



User Guide of the Application and Assessment System

Table of Content

A. System Login and Account Settings

1. System login
2. Forgot and Reset Password
3. Change System Settings
 - 3.1 Change language
 - 3.2 Change information of contact person
 - 3.3 Add authorised email address(es)
 - 3.4 Change password



A. System Login & Account Settings

1. System Login

HKAAE Application and Assessment System

申請人ID ENTER LOGIN ID
Appt. 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?

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: 1.65.8 20240117

Fill in the following to log in to 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 acknowledgement 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

2023 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector) – Acknowledgement of Application [DO NOT REPLY] 2023香港環境卓越大獎（學校界別） - 報名確認通知【請勿回覆】

no-reply-1@hkaee.gov.hk <no-reply-1@hkaee.gov.hk>

週五 5/1/2024 14:39

收件者: HKAEE <hkaee@wwf.org.hk>

Sample

Dear Participant,

On behalf of the Environmental Campaign Committee (ECC), we would like to thank your school for joining the 2023 Hong Kong Awards for Environmental Excellence (HKAEE) (Schools Sector).

WWF-Hong Kong has been commissioned by the ECC as the Technical Consultant for the HKAEE (Schools Sector). The Organisers will review the eligibility of your school's application according to the scheme requirements.

You may view your application status or update your contact information by logging into your account through the HKAEE Application System at <https://aas.hkaee.gov.hk/HKAEE/Applicant/Login> with the following login details -

Login ID: 2023 [REDACTED]

Password: [REDACTED]

Please follow the steps below to login to the System -

1. Enter the above Applicant Login ID and Password
2. Enter the recipient email address of this email in "Authentication Email"
3. Input the "Verification Code" shown in the picture of the login page
4. Click "Login" to proceed

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

1. System Login

ii. You have successfully logged in.

Sample

申請資料

申請表格	評審問卷	申請參考編號	界別	機構名稱	營運單位	申請狀況	得獎結果
i 查閱	編輯	HKAEE-2023-████	學校 (幼兒學校)	ECC Pre-school Test 2		第一階段-開放填寫	

Showing 1 to 10 of 1 entries

Copyright © 2024 HKAEE. All rights reserved. Version 0.0.1

User ID : 2023-████

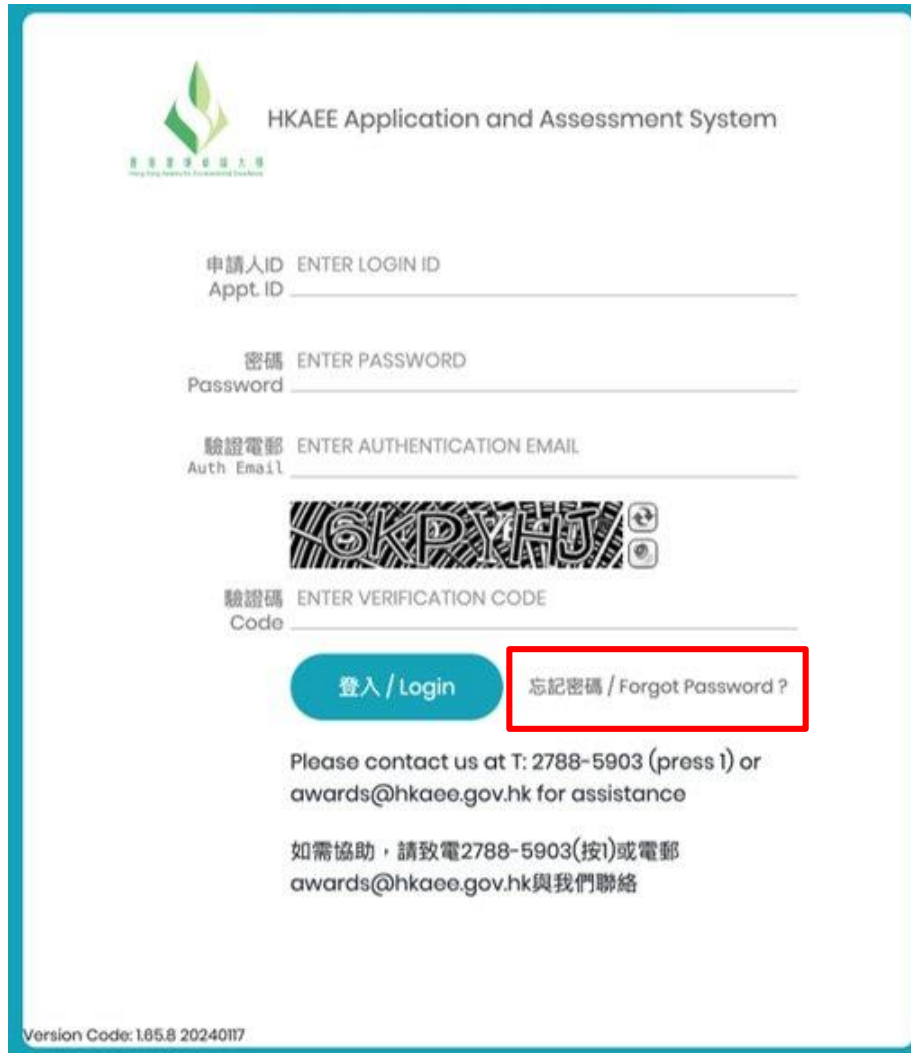
Application Information


Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit	Application Status	Award Result
i View	Edit	HKAEE-2023-████	Schools (Pre-school)	ECC Pre-school Test 2		Stage 1 Open	

Showing 1 to 10 of 1 entries

Copyright © 2024 HKAEE. All rights reserved. Version 0.0.1

2. Forgot and Reset Password




 HKAAE Application and Assessment System
Hong Kong Awards For Environmental Excellence

申請人ID ENTER LOGIN ID
Appt. 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 ?](#)

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: 1.65.8 20240117

i. Click “Forgot Password”.

2. Forgot and Reset Password



HKAEE Application and Assessment System

登錄 ID ENTER LOGIN ID
Login ID _____

電子郵箱 ENTER EMAIL
Email _____

Confirm/確認

請輸入[登錄ID]及[電子郵箱]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

RE: HKAEE Online System - Reset Password

Sample

no-reply-1@hkaee.gov.hk <no-reply-1@hkaee.gov.hk>

週一 22/1/2024 10:37

收件者: HKAEE <hkaee@wwf.org.hk>

Dear Participant

We receive your request to reset the password for your Applicant ID [202301992]. 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' interface of the HKAEE Application and Assessment System. At the top left is the logo for the 'Hong Kong Awards for Environmental Excellence' (香港環境卓越大獎). The title 'Reset Password 密碼重設' is centered. Below the title, there is a text input field containing '2023' followed by a blacked-out area. A red rectangular box highlights two password input fields: 'New Password 新密碼' and 'Re-enter New Password 再次輸入新', both with toggle icons for visibility. Below these fields is a large teal button labeled 'Confirm/確認'.

iv. Enter new password.



The screenshot shows a confirmation message box with a dark teal border. The text inside reads 'Friendly Reminder 溫馨提示' followed by '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.

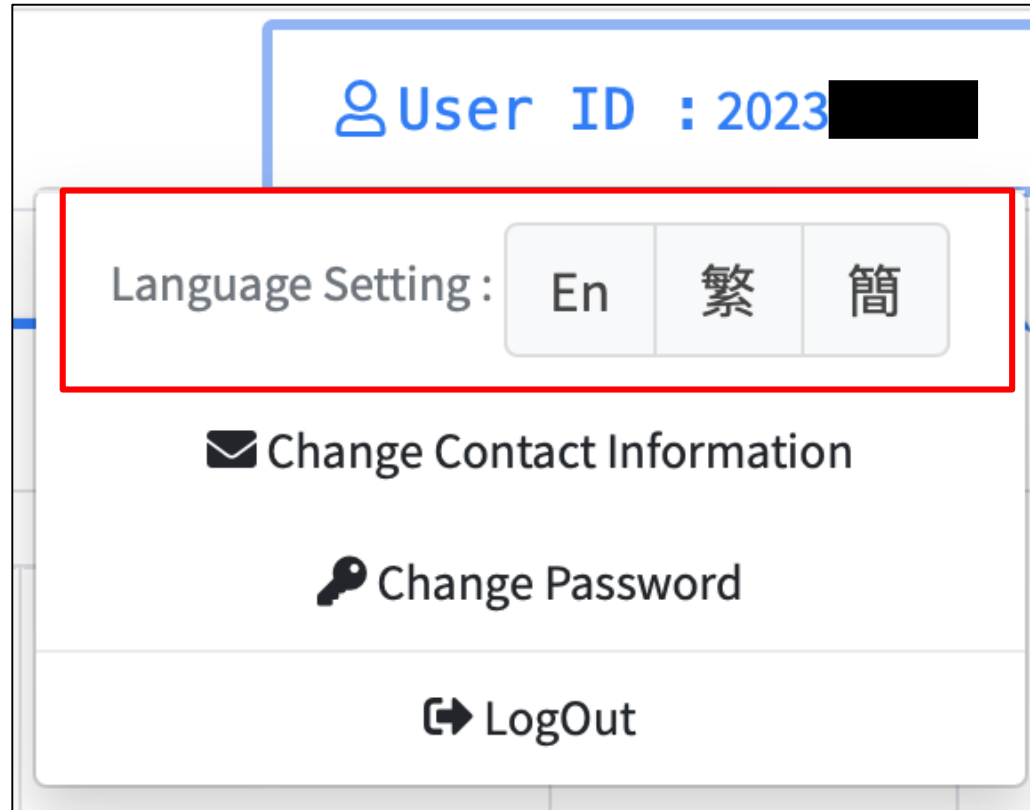
3. Change System Settings

The screenshot displays a web application interface. At the top right, a user profile is shown with the text "User ID : 2023" followed by a redacted ID. A dropdown menu is open, listing options: "Language Setting : En 繁 簡", "Change Contact Information", "Change Password", and "LogOut". Below this, the "Application Information" section features a table with one entry. The table has columns for Application Form, Assessment Questionnaires, Application Ref No., Sector, Name of Organization, and Name of Functional Unit. The entry shows "View" and "Edit" buttons, "HKAAE-2023" as the reference number, "Schools (Primary)" as the sector, "WWF Testing_Dummy 2_Primary School" as the organization name, and "Stage 1 Open" as the functional unit. Below the table, it says "Showing 1 to 10 of 1 entries". At the bottom left, the copyright notice reads "Copyright © 2024 HKAEE. All rights reserved." and at the bottom right, the version is "Version 0.0.1".

Application Form	Assessment Questionnaires	Application Ref No.	Sector	Name of Organization	Name of Functional Unit
View	Edit	HKAAE-2023	Schools (Primary)	WWF Testing_Dummy 2_Primary School	Stage 1 Open

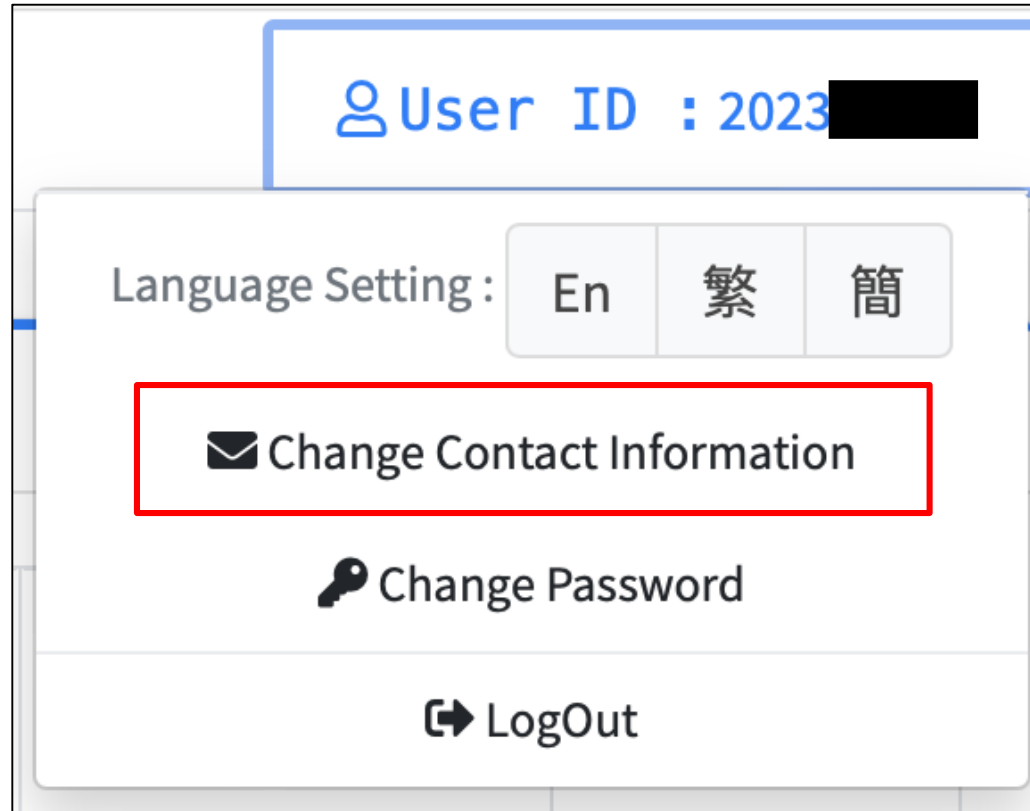
After clicking “User ID” at the top right-hand corner, options for changing system and account settings will appear.

3.1 Change Language



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

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

User ID : 2023 [REDACTED]

Change Contact Information

+ Create Save

ii. Click "Edit".

	Default	Name	Designation	Telephone	E-mail	Address
 	<input checked="" type="checkbox"/>	WWF Testing	post	00000000	hkaee@wwf.org.hk	.

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 (,))

hkaee@wwf.org.hk

3.2 Change Information of Contact Person

Change Contact Information

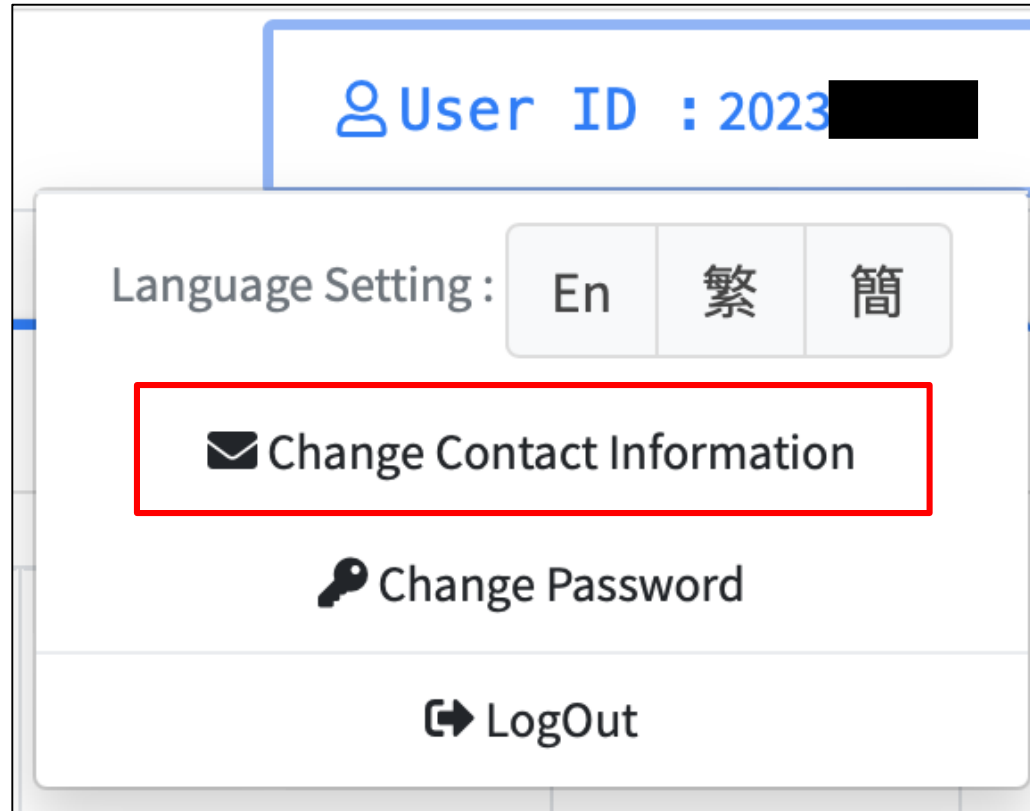
Name *	<input type="text" value="WWF Testing"/>	Designation *	<input type="text" value="WWF testing"/>
Telephone *	<input type="text" value="00000000"/>	E-mail *	<input type="text" value="hkaee@wwf.org.hk"/>
Address *	<input type="text" value="."/>		
Default <input checked="" type="checkbox"/>			

Copyright © 2024 HKAEE. All rights reserved. Version 0.0.1

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

Save Back

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 : 2023 [REDACTED]

Change Contact Information [+ Create](#) [Save](#)

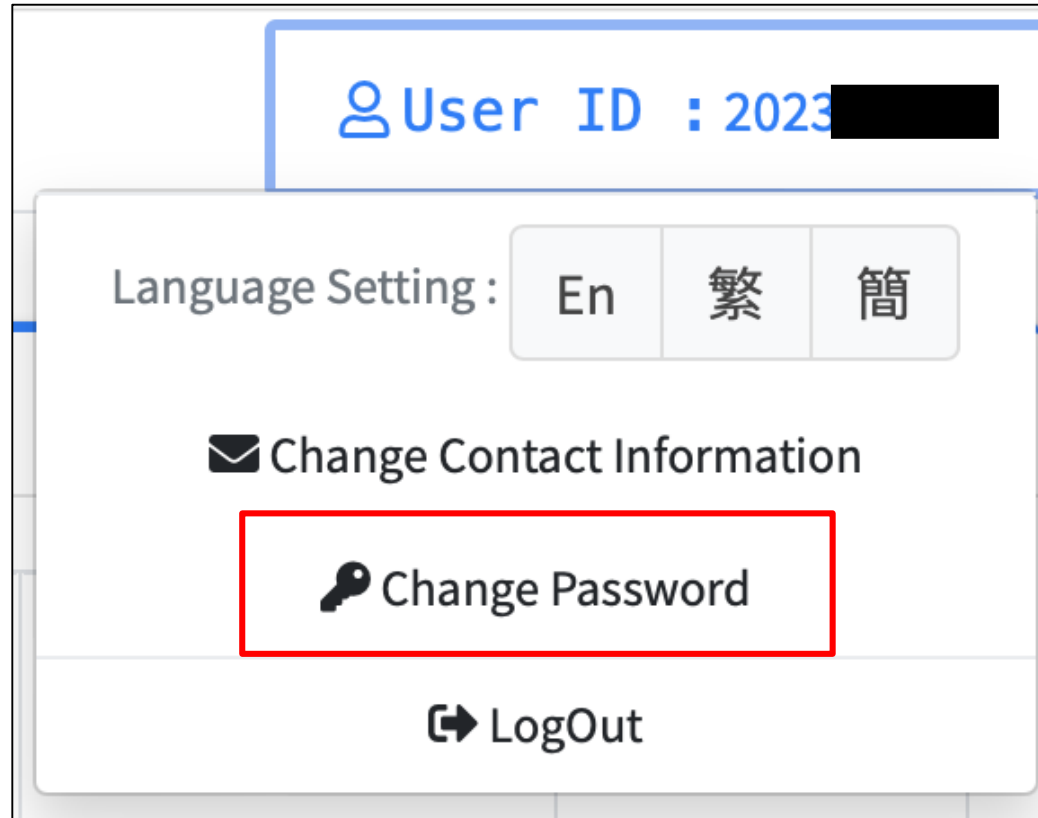
-	Default	Name	Designation	Telephone	E-mail	Address
Edit Delete	<input checked="" type="checkbox"/>	WWF Testing	post	00000000	hkaee@wwf.org.hk	.

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 (,))

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 Password



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

3.4 Change Password

Change Password

Current Password

New Password 新密碼

Re-enter New Password 再次輸入新密碼

Copyright © 2024 HKAEE. All rights reserved.

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

3.4 Change Password

Schools are required to change a new password [within 90 days](#).

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



Enquiry

2024 HKAEE (Schools Sector)
Technical consultant – WWF-Hong Kong



hkaee@wwf.org.hk



2864 1472