

EDUCATION POA e-Platform Parent's Guide – POA2024 (III)

BUREAU

Account Activation and Login Procedures

Parents who have provided email address in the paper form of “Application Form for Admission to Primary One” can check the results of allocation of discretionary places, submit applications and check the results for central allocation via “POA e-Platform” after activating their ePOA account and binding the account with “iAM Smart+”. For parents who have bound their account with “iAM Smart”, they could receive allocation results through the e-Platform.

Points to Note

- (1) The person signing as the “Parent / Guardian” in the “Application Form for Admission to Primary One” will be regarded as the person fully responsible for processing the Primary One Admission application for the applicant child (include making school choices in Central Allocation Stage).
- (2) In general, once the account is activated (i.e. after binding the applicant child's ePOA account with parent's / guardian's “iAM Smart+” / “iAM Smart” account), the account binding cannot be changed.
- (3) For parents with more than one child participating in the POA in the same year, they should activate their ePOA account using the activation link of one of the children as instructed, then add other child(ren) to the same account without having to register again.
- (4) If parents login to the “POA e-Platform” directly through “iAM Smart” mobile app, they must set Chrome as default browser for Android devices, or set Safari as default browser for iOS devices (Non-Private Mode).

ePOA Account Activation Steps

(Only applicable to parents who had submitted the paper form of “Application Form for Admission to Primary One”)

1

Check the activation e-mail

乙部：家長 / 監護人資料 PART B: PARENT/GUARDIAN'S PARTICULARS		
9 姓名〔中文〕 NAME (IN ENGLISH)	10 證件編號 DOCUMENT NO.	證件類別 DOCUMENT TYPE
11 住宅電話 HOME TEL. NO. 日間聯絡電話/手提電話 DAYTIME CONTACT TEL. NO./ MOBILE PHONE	12 與申請兒童關係 RELATIONSHIP WITH APPLICANT CHILD	13 教育局專用 FOR OFFICE USE ONLY A B
電郵地址 EMAIL ADDRESS (可選擇填寫 - 作啟動小一入學電子平台帳戶之用，詳情請參閱「小一入學申請表」填表須知) (Optional - for account activation of the POA e-Platform. Please refer to the Notes on How to Complete the “Application Form for Admission to Primary One” for details)		

- If parents provided email address in the paper form of “Application Form for Admission to Primary One”, the EDB will send an activation email to the email address provided in late October 2023.

EDUCATION POA e-Platform Parent's Guide – POA2024 (III)

BUREAU

Account Activation and Login Procedures

2

Click the account activation link

Computer Interface

啟動教育局小一入學電子平台 / Account Activation of e-platform of Primary One Admission (ePOA) of EDB

收件人: espatest@edb.gov.hk

寄件人: 教育局

To Parent / Guardian

Please click the link below to activate your ePOA account.

Name of applicant child: CHAN, S*** M**

<https://eap.edb.gov.hk/account-activation?step=1&passCode=4499a823a33da9c53215e36b6591b68e5e0c31903089f18ab07c733d2018c87>

For the procedure of account activation and points to note on e-POA, please make reference to the relevant PowerPoint, videos and Parent Guides uploaded to the [EDB website](#) (Home > Education System and Policy > Primary and Secondary Education > School Places Allocation Systems > Primary One Admission System).

For parents with more than one child participating in the POA in the same year, please activate their accounts of one of the children using the above activation link, then add other applicant child(ren) to the account.

For enquiries, please contact the School Places Allocation Section of the EDB at 2832 7700 or 2832 7740.

School Places Allocation Section, Education Bureau

(Please do not reply to this e-mail as it comes from an automated mailbox.)

- Click on the account activation link sent by the EDB (If parents do not receive the email, please check the junk email folder).

3

Enter applicant child's information

Computer Interface

POA Application No. is printed on the Application Form of POA.

1 2 3 4

Account Activation

Please enter the personal information of the applicant child for verification.

POA Application No.

The first four alphanumeric characters of Applicant child's Document No. e.g. please enter Z123 for Z123456(7)

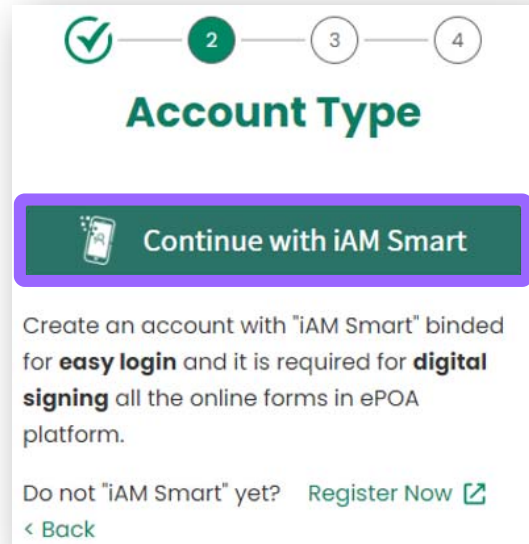
Next

- Enter the POA application number and the first four alphanumeric characters of applicant child's document number (Should be identical to the information on the "Application Form for Admission to Primary One").

4

Click “Continue with iAM Smart” to bind the account


Computer Interface



5

Log in with “iAM Smart”

Using COMPUTER's browser

- (i) Open and log in to “iAM Smart” App on the mobile phone
- (ii) Tap the “Scan QR Code” button in the “iAM Smart” App on the mobile phone
- (iii) Scan the QR Code on the computer's browser
- (iv) A  will appear upon successful scanning



Using MOBILE PHONE's browser

The browser will automatically connect to the “iAM Smart” App on the mobile phone and log in to “iAM Smart”



Computer Interface

Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code



6

Authorise "iAM Smart" to provide personal information for binding the ePOA account

Computer Interface

The screenshot displays the 'Authorise "iAM Smart" to provide personal information' page. It includes a welcome message and a list of required personal information: Name (English), Name (Chinese), HKID number, and Date of Birth. A green button labeled 'Personal Data from iAM Smart' is highlighted. A modal window on the right provides instructions: 1. Open 'iAM Smart' app in your mobile device, 2. Tap on 'To authorise', and 3. Tap on 'OK' to confirm the authorisation.

- After entering the "Authorise 'iAM Smart' to provide personal information page", click "Personal Data from iAM Smart" to proceed.

7

Personal Information Collection Statement




- Please read and agree to the Personal Information Collection Statement, then enter the characters shown in the image and click "Confirm and Submit".

Computer Interface

The screenshot shows the 'Personal Information Collection Statement' form. It includes a 'Purpose of Collection' section with four points (a-d) regarding data processing, matching, verification, and statistics. A 'Classes of transferees' section lists five categories (a-e) of entities that may receive the data. An 'Access to Personal Data' section provides information on how to request access or correction. On the right, there is a checkbox for 'I have read and agreed the Personal Information Collection Statement', a CAPTCHA image showing the word 'SWEN' with a text input field containing 'SWEN', and a large green 'Confirm and Submit' button.

8

Account Activation Completed

<p>Computer Interface</p> <p> Your Account is Ready</p> <p>Please login to your ePOA account now.</p> <p>Continue</p>	<p>Computer Interface</p> <div><p>New User</p><p>"IAM Smart+" account is required for digital signing all the online forms in ePOA platform. Please click the following "Create Account" button to create a new ePOA user account with "IAM Smart".</p><p>Create Account</p></div> <div><p> 智方便 Don't have "IAM Smart"? Register Now More info</p></div> <div><p>Current User</p><p> Login with IAM Smart</p><p>More info ></p></div>
---	---

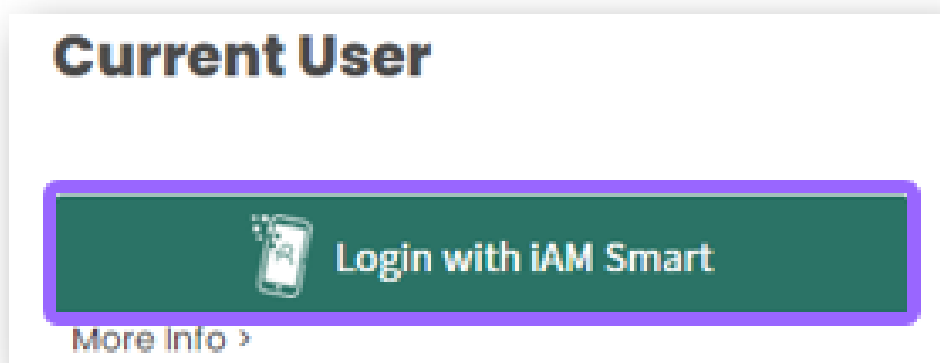
- After clicking "Confirm and Submit" button, the browser will display that the account is ready.
- After clicking "Continue", the computer / mobile phone interface will be directed to the login page of POA e-Platform automatically.

e-Platform Login Procedures

1

Select “Login with iAM Smart”

Computer Interface

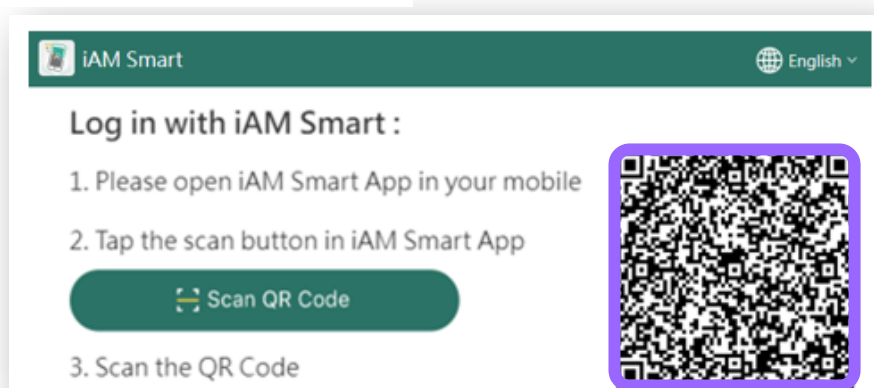


- Click “Login with iAM Smart” button under “Current User”.

2

Log in with “iAM Smart”

Computer Interface



- Open and log in to the “iAM Smart” App on the mobile phone, select “Scan QR Code” and scan the QR Code on the browser.
- Upon successful scanning of the QR code, the “iAM Smart” App will show that parents have logged into the “POA e-Platform”. The QR Code on the browser turns into a tick mark.

3

Login process completed

epoa.edb.gov.hk says

Login successful.

OK

- After a successful login, a window will pop up on the computer screen, informing parents that they have logged in to the e-Platform successfully. Please click “OK” to continue.

Computer Interface

ePOA

POA e-Platform
Primary One
Admission 2024

Applicant child

POA Application No.

POA Application

For Discretionary Place

For Central Allocation

POA Application

For Discretionary Place

Only for Central Allocation

SUBMITTED

Discretionary Place

Result Release

NOT YET RELEASED

Register with the School

COMPLETED

Central Allocation

Choice of Schools

MAKING CHOICES

Result Release

VIEW

- Login successful.

* The user interface of the relevant POA e-platform is for reference only.
(The interface may be subject to modification due to system development.)

Publishing Date: October 2023



Parents may refer to the "iAM Smart" website about the registration methods of "iAM Smart" / "iAM Smart +".

Link: <https://www.iamsmart.gov.hk/en/reg.html> or scan the QR code on the right.



"iAM Smart" Homepage
<https://www.iamsmart.gov.hk/en/>
or scan the QR code on the left

POA e-Platform Homepage
<https://epoa.edb.gov.hk>
or scan the QR code on the right

