

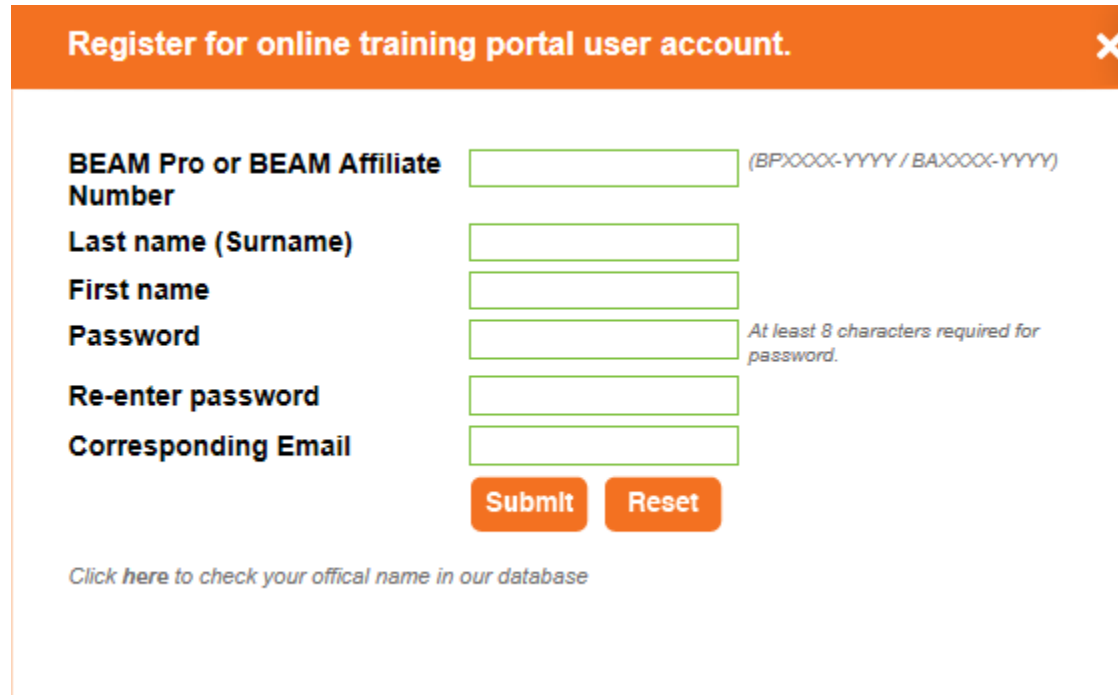
## **Registration (First-time users must register before log-in)**



BEAM Pro / Affilia    HKGBC Member ID    Password    **Register**    Login

*Please enter your HKGBC member ID to enjoy member price. [Forget password?](#)*

Fig.1 Press the “Register” button for account registration.



**Register for online training portal user account.** X

**BEAM Pro or BEAM Affiliate Number**  (BPXXXX-YYYY / BAXXXX-YYYY)

**Last name (Surname)**

**First name**

**Password**  *At least 8 characters required for password.*

**Re-enter password**

**Corresponding Email**

**Submit**    **Reset**

*[Click here to check your official name in our database](#)*

Fig 2. Fill in the data to the corresponding fields

Remark 1: “, “(comma followed by a space) is required to be inserted after the First name and then followed by nick name, e.g. Tai Man, Peter. You can check the registered name in the BEAM Pro directory.

Remark 2: “Password” consists of minimum 8 characters defined by the user.

Remark 3: “Corresponding email” is the contact email account provided by the user. One email account is used for ONE registration ONLY or activation procedure will be failed.

**Register for online training portal user account.** ✕

<b>BEAM Pro or BEAM Affiliate Number</b>	<input type="text" value="BP"/>	<small>(BPXXXX-YYYY / BAXXXX-YYYY)</small>
<b>Last name (Surname)</b>	<input type="text" value="Wong"/>	
<b>First name</b>	<input type="text" value="Chung Fai, Terry"/>	
<b>Password</b>	<input type="password" value="●●●●●●●●"/>	<small>At least 8 characters required for password.</small>
<b>Re-enter password</b>	<input type="password" value="●●●●●●●●"/>	
<b>Corresponding Email</b>	<input type="text"/>	

**Your registration is being processed.**  
[Click here to check your official name in our database](#)

Fig 3. After pressing the submit button, your submission will be proceeded immediately and please wait for a few seconds.

**Register for online training portal user account.** ✕

<b>BEAM Pro or BEAM Affiliate Number</b>	<input type="text" value="BP"/>	<small>(BPXXXX-YYYY / BAXXXX-YYYY)</small>
<b>Last name (Surname)</b>	<input type="text" value="Wong"/>	
<b>First name</b>	<input type="text" value="Chung Fai, Terry"/>	
<b>Password</b>	<input type="password" value="●●●●●●●●"/>	<small>At least 8 characters required for password.</small>
<b>Re-enter password</b>	<input type="password" value="●●●●●●●●"/>	
<b>Corresponding Email</b>	<input type="text"/>	

**Account registration has been completed. Please check your email account for activation process within 12 hours.**  
[Click here to check your official name in our database](#)

Fig 4. Please check the email account in order to activate the online training portal account.

To Online Training Portal (OTP) applicant Wong, Chung Fai, Terry (BP ) ,

Thank you for your registration of OTP account.  
This email is generated from the OTP system of the Hong Kong Green Building Council Limited.  
<http://onlinecpdtraining.hkgbc.org.hk/>

You received this email since either you first registered the account throughout our website or made changes to the registered email account. Verification is needed in order to avoid abuse and complete registration.

Please ignore this email if you have not carried it out.

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Method of account activation  
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Please click the following url to activate your account:  
(or you can copy the following url and open it with a new browser)

<http://onlinecpdtraining.hkgbc.org.hk/index.php?thispage=activate&> (Activation link)

Should you have any enquiries, please feel free to contact with us.

Regards,  
Secretariat of Hong Kong Green Building Council Limited

phone: 39948813  
Email: [onlinecpd@hkgbc.org.hk](mailto:onlinecpd@hkgbc.org.hk)

Fig 5. Activation email for the online training portal account. Please click on the second url for activation or copy it into your browser and visit once.

## Registration

Congratulation!

You have completed all your registration processes.

Please start to use our online training portal.

[Method of changing the password of user account:](#)

Please press the "lock" icon next to your name after login,  
follow the instruction and amend the password if necessary.

[Method of changing email account:](#)

After user login, go to "My Profile", press the "Change" button and amend the desired email.

Another email activation is required.

[In case you lost the password:](#)

If you forgot your password, please press "Forget password?" button on the main OTP page and follow the instruction stated.

Should you have any questions about the uses of Online Training Portal, please feel free to contact with us.  
Regards,

Secretariat of Hong Kong Green Building Council Limited

Phone: 39948813

Email: [onlinecpdtraining@hkgbc.org.hk](mailto:onlinecpdtraining@hkgbc.org.hk)

Fig 6. Successful activation thank you page.

## Login matter

BEAM Pro / Affiliate    HKGBC Member ID    Password    Register    Login

Please enter your HKGBC member ID to enjoy member price. [Forget password?](#)

Fig 7. Type your BEAM Pro / Affiliate number (BPXXXX-XXXX / BAXXXX-XXXX), HKGBC membership number (Optional) and password into the first, second and the third cells respectively.

Remark: HKGBC membership number must be filled in to enjoy discounted membership price of training video. Please refer to the membership page for details:

<https://www.hkgbc.org.hk/eng/Membership.aspx>

### Disclaimer

Please read this carefully before using this site.

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HKGBC hereby grants you permission to access and use the service as set forth in these terms of service, provided that:

I HAVE READ AND AGREE TO THIS DISCLAIMER >

Fig 8. Disclaimer shown after first time login.

## Wong Welcome back

You will be re-directed automatically to your webpage.

If your browser does not automatically re-direct your webpage, please [click here](#).

Fig 9. Welcome page after each successful login.

### Login

Your login has failed due to invalid BEAM Pro No. and/or password

BEAM Professional / Affiliate Number:

HKGBC Member ID:

Please enter your HKGBC member ID to enjoy member price.

Password:

Login    Reset

Fig 10. Page after login failure. Please check once again if any incorrect information is provided.

## Functions of the online training portal

Home My Order View History My Profile SEARCH

**Mandatory CPD Event - Design & Construction Requirements for Energy Efficiency of Residential Buildings**  
Mr CK Cheung, Mr MK Leung, Mr Tony Ip, Ir Dr Raymond Yau & Mr Mark Richardson  
Design & Construction Requirements for Energy Efficiency of Residential Buildings (15-01-2015)  
Design & Construction Requirements for Energy Efficiency of Residential Buildings (Mandatory CPD hour:1.5) **new**

Non-member price: HK\$450  
Run time: 1:30:14

**Mandatory CPD Event - C2C Philosophy - A Carpet Manufacturer's Perspective**  
Todd Jarvis  
C2C Philosophy - A Carpet Manufacturer's Perspective (13-11-2014)  
Mandatory CPD Event - C2C Philosophy - A Carpet Manufacturer's Perspective (Mandatory CPD hour:1.5) **new**

Non-member price: HK\$450  
Run time: 1:34:07



Fig.11 Homepage after successful login.

In this page, you can find the following tabs with corresponding function.

Home – List of videos currently available in the online training portal.

Home My Order View History My Profile SEARCH

**My orders**

Order no.	Order date	Event name	Status	Order total
	09-12-2014	Mandatory CPD Event - Case Sharing on Kwai Shing West Estate cum Building Survival Strategy to Re-energise the Tired Assets	Paid  	\$750.00

**Status**



Paid  

Fig. 12 My Order – List of payment the user carried out.

Two orange logos under status can be found. The receipt of the payment and the certificate of attendance is available to be obtained by pressing the left button and right button respectively.

## View history

Event name	CPD hours	Date
Mandatory CPD - Are Oil-free Chillers a Promising Solution for Green Building?	1.5	18-06-2014 10:47
Mandatory CPD - Are Oil-free Chillers a Promising Solution for Green Building?		18-06-2014 10:48
Mandatory CPD - Are Oil-free Chillers a Promising Solution for Green Building?		18-06-2014 10:49
Mandatory CPD - Are Oil-free Chillers a Promising Solution for Green Building?		18-06-2014 12:11
Mandatory CPD - Are Oil-free Chillers a Promising Solution for Green Building?		18-06-2014 14:23
		25-06-2014 09:43
		14-07-2014 10:48
Mandatory CPD Event - Case Sharing on Kwai Shing West Estate cum Building Survival Strategy to Re-energise the Tired Assets	2.5	09-12-2014 14:50
<b>Total CPD hours: 4</b>		

Fig.13 View History – The user watched the video clips are listed here.

Home My Order View History My Profile SEARCH

### My Profile

BEAM Pro or BEAM Affiliate Number\* BP

Last name (Surname)\* Wong

First name\* Terry

Email\*

Update Cancel

Fig.14 My Profile – User can amend the personal information by pressing the “Change” button.

## Video search

Event name

Speaker

Event date from to DD-MM-YYYY

Categories  All available  HKGBC  English  Cantonese  Putonghua

Language  All available  English  Cantonese  Putonghua

Organizer

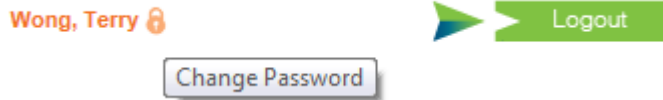
CPD hours from to hours


Search Reset

Fig. 15 Search – User can search the video clips by typing various conditions.

## Frequently Asked Questions (FAQ):

1a. Change password:



By pressing the “lock” logo  next to your name, user will be directed to the following page for amendment.

### Change Password

Old password

New password

Re-enter password

1b. Retrieve the password:

[Register](#)

*Please enter your HKGBC member ID to enjoy member price. [Forget password?](#)*

### Forget password?

Please enter your e-mail address to receive your password.

Email

**A new password has been sent to your email address. Please check your email.**

2. How can I obtain the certificate of attendance and the receipt?

After watching the video clip and answer 4 M.C. questions, the user can obtain those document in the “My history” tab. User can answer those questions with unlimited attempts.

3. Can I download the video clip offline for watching?

No, the video clip cannot be downloaded but user can watch the clip unlimited times within 7 days after the payment.