報名小技巧
Tips for online enrolment

準備文件上載 ‹少於5MB›
Get ready with your document ‹less than 5MB›

請上載有效證明文件, 如過去季度的成績單/推薦書或身分證明文件報讀漸進課程。
 *上載文件必需少於5MB

Please prepare your report slip or identity proof for enrolling progressive course.
*The file size should not exceed 5MB.

UPLOAD DOCUMENT　　　上載文件

付款程序需在20分鐘內完成
The entire payment process must be completed within 20 minutes.

留意電郵通知
Pay attention to email notification

上載文件、進入後補名單、活動留位和成功報名後，系統會自動向參加者發出電郵通知。
You will be informed by email when the enrolment status is updated.

留意預留位置限期
Beware of reserve time

收到留位電郵通知後請留意預留位置限期，並盡快登入平台處理付款手續，否則系統會自動取消留位。
After receiving the reservation email, please login to your account to settle the payment before the reserved time.

善用我的戶口
My account

- 戶口中可以查閱個人資料，課程記錄及查看電子優惠券或E-point
- 可在「文件上載或後補名單」中補交文件和查閱後補名單狀態
- 收到留位電郵後請到「待付款或已確認課程及活動」進行付款

- To review personal information, past record, E-point and coupon
- Replenish document in "WAITING LIST/DOCUMENT UPLOAD"
- To settle the payment for reserved class in "UNPAID OR CONFIRMED PROGRAMME/ACTIVITIES"