

## User Manual of HKGBC CPD Online Training Portal (OTP) For BEAM Pro / BEAM Affiliate

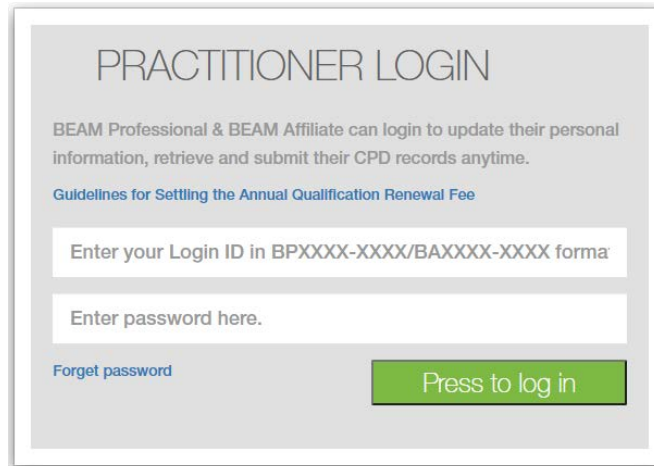
### How to register an account at OTP?

If you are a BEAM Pro / BEAM Affiliate, you do not need to register an account here. As HKGBC CPD OTP is now linked up with your BEAM Pro / BEAM Affiliate Individual Account. Simply login to your BEAM Pro / BEAM Affiliate Individual Account to reach OTP.

### How to login to OTP?

#### Login via your BEAM Pro / BEAM Affiliate Individual Account

1. Enter your Login ID in BPXXXX-XXXX / BAXXXX-XXXX format and your password. Click “Press to log in”.



(<https://practitioner2.hkgbc.org.hk/index.php?r=login>)

2. At your BEAM Pro / BEAM Affiliate Individual Account, you will see the green “Go to Online Training Portal (OTP)” button at the right corner above the navigation bar. Click the button and you will be login to OTP as a BEAM Pro / BEAM Affiliate.

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[Go to Online Training Portal \(OTP\)](#)

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#### Notification

1. [New] 2020.11.30 - Online Training Platform resumed normal
2. [Important] 2020.03.18 - Final reminder to settle the payment of Qualification Renewal Fee of Year 2020
3. 2020.03.02 - How to maintain your BEAM Pro or Affiliate Qualification (Eligible to all BEAM Practitioners)
4. 2020.03.01 - First Reminder to settle the payment of Qualification Renewal Fee of Year 2020
5. 2020.01.07 - FAQ6: How to upgrade your NBV1.1/1.2 speciality to NBv2.0

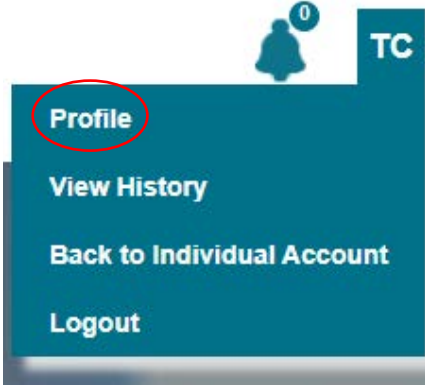
[Click here for more details](#)

Qualification Status : Active

## How to view and edit information of my account?

**View your Profile**

1. At your OTP account, you may notice an account icon with your initial at the top right corner of the page. Mouse over to the icon and a pull down menu will be shown as displayed below, click "Profile".



2. You will be directed to your Profile page as displayed below. Please note that you will not be able to edit any of the information here. Refer to the "Edit your Profile" below on how to edit and update your information of OTP.

My account

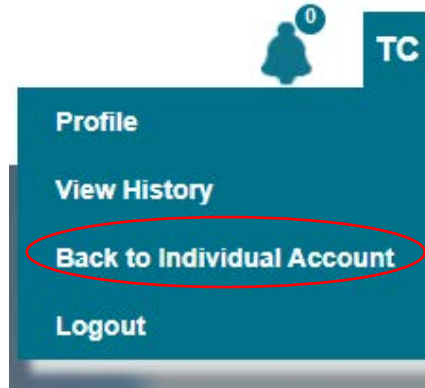
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Title	Last Name (Surname)	First Name
<input type="text" value="Mr"/>	<input type="text" value="CHAN"/>	<input type="text" value="Tai Man (DEMOs)"/>
Organisation	Job Title	
<input type="text" value="Hong Kong Green Building Council Limited"/>	<input type="text" value="(DEMO) Senior Executive.."/>	
Email	Telephone Number	
<input type="text" value="Email"/>	<input type="text" value="*"/>	
BEAM Pro or Affiliate Qualification Number		
<input type="text" value="BP2016-9999"/>		

## Edit your Profile

Since HKGBC CPD OTP is now linked up with your BEAM Pro / BEAM Affiliate Individual Account, updating your profile at your BEAM Pro / BEAM Affiliate Individual Account will automatically update your information displayed at OTP.

1. Click "Back to Individual Account" at your account pull down menu and you will be directed back to your Individual Account.



2. At your BEAM Pro / BEAM Affiliate Individual Account, click "Profile Update" and update your information there. Click "Press next to continue" to go to the next tab.

[Go to Online Training Portal \(OTP\)](#)

Home | Notification | **Profile Update** | Payment | CPD | Download Area | Change Password

Please update your personal information below:  
Data fields marked with (#) are listed on the Practitioner directory. Always keep your profile updated so that you can be identified more easily.

**Profile and Job Info** \* Mandatory Field

**Contact**

**Professional Qualification**

**Important Notice**

**Achievement and Biography**

BEAM Professional Qualification ID	BP2016-9999
HKGBC Membership	From now on, all BEAM Pro will automatically become HKGBC's "Associate Member – Professional" and your valid BEAM Pro number will be your "Associate Member – Professional" membership number. You can continue to enjoy the entitlement of discounts at CPD events. Please select "No" if you do not wish to become HKGBC member. <input type="radio"/> Yes <input checked="" type="radio"/> No
#* Salutation	Mr
#* Last Name	CHAN
#* First Name (HKID Card or Passport)	Tai Man (DEMOs)
English Name	Terry
* Chinese Name	陳大文
#* Job Title	(DEMO) Senior Executive..
#* Organisation or Company	Hong Kong Green Building Council Limited

**Press next to continue**

3. Click "Submit" at the last tab to save your updates.

\* Mandatory Field

Profile and Job Info

Contact

Professional Qualification

Important Notice

Achievement and Biography

You can share your contribution of Green Building industry and the Biography to the public by filling the information below. They will be displayed in the Practitioner Directory.

# BEAM Plus Project(s) Involved

# Biography

Back to previous page

Submit

How to enjoy member price?

BEAM Pro	
BEAM Pro is considered as a HKGBC Member. You may choose to opt in the HKGBC membership by ticking "yes" or opt out by ticking "no".	
<b>HKGBC Membership</b>	<p>From now on, all BEAM Pro will automatically become HKGBC's "Associate Member – Professional" and your valid BEAM Pro number will be your "Associate Member – Professional" membership number.</p> <p>You can continue to enjoy the entitlement of discounts at CPD events. Please select "No" if you do not wish to become HKGBC member.</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
BEAM Affiliate	
If you are a HKGBC member, you may enter your HKGBC membership number at the "Profile Update".	
<b>HKGBC Member ID</b>	<input type="text"/>