



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



e. For enquiry, please contact the following unit:

System / Platform	Type of A/C	Tel	Email
CLO	(no A/C)	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	(no A/C)	3698 4344	bspp@edb.gov.hk

2. Browse activities through the "Activity" page





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

 Fill in all required information in the Activity Application Form, including: a. Fill in all required information in the Activity Application Form, including: b. Fill in all required information of the teacher (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) (iv) Principal will receive the application will be shown. The application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the following units for handling: (iv) Principal will receive the application will be sent to the foll			
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5. Activity endorsed by principal (online) (Only for the Activities applied through EDB)

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your earliest convenience.				
C. Principal - bsppmsa Login Email: bsppmsa@douat.edb.gov.hk. Teacher Email: 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			
d.	Click Activity Approval to proceed			
Application Approval Inteller Nation Anterior An	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"			
f.	Click Approve/Reject to enter the activity page			
Hong Kong Gold Coest Hotel, 1 Remarks Please see the attached docum Click Here for Detail	On the activity page, principal may choose Endorse or Reject [#]			
Enderse Reyes	[#] 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	Once principal dicked Poinct on petification			
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commation, an approval commation	email will be sent to the teacher email account to			
email will be sent to the relevant	notity the teacher that the application is rejected			
teacher's email account				
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)

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 時間: 1200 AM 至 1200 AM

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 b. The contact information will be shown in the email for teacher to contact the organiser / contact person

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	2. Then the of induction/performs used participants like to low more through the EPF address? 3. Other services/hypogeniese: 6. Other services/hypogeniese:	(iii)	Textual opinion (summary of opinions)	
	Photos (if any) Paus and the adve, photos to this lend address targedweb gen tik	(iv)	Activity photos (Please send to bspp@edb.gov.hk)	
	School Names decived pix the e - Cert 35 letters Limited in each row Participated Studients Reconnected earns of the students. The case of the mutions will be protection the parcing and e contractes. Windowscale Action 2010 24	. (v)	If the activity provides e-Certificate ^{##} , 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				
_		ng th e e-(ess	ne evaluation form (for the activity providing e- Certificate of students in PDF format will be sent to provided by teacher during activity application	
	(i) School na Research (ii) Student n	ame name	(same as the information of 8c(v)) (same as the information of 8c(v))	

(iii) Activity name in Chinese

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