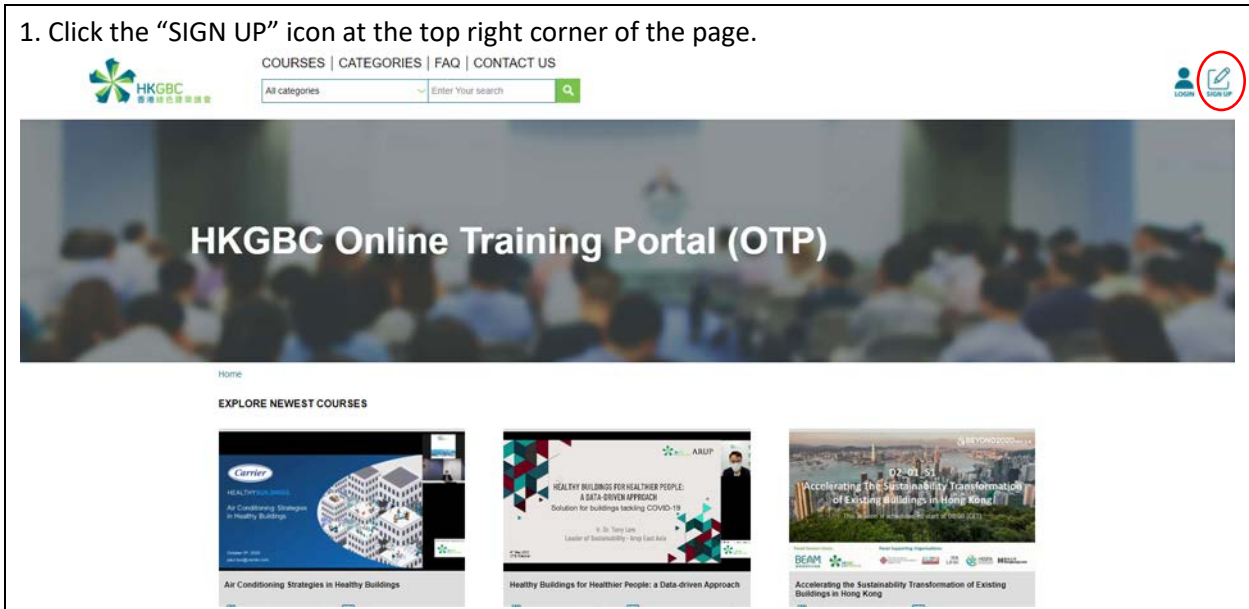


User Manual of HKGBC CPD Online Training Portal (OTP) For Other Users


How to register an account at OTP?

1. Click the “SIGN UP” icon at the top right corner of the page.



2. You will be directed to the window as shown below. Tick “no” to go to the registration page.

✕




Are you a BEAM Pro / BEAM Affiliate


yes

no

HKGBC CPD Online Training Portal is now linked up with the BEAM Pro / BEAM Affiliate Individual Account. If you are a BEAM Pro / BEAM Affiliate, you do not need to register again, simply login here.

3. Fill in the required information marked by asterisk (*) at the registration page and click "Submit".





HKGBC
香港綠色建築議會

Salutation * Last Name (Surname) * First Name *

Organisation * Job Title *

Email * Telephone Number *

Password * Re-enter password *

HKGBC Membership Number


Leave it blank if you are not a member. [Press here](#) for details


I have read, understand and will be abided by the [terms and conditions](#) to access HKGBC online training portal.

Subscribe to HKGBC's mailing list to receive updates on the OTP, HKGBC's latest initiatives and activities.

Already have an account? [Click to login](#)

4. After successful registration, you will see a message as displayed below. An activation email will be sent immediately to your registered email.





HKGBC
香港綠色建築議會

Your submission is successfully received.

An activation email has been sent to your email account glc@hkgbc.org.hk. Check your email account for completing the activation process within 30 minutes.

You may close this browser and check with your email account right now.

5. Click on the activation hyper link in the email to activate your OTP account.



Tue 1/12/2020 10:03 am

onlinecpd@hkgbc.org.hk

Account registration confirmation

To HKGBC GL Committee

Hello Last Name, First Name (2020000072),

Thank you for the account registration at Online Training Portal (OTP) - <https://onlinecpdtraining.hkgbc.org.hk> hosted by HKGBC.

You received this email as you registered or made changes to the account at our website.
As a result, verification is needed in order to complete your registration.

Please click the following hyper link ONCE only and be patient for the activation. A message of successful activation will be displayed.

<https://onlinecpdtraining.hkgbc.org.hk/index.php?thispage=activate&code=ff>

Should you have any technical difficulties, please contact us at 3994 8813 or email practitioner@hkgbc.org.hk for assistance.

Remark: This Online training platform is organised by HKGBC, different from the one hosted by BEAM Society Limited (BSL).

Yours faithfully,
Secretariat of Hong Kong Green Building Council (HKGBC)

This email is automatically generated by the HKGBC OTP system. Please do not reply.

6. You will be directed to the page on OTP below. Your account at HKGBC CPD Online Training Portal (OTP) will be activated and ready to use.

Registration completed!

Congratulations, you have completed all your registration processes. Your account at HKGBC CPD Online Training Platform (OTP) has now been activated and ready to use!

Login

How can I change my login password?

1. Click the user icon at the top right corner of the page and go to "Profile"
2. Click "Change Password", type your current password and the new password and press the "Change" button

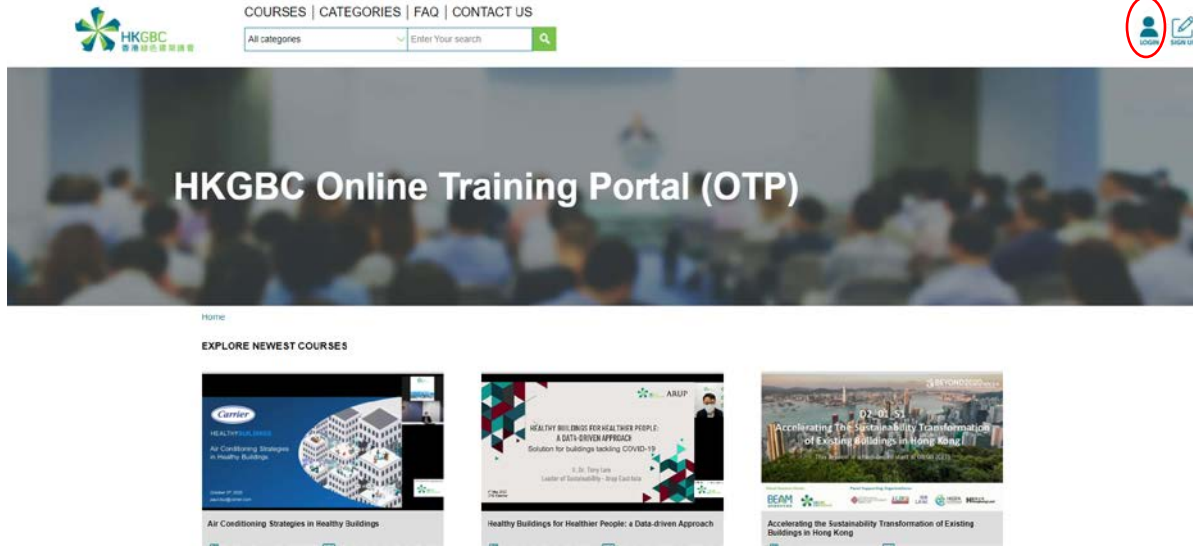
How can I change my email account?

1. Click the user icon at the top right corner of the page and go to "Profile"
2. Under "My account", press the "Change" button, type your new email address, and press the "Update" button

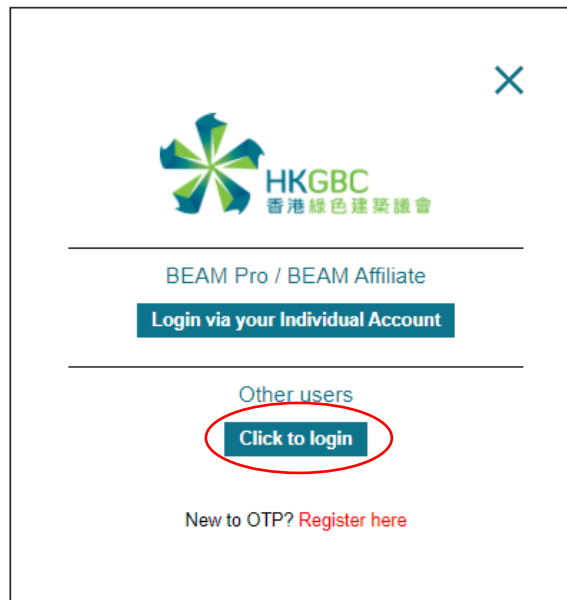
Go to FAQ

How to login?

1. Click the “LOGIN” icon at the top right corner of the page, next to the “SIGN UP” icon.

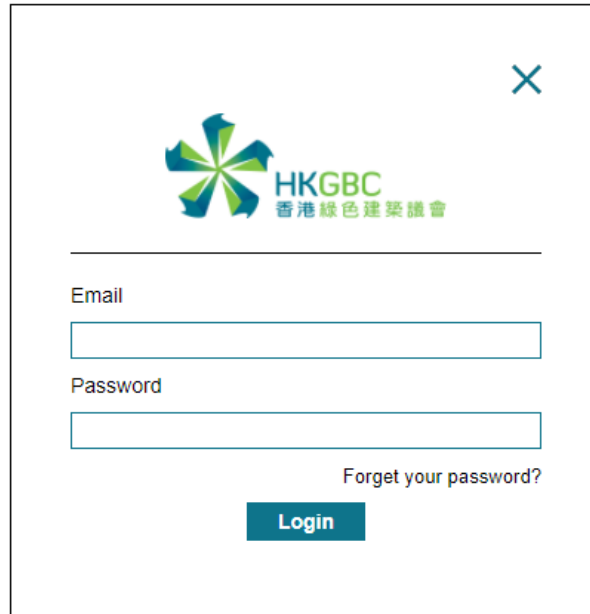


2. You will be directed to the window as shown below. Click “click to login” under other user.



Contact us

3. You will be directed to the login window as shown below. Enter your registered email and your password. Click the “Login” button to login.



Close button (X)

HKGBC 香港綠色建築議會

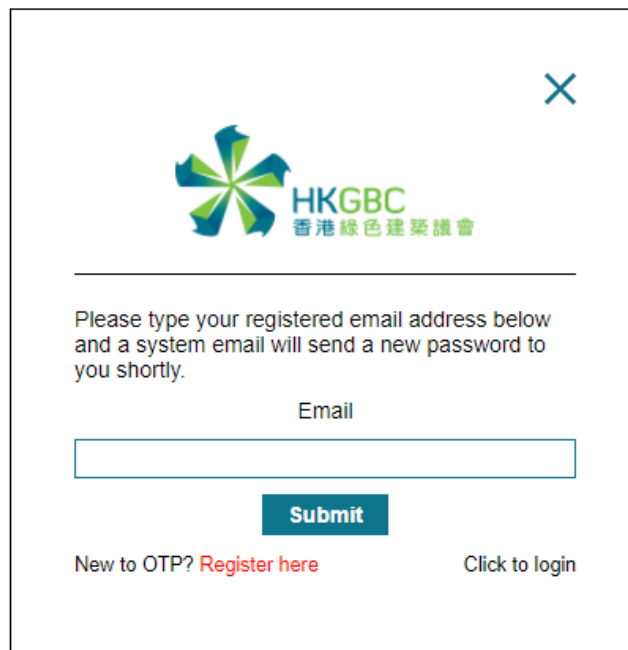
Email

Password

Forget your password?

Login

If you forget your password, press “Forget your password?” and you will be directed to the window below:



Close button (X)

HKGBC 香港綠色建築議會

Please type your registered email address below and a system email will send a new password to you shortly.

Email

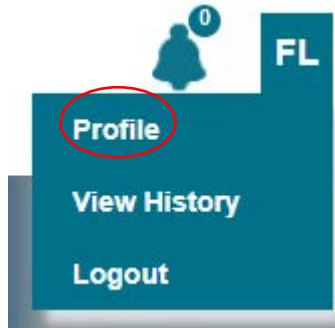
Submit

New to OTP? [Register here](#) Click to login

Enter your registered email and click “Submit”, an email with a new password will be sent to your registered email.

How to view and edit information of my account?

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. Click "Change" to edit your information. If you wish to receive HKGBC promotional materials, tick the box circled in red to subscribe to HKGBC's mailing list.

My account	Change Password	
<hr/>		
Title	Last Name (Surname)	First Name
<input type="text" value="Mr"/>	<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>
Organisation	Job Title	
<input type="text" value="Your Organisation"/>	<input type="text" value="Your Role"/>	
Email	Telephone Number	
<input type="text" value=""/>	<input type="text" value=""/>	
HKGBC Membership Number		
<input type="text" value="Input membership number here"/>		
<input checked="" type="checkbox"/>	Subscribe to HKGBC's mailing list to receive updates on the OTP, HKGBC's latest initiatives and activities.	
<input type="button" value="Change"/>		

3. After updating your details of your account, click “Update” to save your change.

My account Change Password

Title Last Name (Surname) First Name

Organisation Job Title

Email Telephone Number

HKGBC Membership Number

Subscribe to HKGBC's mailing list to receive updates on the OTP, HKGBC's latest initiatives and activities.

How to enjoy member price?

You may enter your HKGBC Membership Number at your “Profile” to enjoy member price.

My account Change Password

Title Last Name (Surname) First Name

Organisation Job Title

Email Telephone Number

HKGBC Membership Number

Subscribe to HKGBC's mailing list to receive updates on the OTP, HKGBC's latest initiatives and activities.

How to change password?

You may change your password by clicking "Change Password". Enter your current password and new password and save your change by clicking "Change".

[My account](#)

[Change Password](#)

Current password

New password

password must be at least 8 characters that contains at least a character and a number

Re-enter password

 **Change**