

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

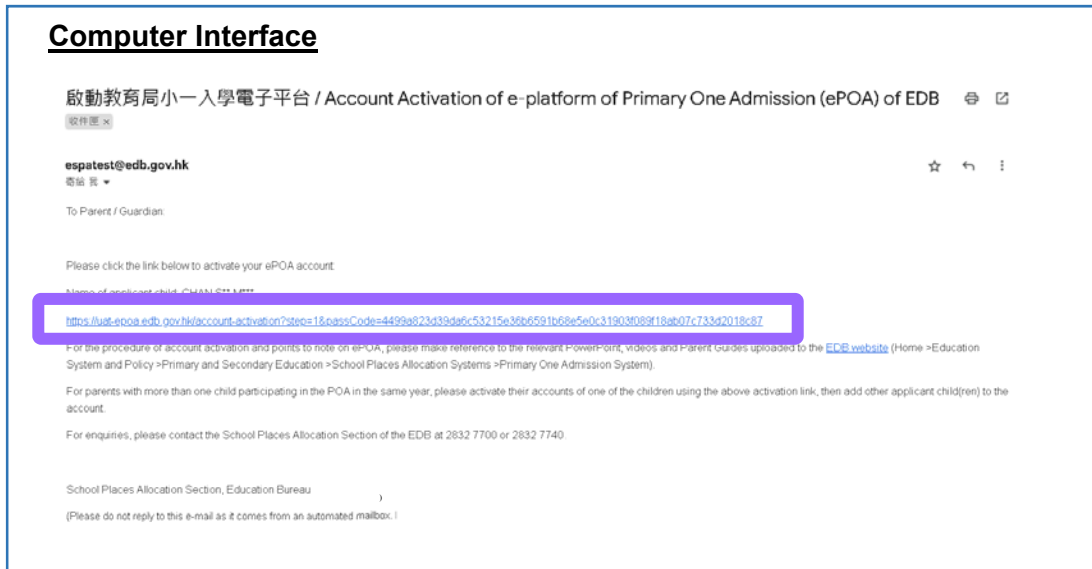
乙部：家長 / 監護人資料 PART B: PARENT/GUARDIAN'S PARTICULARS		
9 姓名 [中文] NAME (IN ENGLISH)	10 證件編號 DOCUMENT NO.	證件類別 DOCUMENT TYPE
11 住宅電話 HOME TEL. NO. 日間聯絡電話/手提電話 DAYTIME CONTACT TEL. NO./ MOBILE PHONE	12 與申請兒童關係 RELATIONSHIP WITH APPLICANT CHILD	13 教育局專用 FOR OFFICE USE ONLY A B
電郵地址 EMAIL ADDRESS (可選擇填寫 - 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.

2

Click the account activation link

Computer Interface

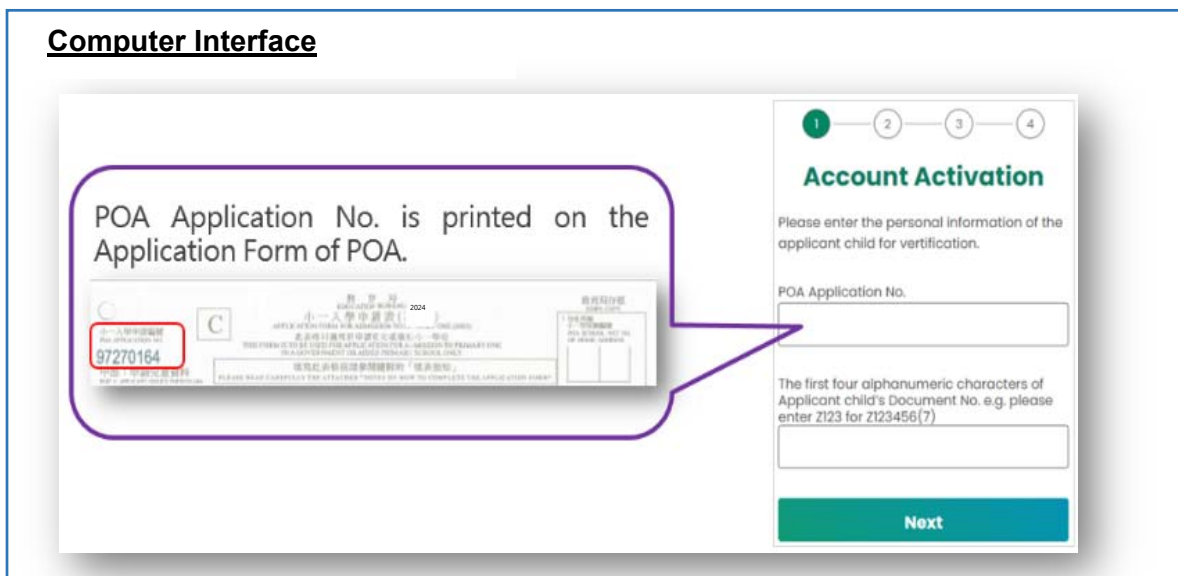


- Click on the account activation link sent by the EDB (If parents do not receive the email, please check the junk email folder).

3

Enter applicant child's information

Computer Interface

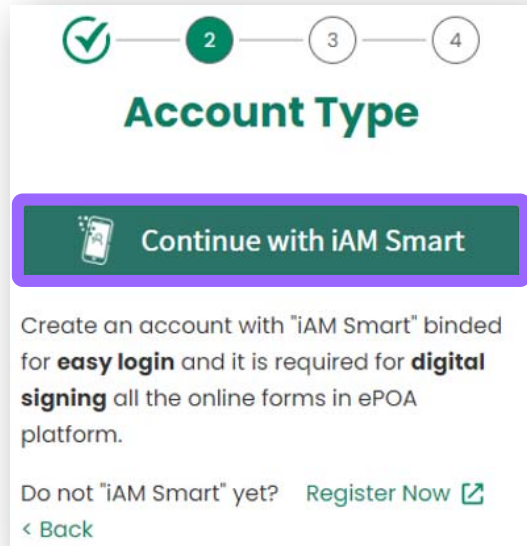


- Enter the POA application number and the first four alphanumeric characters of applicant child's document number (Should be identical to the information on the "Application Form for Admission to Primary One").

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

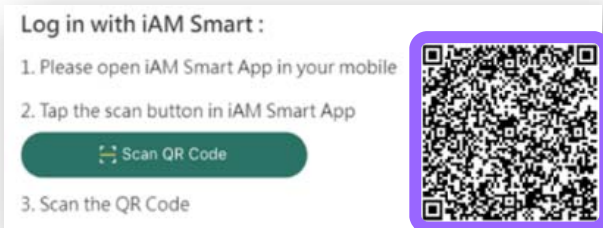


Using MOBILE PHONE's browser

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



Computer Interface



6

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

Computer Interface

Authorise "iAM Smart" to provide personal information

Welcome to log in to POA e-Platform through "iAM Smart".

This is the first time you have logged in to POA e-Platform through "iAM Smart". The system will request the following personal information via "iAM Smart" for creating a new account:

- Name (English)
- Name (Chinese)
- HKID number
- Date of Birth

Personal Data from iAM Smart

Cancel

Authorise "iAM Smart" to provide personal information

Please follow the steps below:

1. Open "iAM Smart" app in your mobile device
2. Tap on "To authorise"
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

Personal Information Collection Statement

Purpose of Collection

(1) The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for Individual grant and subsidy as well as education services provided by the EDB;
- Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
- Activities relating to matching of the personal data within the database of EDB for purpose of verifying / updating records of the EDB; and
- Activities relating to compilation of statistics, research and Government publications.

(2) The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide these personal data, we may not be able to handle or further process the application.

Classes of Transferees

(3) The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- the school in which the form relates for the purposes mentioned in paragraph 1 above;
- persons, agent, service provider or organizations, including data processing companies, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- where you have given your prescribed consent to such disclosure; and
- where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

(4) You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Education Officer (School Places Allocation) or 2 at School Places Allocation Section, Education Bureau, Office 2.2/F, Manulife Financial Centre, 203 Wai Yee Street, Kwun Tong, Kowloon (Note: School Places Allocation Section is scheduled to be relocated to Podium Floor, West Block, Education Bureau, Kowloon Tong Education Services Centre, 11 Suffolk Road, Kowloon Tong, Kowloon in the fourth quarter of 2023. The details will be announced on the EDB's website) or email to seospa2@edb.gov.hk.

I have read and agreed the Personal Information Collection Statement



Please enter the characters shown in the image

SWEN

Confirm and Submit

8

Account Activation Completed

<p>Computer Interface</p> <p>✕</p> <p> Your Account is Ready</p> <p>Please login to your ePOA account now.</p> <p>Continue</p>	<p>Computer Interface</p> <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> <p> Don't have "IAM Smart"? Register Now More info</p>	<p>Current User</p> <p>Login with IAM Smart</p> <p>More info ></p>
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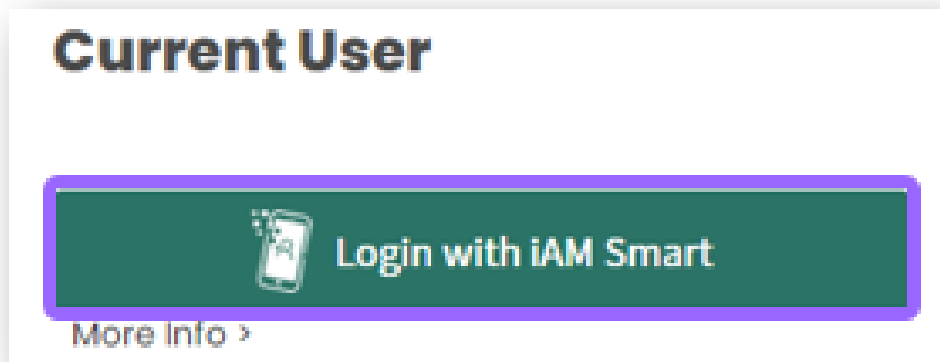
- After clicking “Confirm and Submit” button, the browser will display that the account is ready.
- After clicking “Continue”, the computer / mobile phone interface will be directed to the login page of POA e-Platform automatically.

e-Platform Login Procedures

1

Select “Login with iAM Smart”

Computer Interface

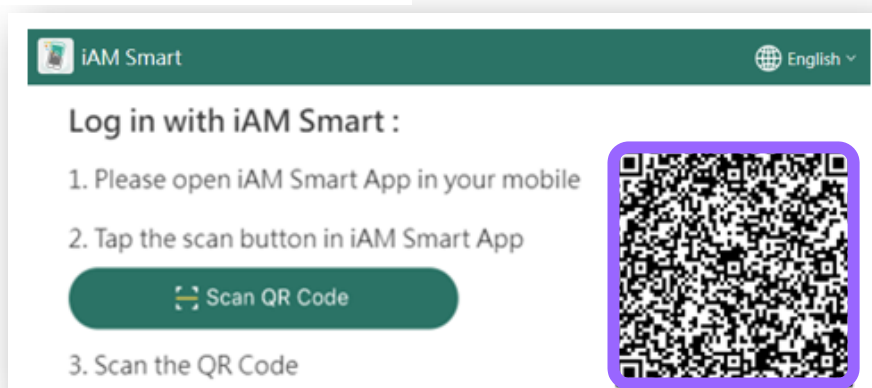


- Click “Login with iAM Smart” button under “Current User”.

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



智方便
iAM Smart

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

