the discretion of the HKAGE to a third party for one or more of the purposes specified above.

You have the right to request a copy of your personal data held by the 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 the HKAGE.

Any such enquiry should be made to:

Administrator (Corporate Services) 2,
The Hong Kong Academy for Gifted Education
E302, East Block
Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon
Hong Kong

提名人確認

我完全明白此表格的內容, 並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Nominating Officer

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

[Preview before submission 預先預覽](#)

Figure 8 - Preview the nomination form

If the nomination form is filled in correctly, please click “submit/update” after final checking. Or click “Cancel” to edit the form again.

提名人確認

我完全明白此表格的內容, 並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Nominating Officer

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

Submit 提交 / Update 更新
Cancel 取消

Figure 9 - Submit nomination form or Cancel submission



香港資優教育學院

The Hong Kong Academy for Gifted Education

After successful submission, an on-screen acknowledgement with a nomination summary is shown. Please follow the link to print out and signed the Statement. The acknowledgement will also be sent to the Nominating Officer's email address. Nominating Officers are responsible to collect the signed statements from the related parties and return to the School Coordinator.

User Accounts
帳戶管理

Nominations
提名

Download
下載

Nomination Summary
提名個案摘要
Print Nomination Forms
列印提名表格

已填寫提名表格 • Nomination Form is filled

Dear Alex Yiu (Nominating Officer),
親愛的 姚志榮 (提名人) :

You have submitted the nomination form successfully. Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.
您已成功提交提名表格。敬請留意，為確保整個網上提名程序順利完成，請確保學校統籌人以其帳號遞交提名。

Please download and read the [Statement](#) carefully. Kindly submit the following documents to School Coordinator before 2011-08-28. 請下載及細閱[聲明](#)，並於 2011-08-28 前收集以下文件並提交至 學校統籌人。

Signed Statement from all nomination related parties 提名有關人士 (提名人、獲提名學生及專業人士) 已簽署的聲明
Copies of school reports of the past 2 years 最近兩個學年的學校成績表副本
If applicable, other supporting documents (e.g. a copy of certificates or reports) 如適用，其他證明文件 (如：證書或報告的副本)

You may login to this nomination platform again to update or print the submitted information before you return the Statement to the Nominating Officer. 如需修改或列印已提交的資料，請於交回上述聲明前再次登入本提名平台。

Thank you for participating in the online nomination. For enquires, please contact the HKAGE on 3698 3500.
衷心感謝 閣下參加是次網上提名活動。如有任何查詢，請致電 3698 3500 與本學院聯絡。

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled 是否已填寫表格				Status 狀況
					人文學科 Humanities	領導才能 Leadership	數學 Mathematics	科學 Sciences	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人	Professional(s) 專業人士	
1	N0003144	一二三 ABC	YUEN LONG PUBLIC SECONDARY SCHOOL	Alex Yiu	✓		✓		NOT SUBMITTED	✓			Open

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

East Block, Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Hong Kong
www.hkage.org.hk

Telephone: (852) 3698 3498
Fax: (852) 2490 4730

Figure 10 –On screen acknowledgement



2.3.3 Viewing Nomination Associated User Accounts

Nominating Officers can view the associated user accounts of the nominations by clicking “View” under the column of Login Accounts on the Nomination Summary page. Nominating Officers can notify the associated user accounts to fill in the form by entering the corresponding e-mail address in the text box and clicking “Send e-mails”. The information can also be exported in MS Excel format by clicking “Export Accounts”.

The screenshot shows the 'Nomination Summary' page. At the top, there are tabs for 'User Accounts' (帳戶管理) and 'Nominations' (提名). Below these is a 'Nomination Summary' (提名個案總覽) section with buttons for 'Create Nomination' (新增提名) and 'Export details of all login account' (匯出所有登入帳戶資料). The main table lists nomination details, with a red box highlighting the 'Login Accounts' (帳戶登入資料) column for nomination ID N0003153. Below this, a detailed view of 'Login Accounts for Chan Siu Man' is shown, with a red box highlighting the email field for the first account (kwun, Coordinator).

Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Discipline 人文學科
1 N0003153	Leung Siu Fun 梁小芬	View 檢視	SS	HK - SOUTHERN	Johnny yeung Reassign	

Username	Role	Initial Password	Reset Password	Last Email Sent	Email	
kwun	Coordinator	RSfqplsl	Reset	2011-01-22	taiman@creativeworks.com.hk	Send Email <input type="checkbox"/>
st0000259	Student	FJS4eXKU	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pa0000400	Parent	6wTaRrai	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>
pf0000369	Professional	iITnczuf	Reset	Never Sent	<input type="text"/>	Send Email <input type="checkbox"/>

Buttons: [Export Accounts](#) (highlighted with a red box), [Send Emails to Selected Accounts](#)

Figure 11 - Viewing user accounts associated with nominations



2.3.4 Reset Password

Nominating Officers can reset the passwords if the related parties forget them. Choose the relevant accounts and click “Reset”. Inform the related parties about the usernames and the new passwords.

Username	Role	Initial Password	Reset Password	Last Email Sent	Email	
nm0000097	Nominating Officer	oMagQicg	Reset	2011-01-24	taiman@creativeworks.com.hk	Send Email <input type="checkbox"/>
st0000259	Student	FJS4eXKU	Reset	Never Sent		Send Email <input type="checkbox"/>
pa0000400	Parent	6wTaRrai	Reset	Never Sent		Send Email <input type="checkbox"/>
pf0000369	Professional	iiTnczuf	Reset	Never Sent		Send Email <input type="checkbox"/>
						Select All

Figure 12 –Reset password

2.3.5 Viewing Nomination Details

Nominating Officers can view the nomination forms of the related parties by clicking the links below Nomination ID and the name of Student Nominee. Nominating Officers may also view the parent forms and professional forms (if any) depending on nomination phase policy.

Nomination ID 提名編號	Student Nominee 獲提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Discipline 獲提名學科
1 N0003153	Leung Siu Fun 梁小芬	View 檢視	SS	HK - SOUTHERN	Johnny yeung Reassign	Humanities 人文學科

Figure 13 –Viewing Nomination Details



2.3.6 Sorting

The online nomination platform provides a sorting function in the Nomination Summary page. Coordinators can quickly and easily sort the nomination records by clicking the column heads with underline.

Create Nomination 新增提名 Export details of all login account 匯出所有登入帳戶資料

Nomination Summary
提名個案總覽

Nomination ID 提名編號	Student Nominee 選提名學生	Login Accounts 帳戶登入資料	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名入	Nominated Domain(s) 選提名範疇				Forms filled? 是否已填寫表格			Status 狀況 ²
						Humanities 人文學科	Leadership 領導才能	Mathematics 數學	Sciences 科學	Student nominee 選提名學生	Nominating Officer 提名入	Parent(s) 家長/合法監護人 ¹	
1 N0003148	STUDENT1 學生1	View 檢視	G8	ABERDEEN TECHNICAL SCHOOL	David Chan			✓	✓	✓	0 (0)	0 (0)	Duplicate

Figure 14 – Available columns for sorting function

2.3.7 Change name of student nominee

The name of Student nominee can be changed if it was incorrectly entered. A notification e-mail will also be sent to the related parties.

2.3.8 Delete nomination

If nomination is needed to be deleted for any reasons, Nominating Officers can click “delete” to remove the nomination from the platform. A notification e-mail will also be sent to the related parties. Please be reminded that all submitted information will not be retrieved once the nomination is deleted.

Remarks:

➤ The related parties include:

- Coordinator
- Nominating Officer
- Student Nominee
- Parent (if any)
- Professional (if any)



Online Nomination Platform

User Manual – Student Nominee

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

If you would like to refer to the Chinese version, please download it from the HKAGE's website or the Online Nomination Platform.

All information contained within this document is strictly confidential and for use by The Hong Kong Academy for Gifted Education only.



Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual is going to describe the steps of using the Online Nomination Platform as Student Nominee.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

9. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in **GREEN**.

e.g.  or 

10. Backward or Normal Actions

For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in **BLUE**.

e.g. 

11. Cancel Actions

For actions which delete data, the buttons or links will be displayed in **RED**.

e.g. 

12. Others

There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

The upload of files and photos in the nomination form is managed by Adobe Flash Player plug-in. Please install the plug-in in order to complete the nomination process. The plug-in can be downloaded from <http://get.adobe.com/flashplayer>.

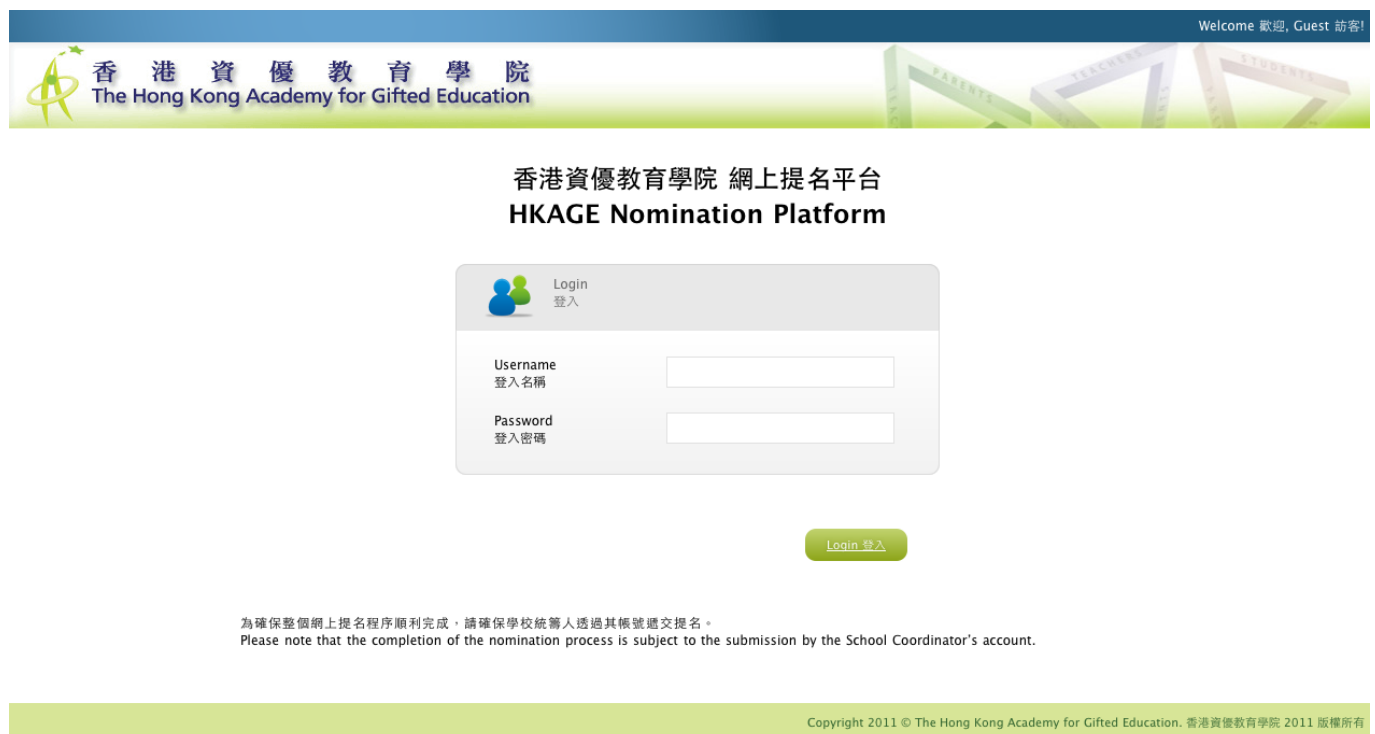
2. Using the Online Nomination Platform

Students will be allowed to access the Platform when the associated Nomination Phase is active.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the Platform. After successful Log in, the user will be redirected to the User Profile page with the main menu.

The log in details should be obtained from Nominating Officer/School Coordinator.



The screenshot shows the login page of the HKAGE Nomination Platform. At the top right, it says "Welcome 歡迎, Guest 訪客!". The header features the academy's logo and name in Chinese and English. The main heading is "香港資優教育學院 網上提名平台" and "HKAGE Nomination Platform". The login form includes a "Login 登入" button with a user icon, a "Username 登入名稱" field, a "Password 登入密碼" field, and a "Login 登入" button. Below the form, a note states: "為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。 Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account." The footer contains the copyright information: "Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有".

Figure 5 – Login Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the User Profile page as shown in Figure 3. Click “Update” to save the changes.

Welcome 歡迎, st0000259! [Logout 登出](#)

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

User Accounts 帳戶管理 | Nominations 提名

Edit User Profile
編輯個人資料

User Profile
帳戶資料

Name (English)*

姓名 (中文)

電郵
Email*

更改密碼 (留空為不改密碼)
Change Password (Blank if no change)

新密碼
New Password

再次輸入密碼
Retype Password

[Update 更新](#)

Figure 2 - User Profile



2.3 Nominations

2.3.1 Fill in Nomination Form

To fill in the nomination form, please click “Nomination” tab. The student nomination form is divided into 4 parts. Students can switch to any part to fill in different information at anytime but the nomination form submission will only be available in part 4 when all the mandatory fields in the first 3 parts are filled in. “Save/Update” function is provided at the bottom of each page, click it for saving/updating the information.

Nomination Form
提名表格

B1. 獲提名學生個人資料 Information of Student Nominee
獲提名學生姓名(須與香港身份證相符) Name of Student Nominee (as appearing on the HKID Card)

Name (English) Chan Siu Man
姓名(中文) 陳小文
就讀學校名稱* ABERDEEN BAPTIST LUI MING CHOI COLLEGE
級別 Study Level (或同等 or equivalent) S1
香港身份證號碼 HKID No.* B1234566 若身份證號碼為 A123456(7) 請填入 A1234567 - For HKID of A123456(7), please key in A1234567.
出生日期(日/月/年) Date of Birth (Day/Month/Year)
出生地點 Place of Birth
性別 Gender* Male Female
國籍 Nationality

上載穿著校服的學生近照(5MB 或以下JPG/PNG 檔案) Upload a recent student photo in school uniform (at most 5 MB JPG/PNG file in size)

住址 Address
Address 1
Address 2
Address 3
地址 1
地址 2
地址 3

通訊地址與住址不同
The Correspondence Address is different from the Home Address

聯絡電話 Contact Phone No.
家居電話 Home Phone No.
電郵地址 Email Address*

與獲提名學生的關係 Relationship with Student Nominee
 緊急聯絡人 Emergency Contact Person
緊急聯絡電話 Emergency Contact Number
電郵地址 Email Address
教育程度 Education Level

B2 你曾否參加任何公開考試? Have you ever attended any public examinations?

香港中學會考 Hong Kong Certificate of Education Examination
 香港高級程度會考 Hong Kong Advanced Level Examination
 香港中學文憑考試 Hong Kong Diploma of Secondary Education
 其他 Others

Save 儲存 / Update 更新

Figure 3 - Student nomination form



2.3.2 Submitting Nomination Form

After completing the first 3 parts, Students shall read the “Personal Data Collection Statement” in part 4 carefully. They can then preview the nomination form by clicking “Preview before submission” at the bottom of the page.

個人資料收集聲明 Personal Data Collection Statement

閣下向香港資優教育學院(「學院」)提供的個人資料將會用作:

- 考慮及處理閣下的申請;
- 正式紀錄;
- 在適用情況下籌劃有關的節目及活動;以及
- 研究及統計。

閣下必須提供個人資料, 並未能提供所需資料, 閣下的申請處理程序及結果或閣下參加的節目/活動的機會可能會受到影響。閣下提供個人資料亦可用作上述任何一個或更多的用途。

學院可能會酌情決定向第三者披露閣下提供的個人資料作上述一個或更多的用途。

閣下將向學院要求一份個人資料副本, 此副本乃根據《個人資料(私隱)條例》並遵照學院的資料私隱政策及作安排的規程向閣下提供, 閣下將獲要求填妥副本任何不準確之處。

任何有關查詢請聯絡:

香港九龍沙咀道 19 號
「九龍培英教育服務中心」東座 E302 室
香港資優教育學院
行政主任(樓層管理)2

The personal data you provide to The Hong Kong Academy for Gifted Education will be used:

- for considering and processing your application;
- for the official record;
- where applicable, for the purpose of organising programmes and activities; and
- for research and statistical purposes.

The provision of personal data is obligatory. Failure to provide the requested information may affect the processing and outcome of your application or your chance of participation in the programmes / activities.

The personal data you provide may be disclosed at the discretion of the HKAGE to a third party for one or more of the purposes specified above.

You have the right to request a copy of your personal data held by the 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 provisions of the Personal Data (Privacy) Ordinance.

Any such enquiry should be made to:

Administrator (Corporate Services) 2,
The Hong Kong Academy for Gifted Education
E302, East Block
Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon
Hong Kong

獲提名學生確認

我完全明白此表格的內容, 並聲明我提供的資料及附報文件均屬準確。此外, 我承諾在參與培訓及其他相關活動時, 會遵守培訓機構的規程。

Acknowledgment of the Student Nominee

I fully understand the content of this Form and declare that the information and documents submitted are accurate. Moreover, I agree to abide by the regulations set by the training organisations during my participation in the training and associated activities.

[Preview before submission 確認前預覽](#)

Figure 4 – Previewing Nomination Form

If the nomination form is filled in correctly, Students can click “submit/update” after final checking. Or click “Cancel” to edit the form again.

B11. 你現在有否參與個別學習計劃? Are you currently involved in any Individualised Education Programme/Plan ?

否 No

B12. 你有否以下病患或學習障礙? 請選擇以下各項。 Please indicate whether you have physical or mental health disabilities.

否 No

[Submit提交 / Update 更新](#)
[Cancel取消](#)

Figure 5 - Submitting Nomination Form

After successful submission, an on-screen acknowledgement will be shown. Please follow the link to print out the Statement. The Statement should be signed and returned to the Nominating Officer. An acknowledgement e-mail will also be sent to the Student Nominee’s email address.



Dear Leung Siu Fun(Student Nominee),

親愛的梁小芬 (獲提名學生) :

You have submitted the nomination form successfully. Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.

您已成功提交提名表格。敬請留意：為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號提交提名。

Please download and read the [Student Nominee & Parent/Legal Guardian's Statement](#) carefully. Kindly submit the following documents to Nominating Officer (e.g. Teacher) before 2011-08-27.

請下載及細閱[獲提名學生及家長/合法監護人聲明](#)，並於 2011-08-27 前將以下文件提交提名人 (如：教師)。

Signed statement

已簽署的聲明

Copies of school reports of the past 2 years

最近兩個學年的學校成績表副本

If applicable, other supporting documents (e.g. a copy of certificates or reports)

如適用，其他證明文件 (如：證書或報告的副本)

You may login to this nomination platform again to update or print the submitted information before you return the Statement to the Nominating Officer.

如需修改或列印已提交的資料，請於交回上述聲明前再次登入本提名平台。

衷心感謝 閣下參加是次網上提名活動。如有任何查詢，請致電 3698 3500 與本學院聯絡。

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況
					人文學科 Humanities	領導才能 Leadership	數學 Mathematics	科學 Sciences	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人	Professional(s) 專業人士	
1	N0003153 梁小芬 Leung Siu Fun	S5	ABERDEEN TECHNICAL SCHOOL	Johnny yeung		✓			✓	NOT SUBMITTED	✓		Open

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

Figure 6 – On-screen Acknowledgement

2.3.3 Forget Password

Please contact Nominating Officer to reset Student Nominee's login password.



Online Nomination Platform

User Manual – Parent

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

If you would like to refer to the Chinese version, please download it from the HKAGE's website or the Online Nomination Platform.

All information contained within this document is strictly confidential and for use by The Hong Kong Academy for Gifted Education only.



1. Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual is going to describe the instructions of using the Online Nomination Platform as Parent.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

13. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in **GREEN**.

e.g.  or 

14. Backward or Normal Actions

For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in **BLUE**.

e.g. 

15. Cancel Actions

For actions which delete data, the buttons or links will be displayed in **RED**.

e.g. 

16. Others

There are other buttons used to differentiate different stages of an action.

1.2 System Requirements

The Online Nomination Platform runs on all operating systems with common web browsers. To get the best user experience, running the system on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.

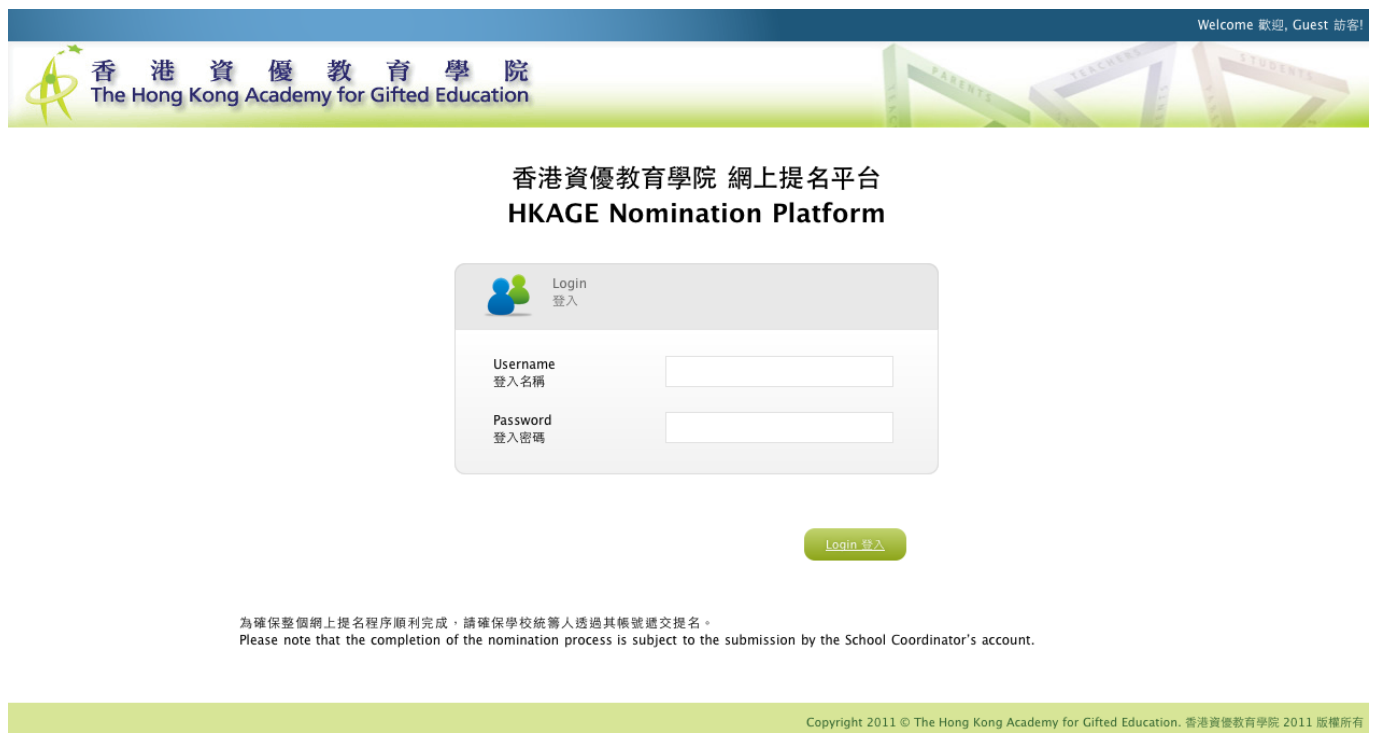
2. Using the Online Nomination Platform

Parents will be allowed to access the system when the associated Nomination Phase is active.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the system. After successful log in, the user will be redirected to the User Profile page with the main menu.

The log in details should be obtained from Nominating Officer/School Coordinator.



The screenshot shows the login page of the HKAGE Nomination Platform. At the top right, it says "Welcome 歡迎, Guest 訪客!". The header includes the logo and name of The Hong Kong Academy for Gifted Education. The main heading is "香港資優教育學院 網上提名平台" and "HKAGE Nomination Platform". The login form has a "Login 登入" button at the top left. Below it are two input fields: "Username 登入名稱" and "Password 登入密碼". A green "Login 登入" button is at the bottom right. A note at the bottom states: "為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。 Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account." The footer contains the copyright information: "Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有".

Figure 6 – Login Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the User Profile page (See Figure 3). Click “Update” to save the changes.

Welcome 歡迎, pa0000400! [Logout 登出](#)

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

User Accounts 帳戶管理 | Nominations 提名

[Edit User Profile 編輯個人資料](#)

User Profile 帳戶資料

Title* Mrs 太太

Name (English)* Chan

姓名 (中文)

電郵 Email* mrschan@creativeworks.com.

更改密碼 (留空為不改密碼)
Change Password (Blank if no change)

新密碼 New Password

再次輸入密碼 Retype Password

[Update 更新](#)

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 2 - User Profile



2.3 Nominations

2.3.1 Fill in Nomination Form

Parents can choose to provide information for the nomination, though it is not mandatory. There is Student information shown above the nomination form. Fill in all required information and then preview the nomination by clicking “Preview before Submission”.

Student Information
學生資料

Nomination ID(提名編號)

Domain 1(提名範疇一)

Domain 2(提名範疇二)

Nomination Form
提名表格

C1. 獲提名學生資料 Information of Student Nominee
獲提名學生姓名(須與香港身份證相符) Name of Student Nominee (as appearing on the HKID Card)

Name (English)

姓名 (中文)

就讀學校名稱
Name of School

級別 Study Level
(或同等 or equivalent)

C2. 家長/合法監護人資料 Information of the Parents / Legal Guardian

稱謂 Title

Name (English)*

姓名 (中文)

電郵
Email*

與獲提名學生之關係
Relationship with Student Nominee

聯絡電話
Contact Phone No.*

家居電話
Home Phone No.

C3

請根據日常對獲提名學生的觀察及認識，提供資料予評審，具體列出獲提名學生在提名範疇上的資優特質或/及潛能(該潛能或未能在學業成績上展現)。
Please provide the information obtained through your routine observation and understanding of the Student Nominee, e.g. the Student Nominee's gifted qualities or behaviour, his exceptional performance or potential in the nominated domain, his hidden potential in his studies.

資優特質或/及潛能
Exceptional performance or potential!

C4 你曾否參與任何資優教育的活動或課程？
Have you ever participated in any gifted education activities or programmes?

曾參與，請按日期順序列出(不多於十項)，並提交相關資料副本。
Yes, please list at most 10 items in chronological order and provide a copy of the related documents.

未曾參與 No

家長/合法監護人確認

我完全明白此表格的內容，並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of Parents / Legal Guardian

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

[Preview before submission 試文前預覽](#)

Figure 3 - Parent nomination form



2.3.2 Submitting Nomination Form

If the information is filled in correctly, then Parent can confirm and submit the nomination form by clicking “submit/update” after final checking. Or click “Cancel” to edit the form again.

C4 你是否參與任何資優教育的活動或課程?
Have you ever participated in any gifted education activities or programmes?
未曾參與 No.

家長/合法監護人確認
我完全明白此表格的內容,並聲明我提供的資料及相關文件均屬準確。
Acknowledgment of Parents / Legal Guardian
I fully understand the content of this Form and declare that the information and documents submitted are accurate.

Submit 提交 / Update 更新 Cancel 取消

Figure 4 – Submitting Nomination Form

After successful submission, an on-screen acknowledgement will be shown. Please read the messages shown in the acknowledgement carefully. An acknowledgement e-mail will also be sent to the Parents/Legal Guardian’s email address.

已填寫家長/合法監護人提名表格。Parents / Legal Guardian Form is filled.

Dear Poon Lai Sze (Parent/Legal guardian),
親愛的潘麗詩 (家長/合法監護人) :

You have submitted the nomination form successfully. Please note that the completion of the nomination process is subject to the submission by the School Coordinator’s account.
您已成功提交提名表格。敬請留意：為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。

Kindly ensure that student has submitted the following documents to Nominating Officer (e.g. Teacher) before 2011-08-27.
請確保獲提名學生於 2011-08-27 前將以下文件送交提名人 (如：教師)。

- Signed Student Nominee & Parent/Legal Guardian’s Statement
已簽署的獲提名學生及家長/合法監護人聲明
- Copies of school reports of the past 2 years
最近兩個學年的學校成績表副本
- If applicable, other supporting documents (e.g. a copy of certificates or reports)
如適用, 其他證明文件 (如：證書或報告的副本)

You may login to this nomination platform again to update or print the submitted information before you return the Statement to the Nominating Officer.
如需修改或列印已提交的資料, 請於交回上述聲明前再次登入本提名平台。

Thank you for participating in the online nomination. For enquires, please contact the HKAGE on 3698 3500.
衷心感謝 閣下參加是次網上提名活動。如有任何查詢, 請致電3698 3500 與本學院聯絡。

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況
					人文學科 Humanities	領導才能 Leadership	數學 Mathematics	科學 Sciences	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人	Professional(s) 專業人士	
1	N0003153 梁小芬 Leung Siu Fun	SS	ABERDEEN TECHNICAL SCHOOL	Johnny yeung		✓			✓	NOT SUBMITTED	✓		Open

Figure 5 –On-screen acknowledgement

2.3.3 Forget Password

Please contact Nominating Officer to reset Parents/Legal Guardian’s login password.



Online Nomination Platform

User Manual – Professional

Please note that the illustration shown may be slightly different from the Online Nomination Platform since it will be updated on a need basis.

If you would like to refer to the Chinese version, please download it from the HKAGE's website or the Online Nomination Platform.

All information contained within this document is strictly confidential and for use by The Hong Kong Academy for Gifted Education only.



1. Introduction

1.1 The User Manual

1.1.1 Purpose

This User Manual is going to describe the instructions of using the Online Nomination Platform as Professional.

1.1.2 Convention

Functions of the applications are triggered by buttons or links. There are different types of buttons and links representing different kinds of functions.

2. Forward Actions

For actions which bring users to the next page/screen, the buttons or links will be displayed in **GREEN**.

e.g.  or 

3. Backward or Normal Actions

For actions which bring users back to the previous page/screen or stay in the same page/screen, the buttons or links will be displayed in **BLUE**.

e.g. 

4. Cancel Actions

For actions which delete data, the buttons or links will be displayed in **RED**.

e.g. 

5. Others

There are other buttons used to differentiate different stages of an action.

1.2 Platform Requirements

The Online Nomination Platform runs on all operating platforms with common web browsers. To get the best user experience, running the Platform on standard browsers (e.g. Internet Explorer, Firefox, Safari, Google Chrome) with resolution at 1280 x 1024 is recommended.



2. Using the Online Nomination Platform

Professionals will be allowed to access the Platform when the associated Nomination Phase is active.

2.1 Login

The Online Nomination Platform is only accessible to authenticated users. All users have to login at <http://nomination.hkage.org.hk>. Users have to input the correct username and password pair in order to access the functions of the Platform. After successful Log in, the user will be redirected to the User Profile page with the main menu shown.

The log in details should be obtained from Nominating Officer/School Coordinator.

Welcome 歡迎, Guest 訪客!

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

香港資優教育學院 網上提名平台
HKAGE Nomination Platform

Login
登入

Username
登入名稱

Password
登入密碼

Login 登入

為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。
Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 7 – Login Page



2.2 User Accounts

2.2.1 User Profile

The user can change his/her name, email and password at the User Profile page (See Figure 3). Click “Update” to save the changes.

The screenshot shows the 'User Profile' page of The Hong Kong Academy for Gifted Education. At the top, there is a navigation bar with 'User Accounts' and 'Nominations' tabs. Below this is a 'User Profile' form with the following fields:

- Title: Miss 小姐 (dropdown menu)
- Name (English): Chan
- 姓名 (中文): haha
- 電郵 Email: misschanchan@creativeworks
- Change Password section (with sub-labels '新密碼 New Password' and '再次輸入密碼 Retype Password') containing two empty text input fields.

A green 'Update 更新' button is located below the form, highlighted with a red rectangular box.

Copyright 2011 © The Hong Kong Academy for Gifted Education. 香港資優教育學院 2011 版權所有

Figure 2 - User Profile



2.3 Nominations

2.3.1 Fill in Nomination Form

Professional can choose to provide information for the nomination, though it is not mandatory. There is Student information shown above the nomination form. Fill in all required information and then preview the nomination by clicking “Preview before Submission”.

Student Information
學生資料

Nomination ID(提名編號)

Domain 1(提名範疇一)

Domain 2(提名範疇二)

Nomination Form
提名表格

D1. 獲提名學生資料 Information of Student Nominee
獲提名學生姓名(須與香港身份證相符) Name of Student Nominee (as appearing on the HKID Card)

Name (English)

姓名 (中文)

就讀學校名稱*

級別 Study Level (或同等 or equivalent)*

D2. 專業人士資料 Information of the Professional

稱謂 Title*

Name (English)*

姓名 (中文)*

職銜 Position Held*

機構名稱 Name of Organisation*

聯絡電話 Contact Phone No.*

家居電話 Home Phone No.

電郵地址 Email Address*

D3. 請提供推薦理由。 Reasons for Nomination.

推薦理由 Reasons for Nomination.*

專業人士確認

我完全明白此表格的內容,並聲明我提供的資料及相關文件均屬準確。

Acknowledgment of the Professional

I fully understand the content of this Form and declare that the information and documents submitted are accurate.

[Preview before submission 提交前預覽](#)

Figure 3 - Professional nomination form

2.3.2 Submitting Nomination Form

If the information is filled in correctly, then Professional can confirm and submit the nomination form by clicking “submit/update” after final checking. Or click “Cancel” to edit the form again.



Figure 4 - Submitting Nomination Form

After successful submission, an on-screen acknowledgement will be shown. Please follow the link to print out the Statement. The Statement should be signed and return to the Nominating Officer. An acknowledgement e-mail will also be sent to the Professional’s email address.

User Accounts
帳戶管理
Nominations
提名

Nomination Form
提名表格
Print Nomination Form
列印提名表格

已填寫專業人士提名表格 · Professional Form is filled.

Dear Peter Li (Professional),
親愛的李彼得 (專業人士) :

You have submitted the nomination form successfully. Please note that the completion of the nomination process is subject to the submission by the School Coordinator's account.
您已成功提交提名表格。敬請留意：為確保整個網上提名程序順利完成，請確保學校統籌人透過其帳號遞交提名。

Please **download and read the [Statement](#)** carefully. Kindly submit the following documents to Nominating Officer (e.g. Teacher) before 2011-08-27.
請下載及細閱**聲明**，並於 2011-08-27 前將以下文件送交提名人 (如：教師)。

Signed statement
已簽署的聲明

You may login to this nomination platform again to update or print the submitted information before you return the Statement to the Nominating Officer.
如需修改或列印已提交的資料，請於交回上述聲明前再次登入本提名平台。

Thank you for participating in the online nomination. For enquires, please contact the HKAGE on 3698 3500.
衷心感謝 閣下參加是次網上提名活動。如有任何查詢，請致電 3698 3500 與本學院聯絡。

Nomination ID 提名編號	Student Nominee 獲提名學生	Study Level 級別	Name of School 學校名稱	Nominating Officer 提名人	Nominated Domain(s) 獲提名範疇				Forms filled? 是否已填寫表格				Status 狀況
					人文學科 Humanities	領導才能 Leadership	數學 Mathematics	科學 Sciences	Student nominee 獲提名學生	Nominating Officer 提名人	Parent(s) 家長/合法監護人	Professional(s) 專業人士	
1	N0003153 梁小芬 Leung Siu Fun	S5	ABERDEEN TECHNICAL SCHOOL	Johnny yeung		✓			✓	✓	✓	✓	Forms filled

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

Figure 5 – On-screen acknowledgement

2.3.3 Forget Password

Please contact Nominating Officer to reset Professional’s login password.