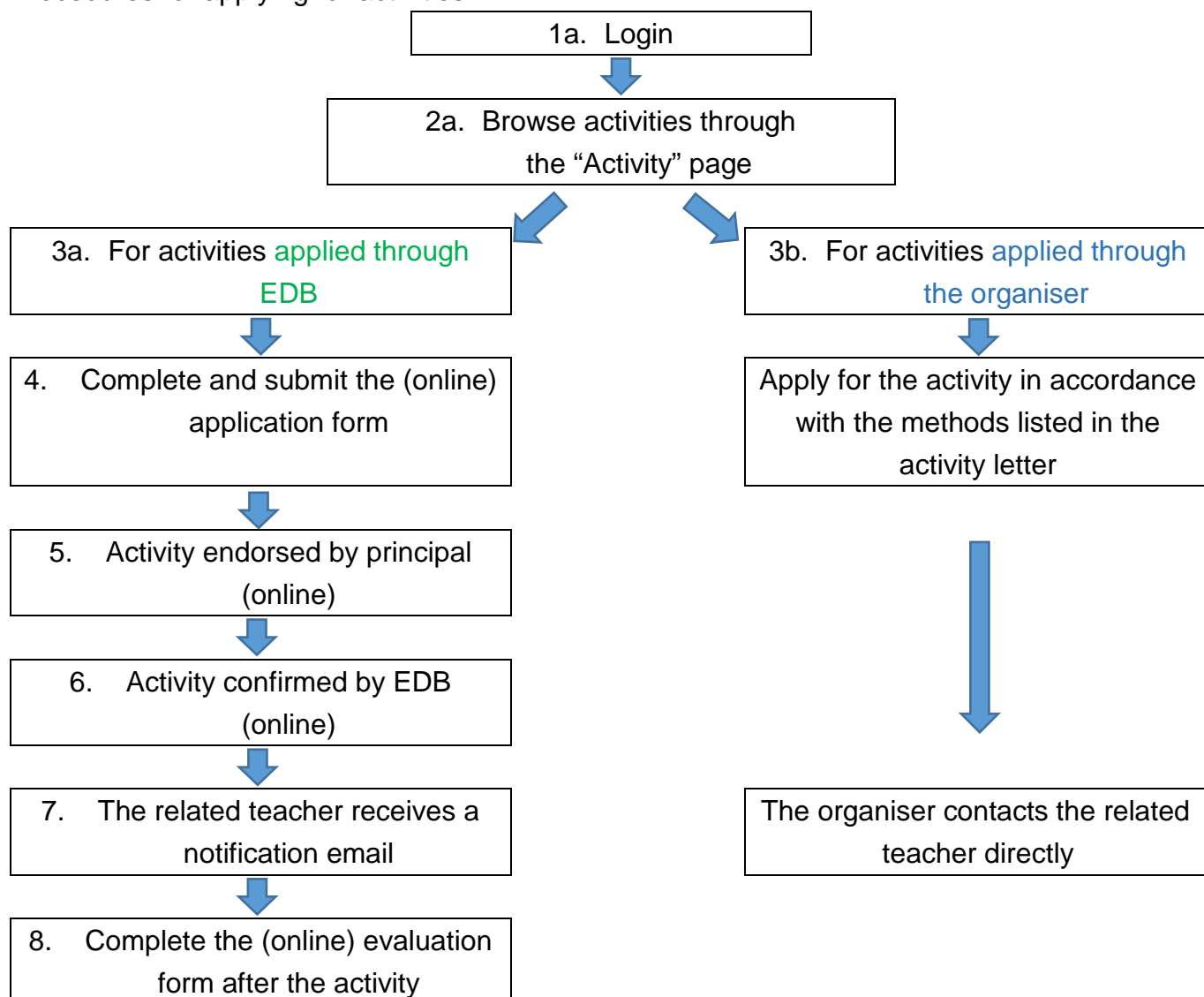


## User Manual of Activity Application through the Business-School Partnership Programme Website

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Procedures for applying for activities:



## 1. Login: by **Common Log-On System (CLO)**

a. **Login** on the main page

b. Choose the login identity

c. Principals and teachers can login with **e-Services A/C**  
Non-teaching staff can login with **TCS A/C**

d. The information of logged-in individual and school will be shown upon successful login

e. For enquiry, please contact the following unit:

System / Platform	Type of A/C	Tel	Email
CLO	<i>(no A/C)</i>	3464 0592	clo@edb.gov.hk
e-Services	Principal, Teacher	3698 3640	eservices@edb.gov.hk
TCS	Non-teaching staffs	3698 3646	trainingcalendar@edb.gov.hk
BSPP website	<i>(no A/C)</i>	3698 4344	bspp@edb.gov.hk

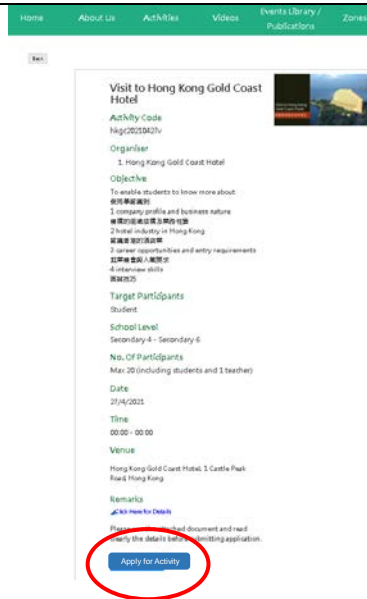
## 2. Browse activities through the “Activity” page

a. Click **Activity** after successful login

b. Choose activity on the activity page\*

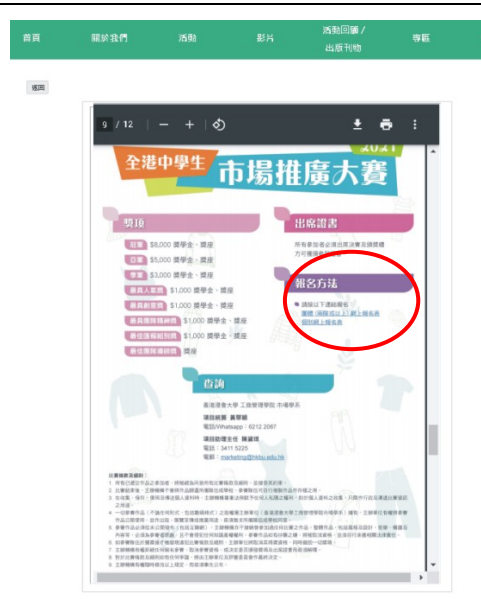
\*Activities are divided into two types in terms of application methods:  
*Application through EDB* and *Application through the organiser*

### 3a. Activity applied through EDB



When choosing the activity to be applied through EDB on the activity page, the activity information will be shown. Teacher should click the [Apply for Activity](#) button at the bottom of the page

### 3b. Activities applied through the organiser



When choosing the activity to be applied through the organiser on the activity page, the activity letter (PDF file) will be shown. Teacher should apply for the activity through the organiser in accordance with the application methods in the letter



4. Complete and submit the (online) application form



5. Activity endorsed by principal (online)



6. Activity confirmed by EDB



7. The related teacher receives a notification email



8. Complete the (online) evaluation form after the activity



The organiser contacts the related teacher directly

4. Complete and submit the (online) application form (Only for the activities **applied through EDB**)

a. Fill in all required information in the Activity Application Form, including:

- (i) Contact information of the teacher
- (ii) Proposed date and timeslot (Except for activities with designated date)
- (iii) Number of participants
- (iv) Remarks (input text contents)

b. After clicking **“Submit”**, a successful **“Form Submitted”** page will be shown. The application will be sent to the following units for handling:

- (i) Principal\*\*, and
- (ii) EDB

**\*\*Principal will receive the notification email in the e-Services email account when the teacher submitted the activity application**

*(Page of successful submission)*

Dear Principal,

Your teacher has applied for a Business-school Partnership Programme activity Visit to Hotel which has been submitted for your endorsement.

Please endorse the application by visiting the following URL: [Principal Approval Page](#)

[BSPP Home](#)

You may get more information of the activity in "BSPP Activities" at the BSPP Homepage. Please process the application at your earliest convenience.

*(Principal will receive notification email when teacher submitted the activity application)*

5. Activity endorsed by principal (online) (Only for the Activities **applied through EDB**)

Dear Principal,  
Your teacher has applied for a Business-school Partnership Programme activity Visit to Hotel which has been pending your endorsement.  
Please endorse the application by visiting the following [Principal Approval Page](#)  
[BSPP Home](#)  
You may get more information of the activity in "BSPP Activities" at the BSPP Homepage. Please process the application at your earliest convenience.

- Click **Principal Approval Page** in the notification email
- Follow the instruction of **1. Login** to login CLO

**Principal - bsppmsa**  
Login Email: bsppmsa@douat.edb.gov.hk  
Teacher Email:  
School Name (EN): EDIS TRAINING NO 30 AIDED SCHOOL  
School Name (TC):  
**Activity Approval**

- After successful login, the information of the principal and school will be shown (If login fails, please call the e-Services hotline 3698 3640, or endorse the activity application with MSA (Master School Account) of school

- Click **Activity Approval** to proceed

Application Approval

Teacher Name	Site Name	Activity Name	Proposed Date	Submit Date	Activity Deadline	Ask for Approval	Action	Approval Status
ouhan	N/A	Visit to Hong Kong Gold Coast Hotel	2021-04-27	2021-03-31 17:29	2021-04-07	Y	Approve/Reject	Processing
ouhan	N/A	Visit to Hong Kong Gold Coast Hotel	2021-04-22	2021-03-31 14:24	2021-04-07	Y	Approve/Reject	Processing
ouhan	N/A	Visit to Hong Kong Gold Coast Hotel	2021-04-22	2021-03-31 14:24	2021-04-07	Y	Approve/Reject	Processing

- On the page of Application Approval, the activities pending for principal's endorsement will be shown as "Y" in the column of "Ask for Approval"

- Click **Approve/Reject** to enter the activity page

Hong Kong Gold Coast Hotel, 1  
Remarks  
Please see the attached document  
[Click Here for Details](#)

- On the activity page, principal may choose **Endorse or Reject**#

**Endorse** **Reject**

#Please take special note that It is not allowed to change the decision through the website once the application has been endorsed or rejected

Once principal clicked **Endorse**, EDB will be notified. After EDB's confirmation, an approval confirmation email will be sent to the relevant teacher's email account

Once principal clicked **Reject**, an notification email will be sent to the teacher email account to notify the teacher that the application is rejected

6. Activity confirmed by EDB (online) (Only for the activities **applied through EDB**)

After principal's endorsement, EDB will be notified. After EDB's confirmation, an approval email will be sent to the relevant teacher's email account

7. The related teacher receives a notification email (Only for the activities of **applied through EDB**)

日期: 3/31/2021  
時間: 12:00 AM 至 12:00 AM  
地點: 香港  
名額: 5  
**若有查詢, 請致電 3111 1111 與陳先生聯絡。**

- After EDB's confirmation, teacher will receive a confirmation email
- The contact information will be shown in the email for teacher to contact the organiser / contact person

8. Complete the (online) evaluation form after the activity (Only for the activities **applied through EDB**)

a. When the activity is completed, teacher login (follow the instruction of **1 Login**) and click **My Activities**

b. Click **Submit** on “My Activities” page to enter the page of “Activity Evaluation”

c. Fill in the information of the evaluation form:

- (i) Number of participated students
- (ii) Rating of students (Fill in the number of students. For example, for Q1, there are 5 students choosing “Agree”; 3 students chose “Disagree”. Then fill in “5” in the box of “Agree” and “3” in the box of “Disagree”)
- (iii) Textual opinion (summary of opinions)
- (iv) Activity photos (Please send to ***bspp@edb.gov.hk***)
- (v) If the activity provides e-Certificate<sup>##</sup>, teacher should fill in **School Name** and **Student Name** (the Chinese/English information provided will be shown on the e-Certificate)

*##This part will not be shown if the activity does not provide e-Certificate*

d. After submitting the evaluation form (for the activity providing e-Certificate), the e-Certificate of students in PDF format will be sent to the email address provided by teacher during activity application

- (i) **School name** (same as the information of 8c(v))
- (ii) **Student name** (same as the information of 8c(v))
- (iii) **Activity name in Chinese**