

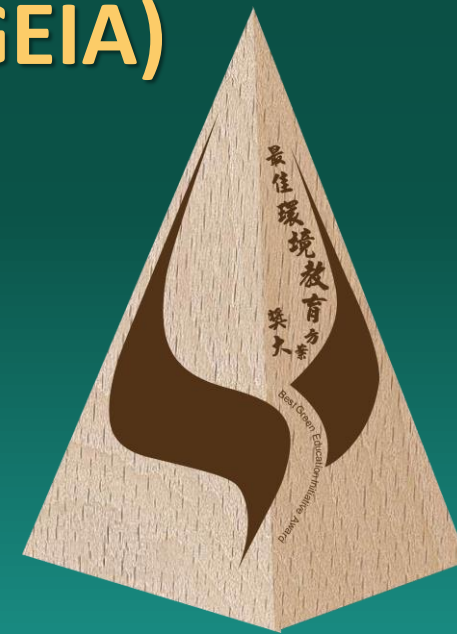


Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector)

Best Green Education Initiative Award (BGEIA)



User Guide of the Online Application and Assessment System



Online Application Form



“2026 HKAEE (Schools Sector)” and “2026 Best Green Education Initiative Award” Online Application Form

Award & Sub-sector

Please select the award and sub-sector *

HKAEE (Pre-school)
HKAEE (Primary)
HKAEE (Secondary)
Best Green Education Initiative Award (Pre-school)
Best Green Education Initiative Award (Primary)
Best Green Education Initiative Award (Secondary)

or different campuses are
2026 Best Green Education

Part One

School Profile

Name of School (as shown on Certificate of Registration of School)

In English *

Submit



Points to Note for Application:

1. Schools wishing to enrol in **more than one school sub-sector** and/or enrol for **different campuses** are required to submit separate online application forms
2. Schools interested in joining **both the “2026 HKAEE (Schools Sector) and 2026 Best Green Education Initiative Award (BGEIA)”** should submit separate online application forms

<https://aas.hkaee.gov.hk/HKAEE/applicationform/schoolapply?lang=en-US>

Application Confirmation Email

(including the Login ID and Password for the online assessment system)

寄件者: no-reply-1@hkaee.gov.hk

收件者:

主旨: [DO NOT REPLY] 2026 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) – Acknowledgement of Application and Login Details of the Online Assessment System

日期: 【請勿回覆】 2026香港環境卓越大獎（學校界別） – 報名確認通知及網上評審系統登入資料

Sample

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting and participating in the “2026 Hong Kong Awards for Environmental Excellence (Schools Sector)”.

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the “HKAEE (Schools Sector)”.

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login> to (i) view your application status; and (ii) update your contact information.

Your school's login details are as follows:

Award Applied:	HKAEE (Pre-school)
Name of Applicant (Eng):	[REDACTED]
Login ID:	2026 [REDACTED]
Password:	[REDACTED]

Please follow the steps below to log into the System –

1. Enter the above **Applicant Login ID and Password**
2. Enter the **recipient email address of this email** in "Authentication Email" (i.e. the email address of the contact person submitted by your school during application)
3. Input the "Verification Code" shown in the picture of the login page
4. Click "Login" to proceed

An application confirmation email will be sent to the contact email address provided by your school in the application form. If you do not receive the confirmation email, please check your junk/spam folder first. If your school has applied for both Awards and/or applied for more than one school sub-sectors, you will receive different confirmation emails containing different Applicant Login ID and password

寄件者:

收件者:

主旨: [DO NOT REPLY] 2026 Best Green Education Initiative Award – Acknowledgement of Application and Login Details of the Online Assessment System

日期:

【請勿回覆】 2026最佳環境教育方案大獎 – 報名確認通知及網上評審系統登入資料

Sample

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting and participating in the **2026 Best Green Education Initiative Award (BGEIA)**.

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the "Best Green Education Initiative Award".

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login> to (i) view your application status; and (ii) update your contact information.

Your school's login details are as follows:

Award Applied:	Best Green Education Initiative Award (Secondary)
Name of Applicant (Eng):	[REDACTED]
Login ID:	2026 [REDACTED]
Password:	[REDACTED]

Please follow the steps below to log into the System –

1. Enter the above **Applicant Login ID and Password**
Enter the **recipient email address of this email** in "Authentication Email" (i.e. the email address of the teacher-in-charge/contact person submitted by your school during application)
2. Input the "Verification Code" shown in the picture of the login page
3. Click "Login" to proceed

After the first log-in, please click "User ID" at the top right-hand corner and select "Change Password" (Note: schools are required to change a new password within 90 days)

Online Application and Assessment System

<https://aas.hkaee.gov.hk/HKAEE/Applicant/Login>



The screenshot shows the login interface for the HKAEE Application and Assessment System. At the top left is the HKAEE logo, followed by the title 'HKAEE Application and Assessment System'. Below this are four input fields: '申請人ID / Login ID' with a placeholder 'ENTER LOGIN ID', '密碼 / Password' with a placeholder 'ENTER PASSWORD', '驗證電郵 / Auth Email' with a placeholder 'ENTER AUTHENTICATION EMAIL', and '驗證碼 / Code' with a placeholder 'ENTER VERIFICATION CODE'. A CAPTCHA image showing the word 'TRYSAW' is positioned between the email and code fields. Below the input fields is a blue '登入 / Login' button and a link for '忘記密碼 / Forgot Password?'. At the bottom, there is a video guide link: '[影片教學] : 點擊播放 - 如何使用HKAEE網上申請及評審系統' and its English translation '[Video guide]: click to view - How to use HKAEE Online Application and Assessment System'.



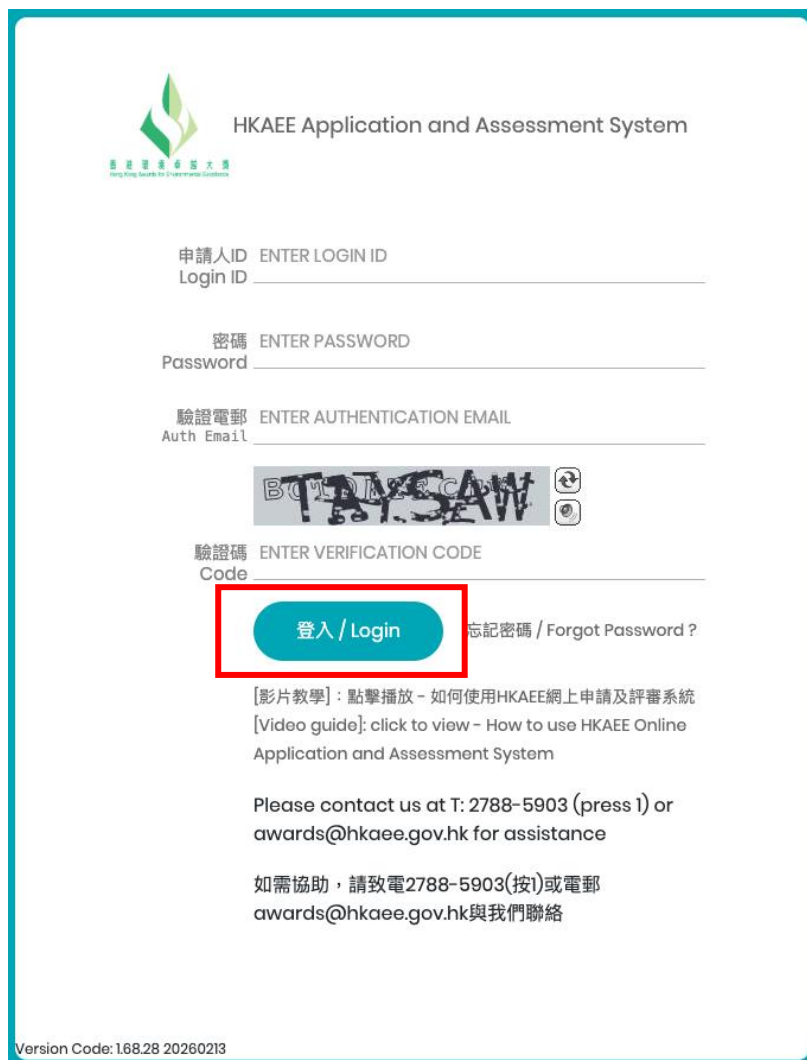
Schools are required to log into the online assessment system to complete –
“2026 HKAEE” Self-assessment Questionnaire (*tentatively will be open for filling in Nov 2026*)
/ “2026 BGEIA” Summary Form (*tentatively will be open for filling in Oct 2026*)

Schools participating in both the “2026 HKAEE (School Sector)” and the “2026 BGEIA”, and/or in **more than one school sub-sector**, should log into separate accounts to complete and submit the respective Self-assessment Questionnaires / Summary Forms for each award and/or school sub-sector.

System Login and Account Settings

1. System Login
2. Forgot and Reset Password
3. Change System Settings
 - 3.1 Change Password
 - 3.2 Change Information of Contact Person
 - 3.3 Add Authorised Email Address(es)
 - 3.4 Change Language

1. System Login



 HKAE Application and Assessment System

申請人ID ENTER LOGIN ID
Login ID _____

密碼 ENTER PASSWORD
Password _____

驗證電郵 ENTER AUTHENTICATION EMAIL
Auth Email _____



驗證碼 ENTER VERIFICATION CODE
Code _____

登入 / Login 忘記密碼 / Forgot Password ?

[影片教學]：點擊播放 - 如何使用HKAE網上申請及評審系統
[Video guide]: click to view - How to use HKAE Online Application and Assessment System

Please contact us at T: 2788-5903 (press 1) or awards@hkaee.gov.hk for assistance

如需協助，請致電2788-5903(按1)或電郵 awards@hkaee.gov.hk與我們聯絡

Version Code: 1.68.28 20260213

Fill in the following to log into the system:

- “Applicant ID” ★
- “Password” ★
- “Authentication Email” (i.e. Email address of the contact person in the online application submitted)
- “Verification Code”
- Click “Login”

★ Items are listed in the confirmation email issued after school’s online application is received.

If you are unable to retrieve your “Applicant ID”, please contact the technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.

1. System Login

寄件者 : no-reply-1@hkaee.gov.hk
收件者 :
主旨 : [DO NOT REPLY] 2026 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) – Acknowledgement of Application and Login Details of the Online Assessment System
日期 : 【請勿回覆】 2026香港環境卓越大獎（學校界別） – 報名確認通知及網上評審系統登入資料

Dear Participant,

The Environmental Campaign Committee (ECC) would like to thank your school for supporting and participating in the “2026 Hong Kong Awards for Environmental Excellence (Schools Sector)”.

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the "HKAEE (Schools Sector)".

I. Login Details of Online Assessment System

You can log into your account through the **HKAEE Application & Assessment System** at <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login> to (i) view your application status; and (ii) update your contact information.

Your school's login details are as follows:

Award Applied:	HKAEE (Pre-school)
Name of Applicant (Eng):	[REDACTED]
Login ID:	2026 [REDACTED]
Password:	[REDACTED]

i. “Login ID” and “Password” are listed in the confirmation email issued after school's online application is received.

Please follow the steps below to log into the System –

1. Enter the above **Applicant Login ID and Password**
2. Enter the **recipient email address of this email** in "Authentication Email" (i.e. the email address of the contact person submitted by your school during application)
3. Input the "Verification Code" shown in the picture of the login page
4. Click "Login" to proceed

1. System Login

ii. You have successfully logged in.

User Home Page Interface

Hong Kong Awards for Environmental Excellence (Schools Sector)

User ID : 2026 [redacted]

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
		HKAEE-2026-00 [redacted]	HKAEE (Pre-school)	ECC		Pending	

View Application Form

Participating Award and respective school sub-sector

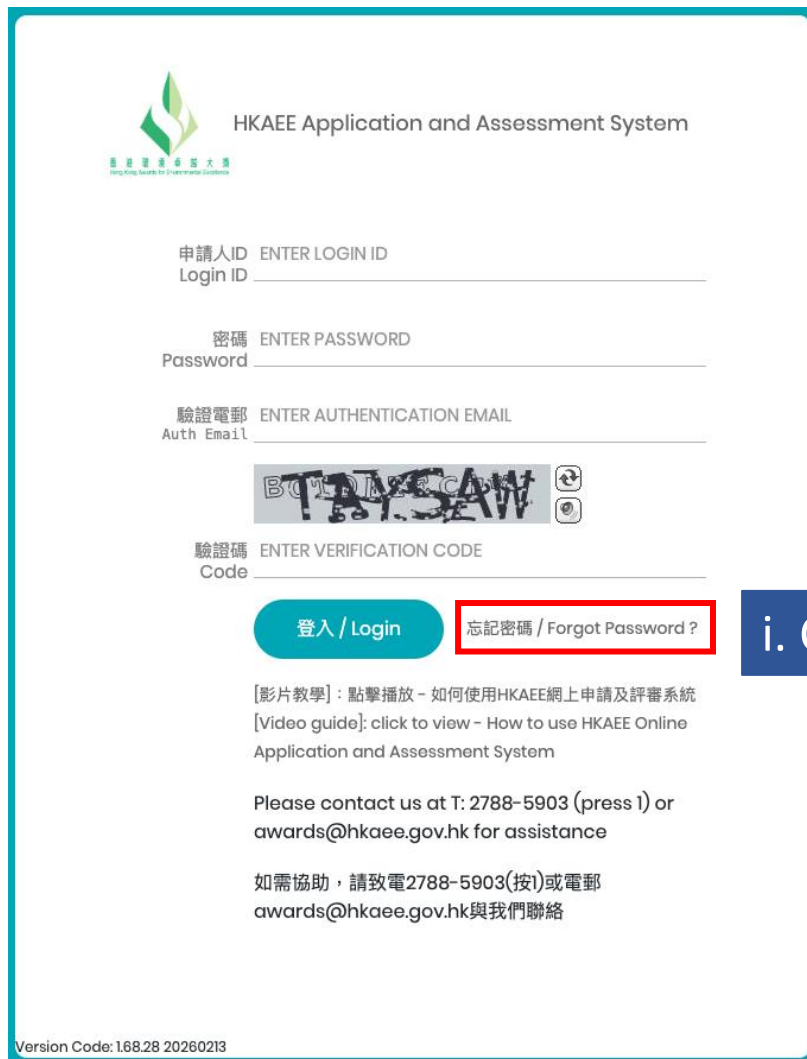
School Name

Best Green Education Initiative Award

User ID : 2026 [redacted]

Application Information							
Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
		HKAEE-2026 [redacted]	Best Green Education Initiative Award (Secondary)	ECC		Pending	

2. Forgot and Reset Password



 HKAAE Application and Assessment System

申請人ID ENTER LOGIN ID
Login ID

密碼 ENTER PASSWORD
Password

驗證電郵 ENTER AUTHENTICATION EMAIL
Auth Email



驗證碼 ENTER VERIFICATION CODE
Code

[登入 / Login](#) [忘記密碼 / Forgot Password ?](#)

[影片教學]：點擊播放 - 如何使用HKAAE網上申請及評審系統
[Video guide]: click to view - How to use HKAAE Online Application and Assessment System

Please contact us at T: 2788-5903 (press 1) or awards@hkaee.gov.hk for assistance

如需協助，請致電2788-5903(按1)或電郵 awards@hkaee.gov.hk與我們聯絡

Version Code: 1.68.28 20260213

i. Click “Forgot Password”.

2. Forgot and Reset Password



HKAEE Application and Assessment System

登錄 ID ENTER LOGIN ID

Login ID _____

電子郵件 ENTER EMAIL

Email _____

Confirm/確認

請輸入[登錄ID]及[電子郵件]以取回登入資料

Please contact us at T: 2788-5903 (press 1) or
awards@hkaee.gov.hk for assistance

如需協助，請致電2788-5903(按1)或電郵
awards@hkaee.gov.hk與我們聯絡

ii. Fill in the “Login ID” and “Authentication Email” (i.e. Email address of the contact person in the online application submitted).

Then click “Confirm”.

If you are unable to retrieve your “Applicant ID”, please contact the technical consultant, WWF-Hong Kong by email to hkaee@wwf.org.hk.

2. Forgot and Reset Password

From no-reply@hkaee.gov.hk <no-reply@hkaee.gov.hk>

Date [REDACTED]

To HKAEE <hkaee@wwf.org.hk>

Dear Participant

We receive your request to reset the password for your Applicant ID [REDACTED]. Please click the following link to proceed.

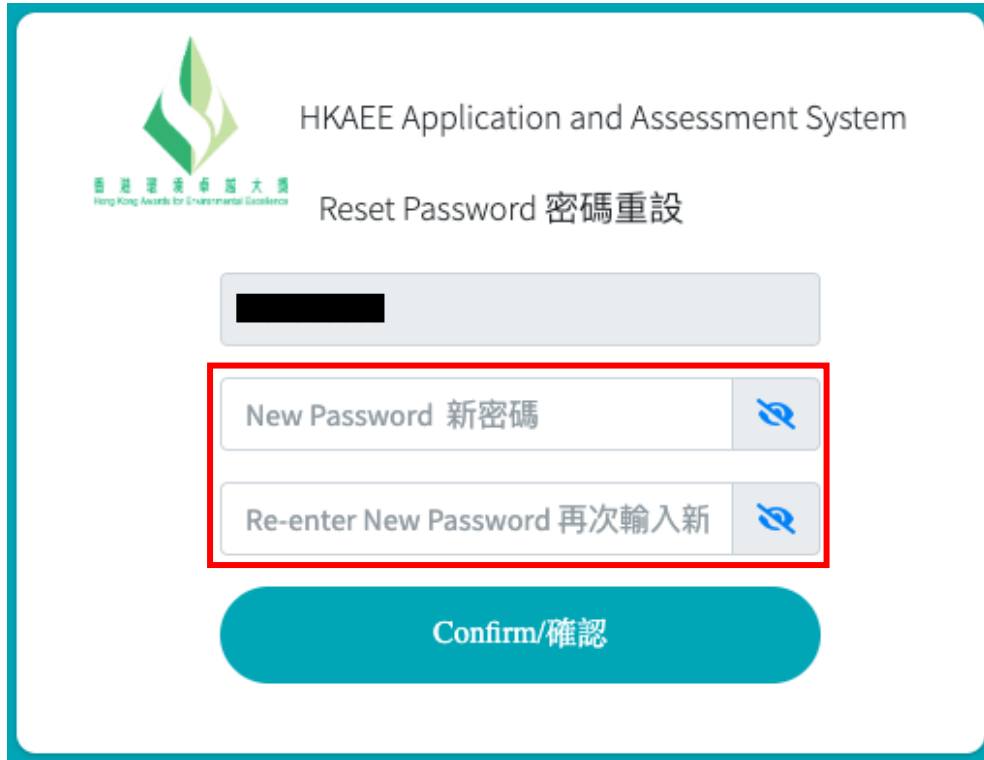
[RESET PASSWORD NOW](#)

Should you have any queries, please feel free to contact our hotline at 2788 5903 (press 1).

Yours sincerely,
HKAEE Technical Consultant

iii. The link for resetting your password will be sent to your authentication email address. Click "RESET PASSWORD NOW".

2. Forgot and Reset Password



The screenshot shows the 'Reset Password' page of the HKAEE Application and Assessment System. The page features the HKAEE logo and the text 'Reset Password 密碼重設'. There are three input fields: a top field for an email or username (partially obscured by a black bar), and two fields for a new password, labeled 'New Password 新密碼' and 'Re-enter New Password 再次輸入新'. The two password fields are highlighted with a red rectangular border. Each password field has a blue eye icon to toggle visibility. Below the input fields is a large blue button labeled 'Confirm/確認'.

iv. Enter new password.



The screenshot shows a confirmation page with the title 'Friendly Reminder 溫馨提示'. The main message is 'Change Password Successfully 成功更改密碼!'. At the bottom right, there is a green button labeled 'Confirm/確認'.

v. The password has been successfully changed.

3. Change System Settings

User ID : [REDACTED]

Language Setting : En 繁 簡

Change Contact Information

Change Password

Logout

Application Information

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status
i View		HKAEE-2026-[REDACTED]	HKAEE (Pre-school)	ECC		Pending

Showing 1 to 10 of 1 entries

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Version 0.0.1

After clicking “User ID” at the top right-hand corner, options for changing system and account settings will appear.

3.1 Change Password

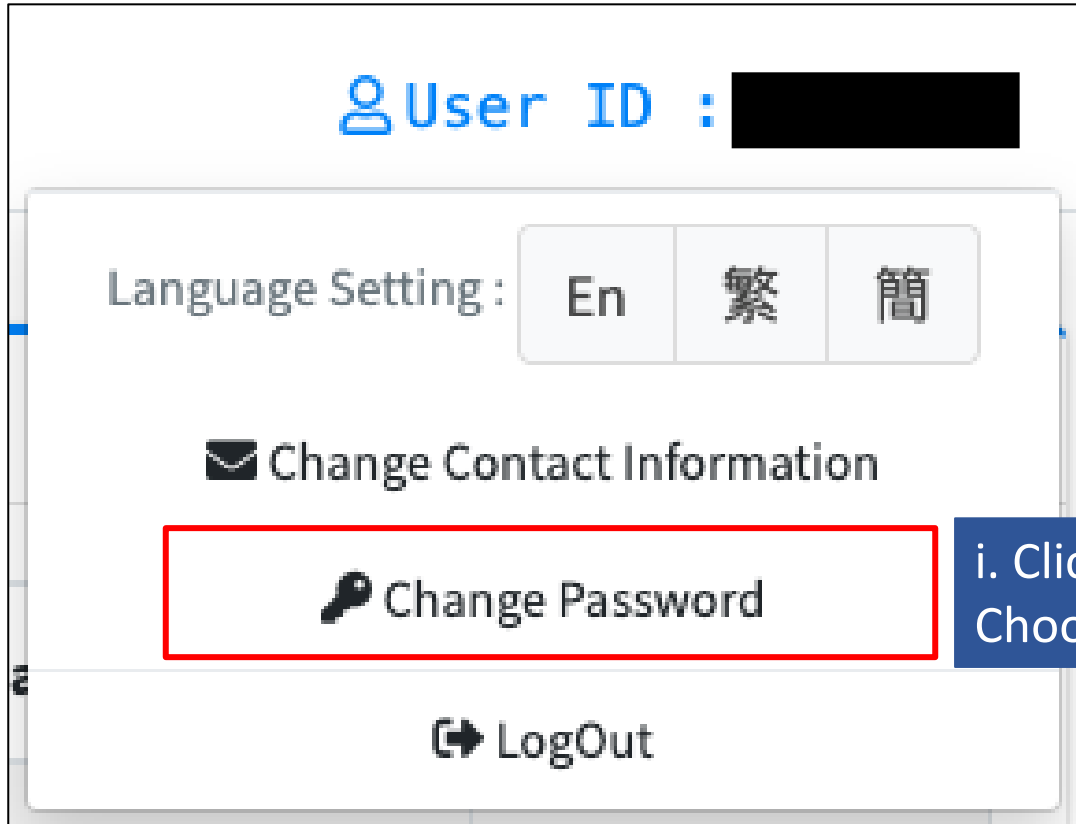
Schools are required to change a new password within 90 days from the issuance of the confirmation email.

Please note the requirements for setting the new password:

⚠ At least 8 characters

⚠ At least one uppercase English letter, one lowercase English letter, one number and one special character

3.1 Change Password



i. Click “User ID” at the top right-hand corner. Choose “Change Password”.

3.1 Change Password

更改密碼

現時密碼

New Password 新密碼

Re-enter New Password 再次輸入新密碼

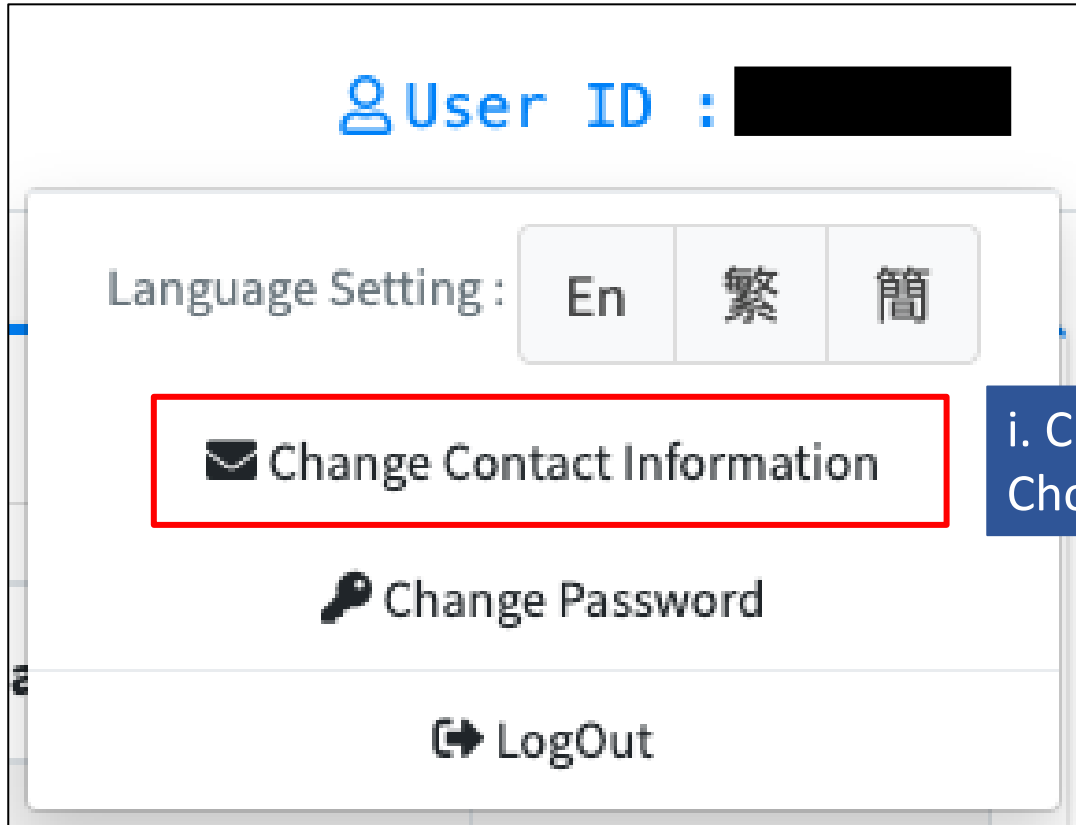
儲存

返回

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ii. Input current and new passwords.
Click “Save” to save the changes.

3.2 Change Information of Contact Person



i. Click “User ID” at the top right-hand corner. Choose “Change Contact Information”.

3.2 Change Information of Contact Person

ii. Click “Edit”

User ID : [REDACTED]

Change Contact Information

+ Create

Save

	↑↓	Default	↕	Name	↕	Designation	↕	Telephone	↕	E-mail	↕	Address	↕
Edit Delete		☒		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	

Showing 1 to 1 of 1 entries

Previous1Next

Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma (,))

[REDACTED]

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Version 0.0.1

3.2 Change Information of Contact Person

User ID : [REDACTED]

Change Contact Information

Name *	[REDACTED]	Designation *	[REDACTED]
Telephone *	[REDACTED]	E-mail *	[REDACTED]
Address *	[REDACTED]		

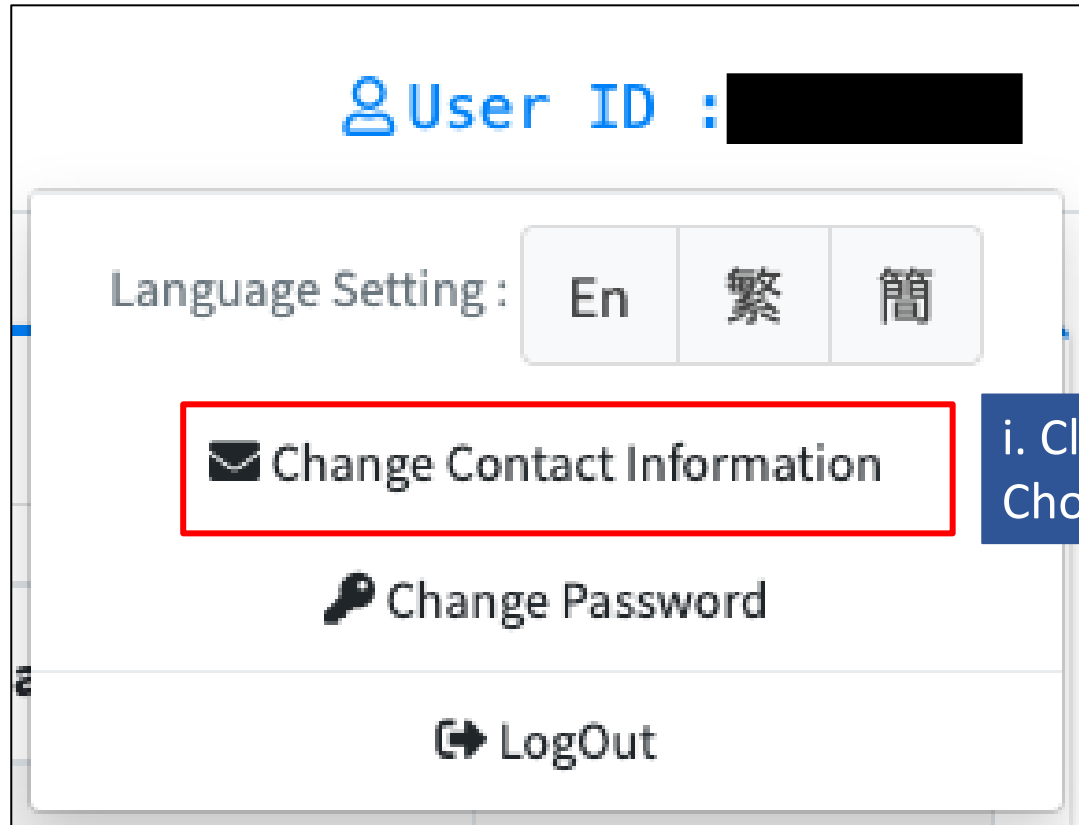
Default ☒

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Version 0.0.1

iii. Update the contact information.
Click “Save” to save the changes.

3.3 Add Authorised Email Address(es) for Login



i. Click “User ID” at the top right-hand corner. Choose “Change Contact Information”.

3.3 Add Authorised Email Address(es) for Login

User ID : [redacted]

Change Contact Information

+ Create

Save

-	Default	Name	Designation	Telephone	E-mail	Address
Edit Delete	☒	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Showing 1 to 1 of 1 entries

Previous

1

Next

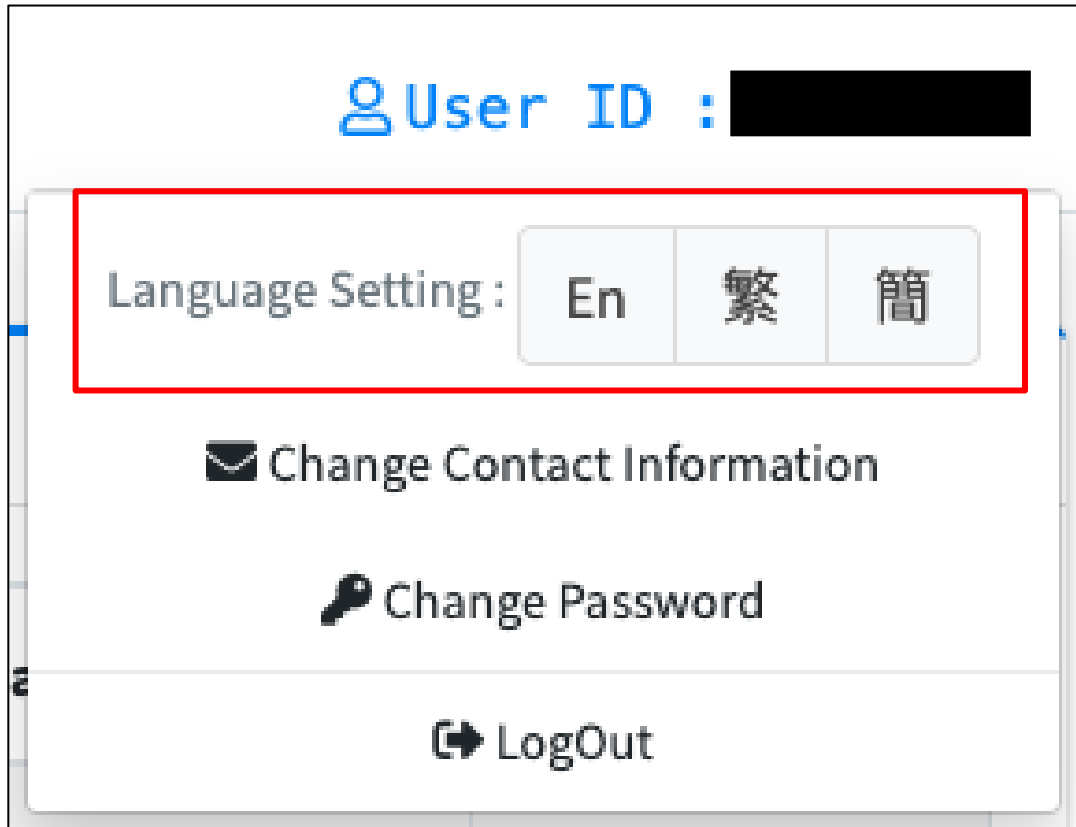
Authorized emails for receiving One-Time-Passcode for login (if more than one, please add and separate by comma (,))

[redacted]

[redacted]

ii. If your school would like to add email address(es) for login (in addition to the email of the contact person), please input the new email address(es) in the text box. Separate multiple email addresses by a comma (,).

3.4 Change Language



The screenshot shows a user profile menu. At the top, it says "User ID : [redacted]". Below this, there is a section titled "Language Setting:" with three buttons: "En", "繁", and "簡". This section is highlighted with a red rectangular box. Below the language settings, there are three more options: "Change Contact Information" (with an envelope icon), "Change Password" (with a key icon), and "LogOut" (with a door icon).

Click "User ID" at the top right-hand corner.
Select your preferred language.

Enquiry

2026 HKAEE (Schools Sector) & 2026 BGEIA

Technical Consultant – WWF-Hong Kong



hkaee@wwf.org.hk



2864 1477

