



# Online Nomination Platform for Self Nomination Secondary Students

## 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.



## Quick Reference Guide

**As a Parent/Legal Guardian**, you will have to provide all the necessary information to support the nomination to the Hong Kong Academy for Gifted Education (the HKAGE).

### Steps to complete the Nomination

1. Fill in the online nomination form;
2. Print and sign the Student Nominee & Parent/Legal Guardian Declaration Statement;
3. Submit the signed Declaration Statement and supporting documents of the nomination including copies of school reports of the past two years and other supporting documents (if applicable) to the HKAGE before the nomination deadline.

### Tips for using the Platform

- The 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.
- Before you proceed to fill in the nomination form, make sure that the following information is available:
  - Personal information of the Student Nominee and Parent/Legal Guardian;
  - Record of the gifted education activities or programmes you participated in (if any);
  - Any other supporting information you think would be appropriate for this nomination.
- Get the printer ready for document printing when necessary.

### Important Information

**Late or incomplete nominations will NOT be considered.**



## Table of Contents

|  |           |
|--|-----------|
| <b>1. Introduction</b>                         | <b>4</b>  |
| <b>1.1 The User Manual</b>                     | <b>4</b>  |
| 1.1.1 Purpose                                  | ...4      |
| 1.1.2 Convention                               | .4        |
| <b>1.2 Platform Requirements</b>               | <b>4</b>  |
| <b>2. Using the Online Nomination Platform</b> | <b>5</b>  |
| <b>2.1 Login</b>                               | <b>.5</b> |
| <b>2.2 User Accounts</b>                       | <b>7</b>  |
| 2.2.1 User Profile                             | .7        |
| 2.2.2 Forget Password                          | 7         |
| <b>2.3 Nominations</b>                         | <b>8</b>  |
| 2.3.1 Fill in Nomination Form                  | .8        |
| 2.3.2 Submitting Nomination Form               | 9         |
| 2.3.3 Checking Nomination Status.....          | 10        |



## 1. Introduction

### 1.1 The User Manual

#### 1.1.1 Purpose

This User Manual provides Parents with guidance on using the Online Nomination Platform.

#### 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.



2. 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 all the functions of the Platform when the associated Nomination Phase is active. When the Phase is ended, Parents will not be able to access to the Platform.

### 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 (See Figure 1). After successful Log in, the user will be redirected to the Home tab (See Figure 2). Parents can have an overview on the nomination procedures and tips for using the Platform.

The log in details should be obtained from the HKAGE.

Welcome 歡迎, Guest 訪客!

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

Online Nomination Platform  
網上提名平台

Login 登入

Username 登入名稱

Password 登入密碼

Login 登入

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

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Figure 1 Login Page



# 香港資優教育學苑

## The Hong Kong Academy for Gifted Education

Welcome 歡迎, st0014311! [Logout 登出](#)

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



Figure 2 Home Page



## 2.2 User Accounts

### 2.2.1 User Profile

The user can input or change his/her name, email and password at the My Account page (See Figure 3).



Figure 3 - User Profile

### 2.2.2 Forget Password

Please contact the HKAGE to reset Parent



## 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 on the nomination form. Fill in all the required information and then preview the nomination by clicking the [button](#) (See Figure 4).

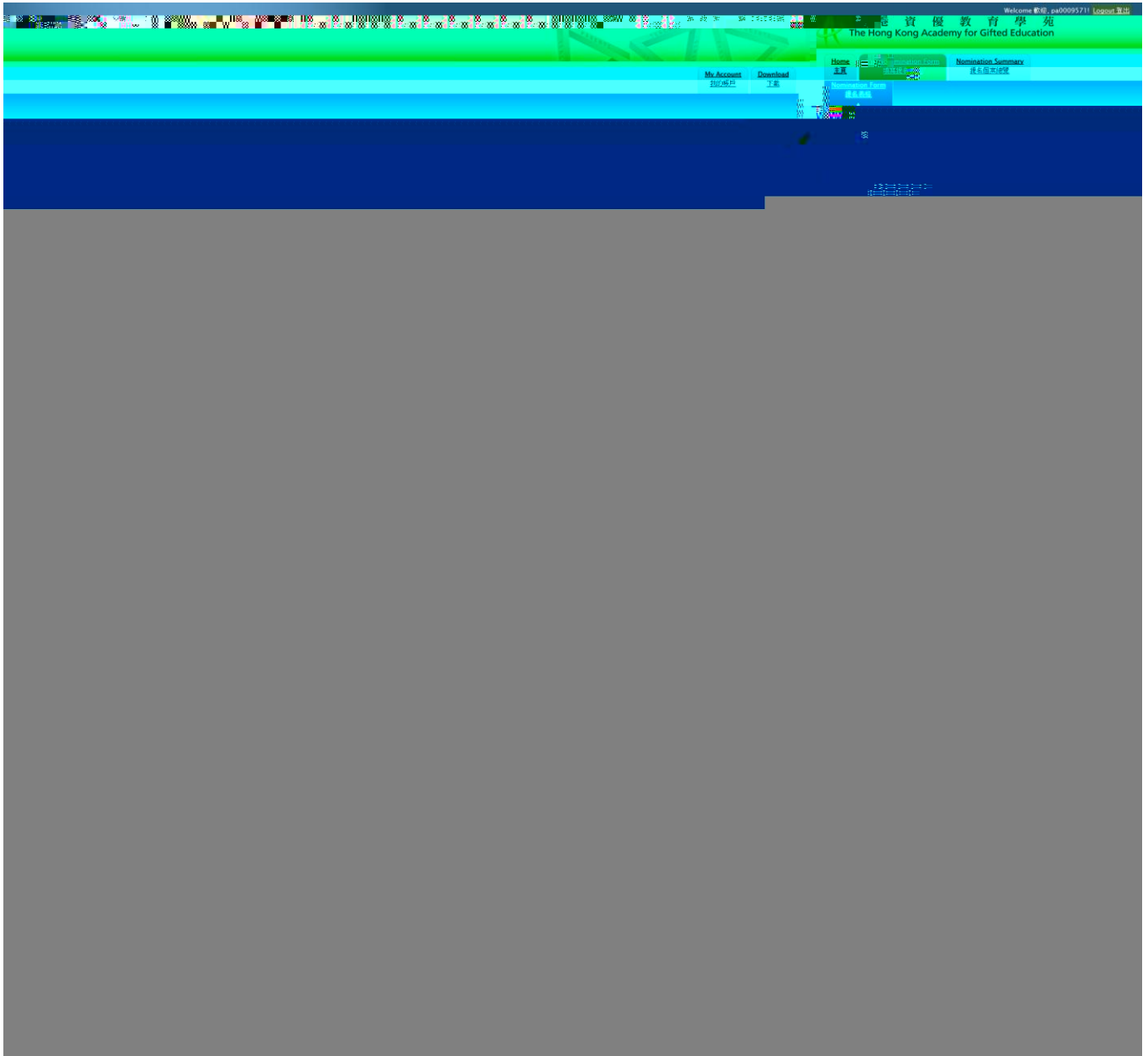


Figure 4 - Parent nomination form





### 2.3.2 Submitting Nomination Form

If the information is filled in correctly, then Parent can confirm and save the nomination form by clicking **Save** **Back** return to the form and edit it (See Figure 5).

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?

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.

Save 儲存      Back 返回

Figure 5 Submitting Nomination Form

After the form is saved, an on-screen acknowledgement with the nomination information is shown (See Figure 6). Please read the messages shown in the acknowledgement carefully. An acknowledgement e-mail with the same information will be sent to the Parents/Legal Guardian email address.

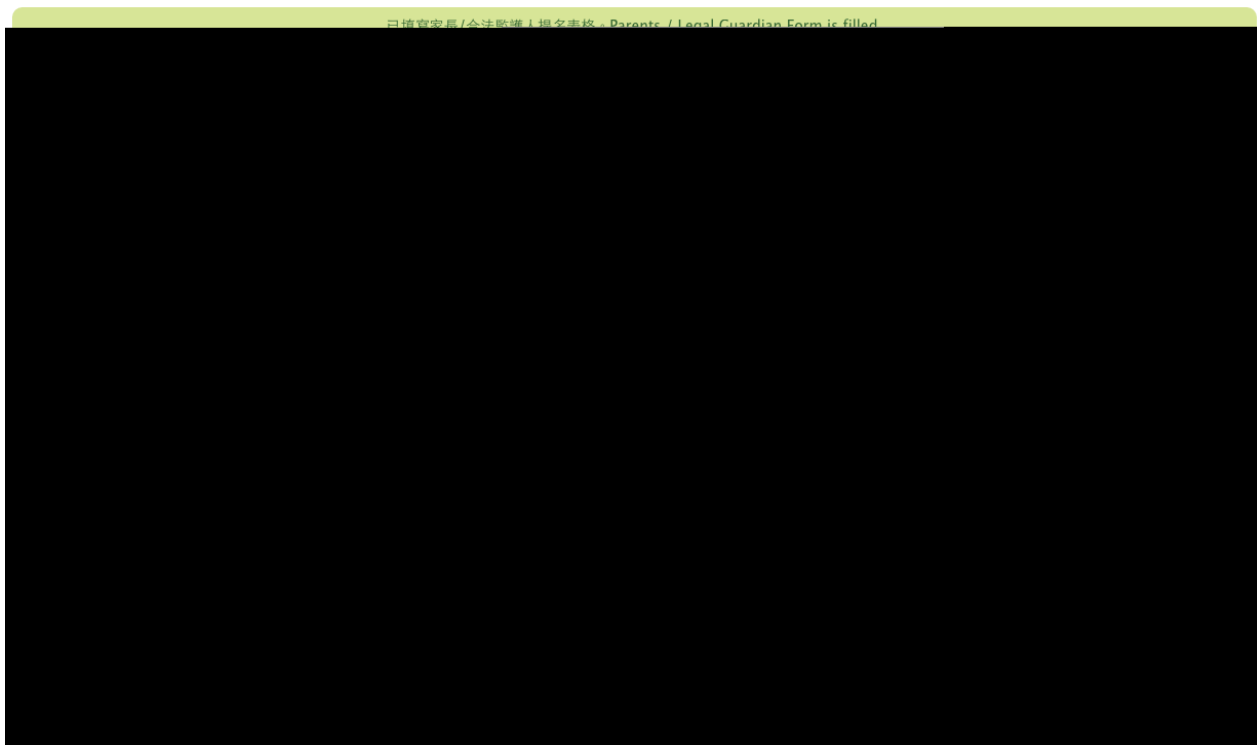


Figure 6 On-screen acknowledgement



### 2.3.3 Checking Nomination Status

Parent can always check the nomination status. To check the nomination status, click the which domains the student has been nominated and the progress of the nomination forms (See Figure 7).

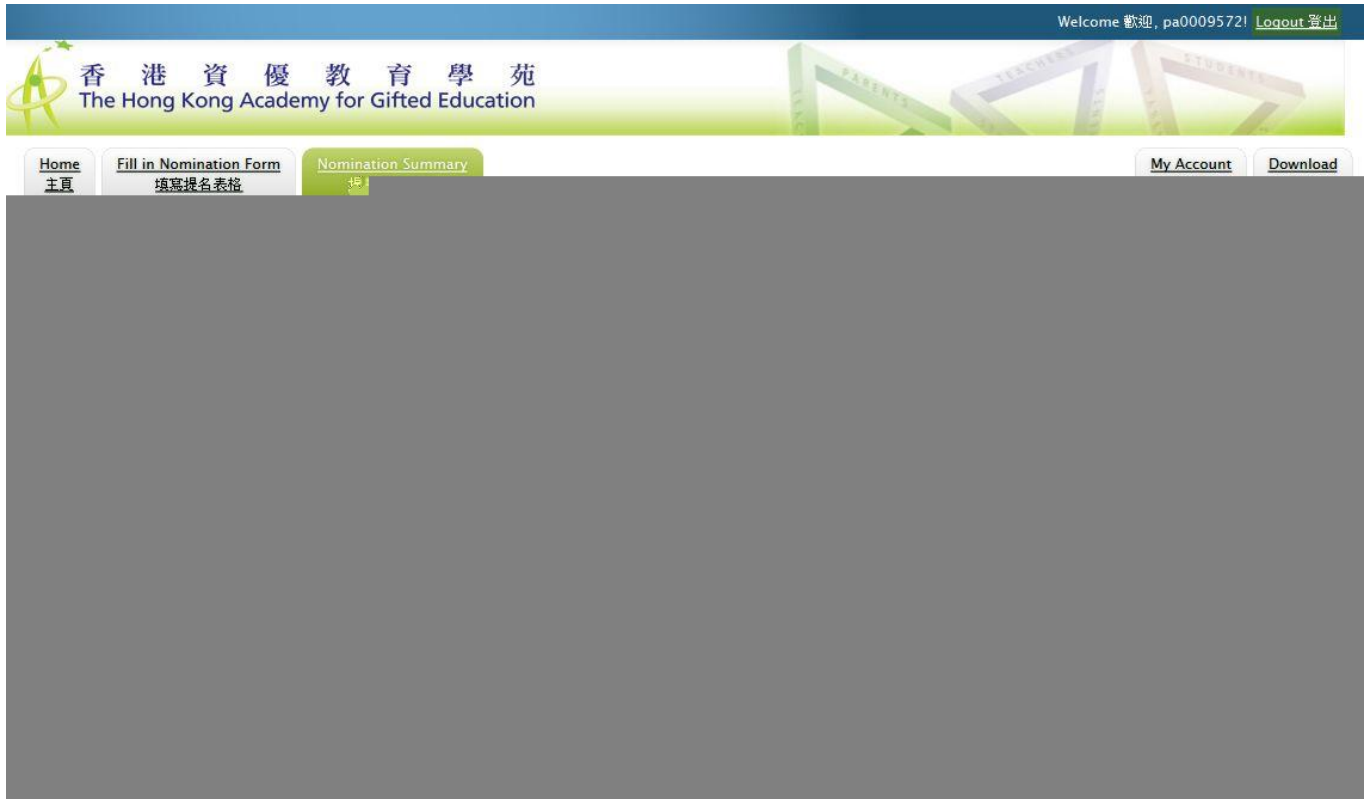


Figure 7 - Nomination Summary