

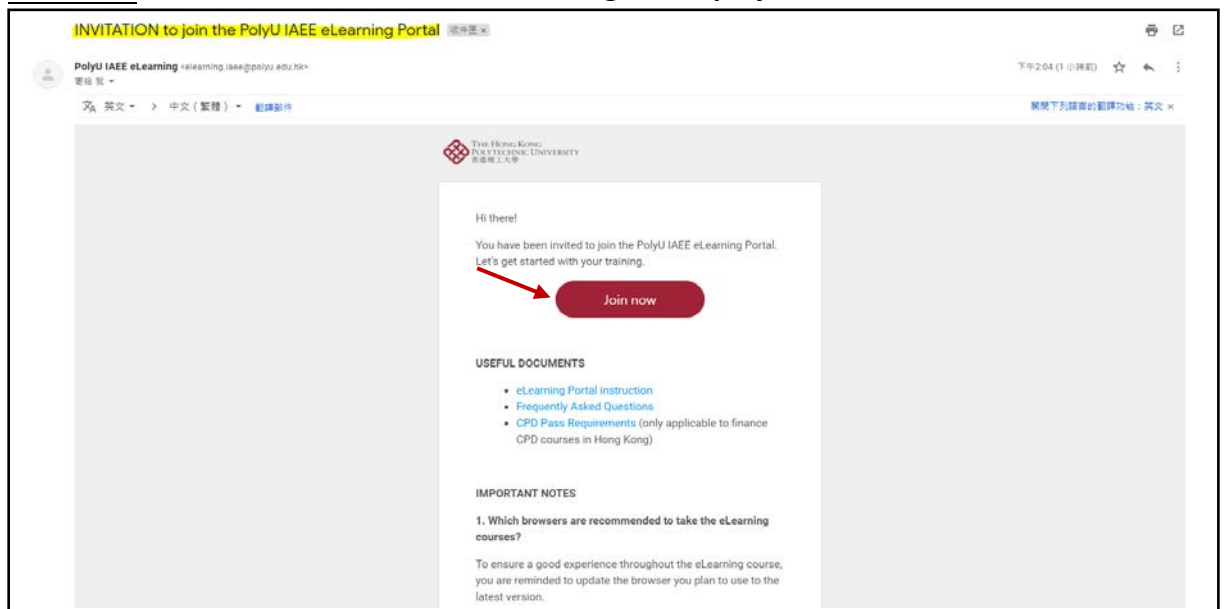
Please scroll down for the English version. 本文件英文版載於中文版後。

線上學習平台指引

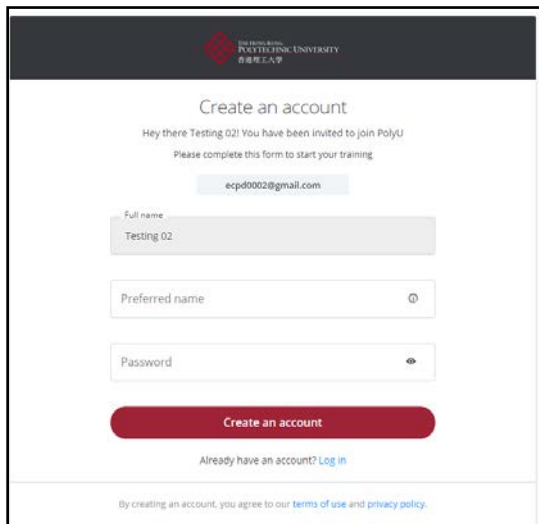
設立帳號

1. 請在您報名時所提供的電郵信箱裏，打開啟動課程的邀請電郵(標題為“INVITATION to join the PolyU IAEE eLearning Portal”)，然後點擊電郵內的「Join Now」進入線上學習平台。

邀請電郵可能會被誤判為垃圾郵件。若您未能在收件匣中找到此郵件，請檢查垃圾郵件匣，或直接在郵箱中搜尋由 elarning.iaee@polyu.edu.hk 發送的郵件。



2. 在線上學習平台上設立帳號，並輸入您的英文名稱，然後設定密碼。



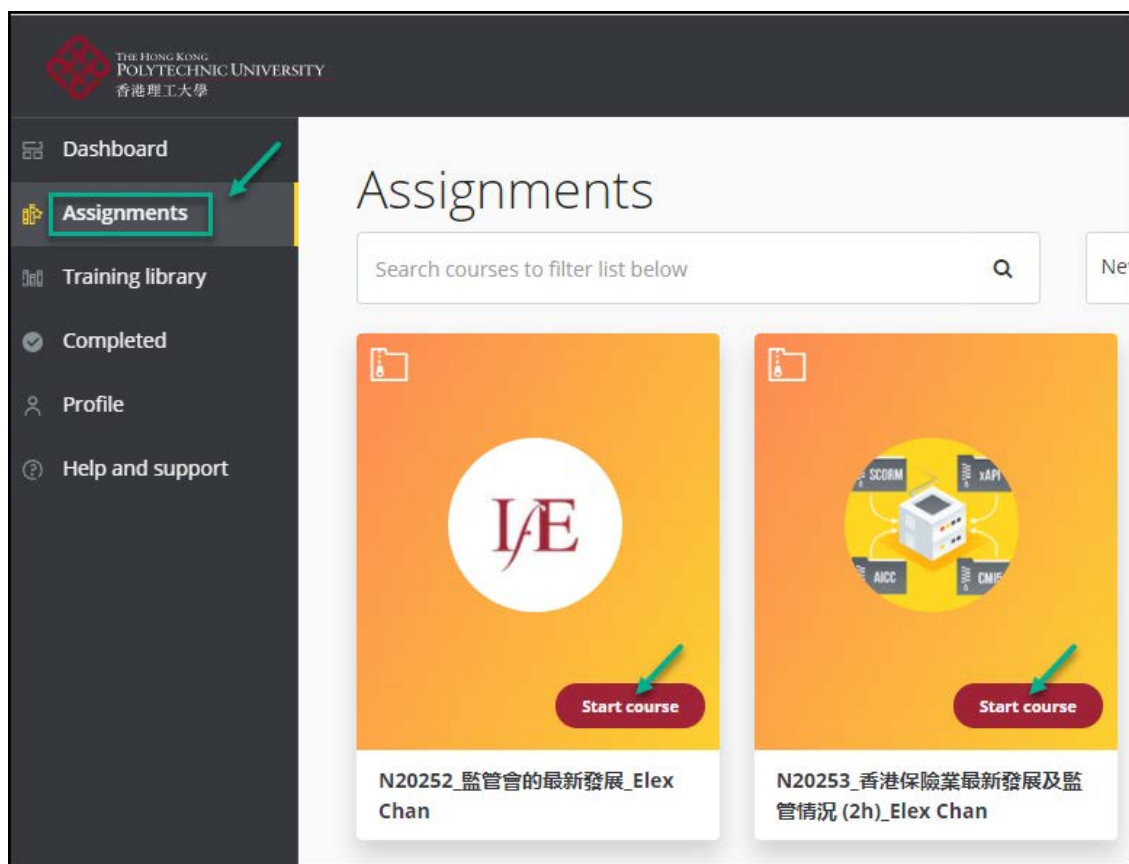
The screenshot shows the "Create an account" page. It features the PolyU logo at the top. The main heading is "Create an account". Below this, there is a message: "Hey there Testing 02! You have been invited to join PolyU. Please complete this form to start your training." The email address "epd0002@gmail.com" is pre-filled. There are three input fields: "Full name" (containing "Testing 02"), "Preferred name", and "Password". A red "Create an account" button is at the bottom. Below the button is a link: "Already have an account? Log in". At the very bottom, there is a small text: "By creating an account, you agree to our terms of use and privacy policy."

登入線上學習平台

當您完成以上賬號設立的步驟後，您可以隨時透過連結 <https://elearning-iaee.polyu.edu.hk/> 登入線上學習平台。

開始課程

1. 首次登入線上學習平台後，請點擊工具列上「**Assignments**」頁面。您所報讀的課程將會在此顯示。
2. 點擊「**Start course**」按鈕，然後開始您的學習旅程。



課程修讀期

您必須在由收到本院電郵 (“INVITATION to join the PolyU IAEE eLearning Portal” 或 “You've been assigned some courses”) 當日起計 **3 個星期內** 完成整個課程。

課程進度通知

您將於每週透過電郵收到學習進度報告 (“Your weekly progress report”)，以顯示正在進行的所有課程。

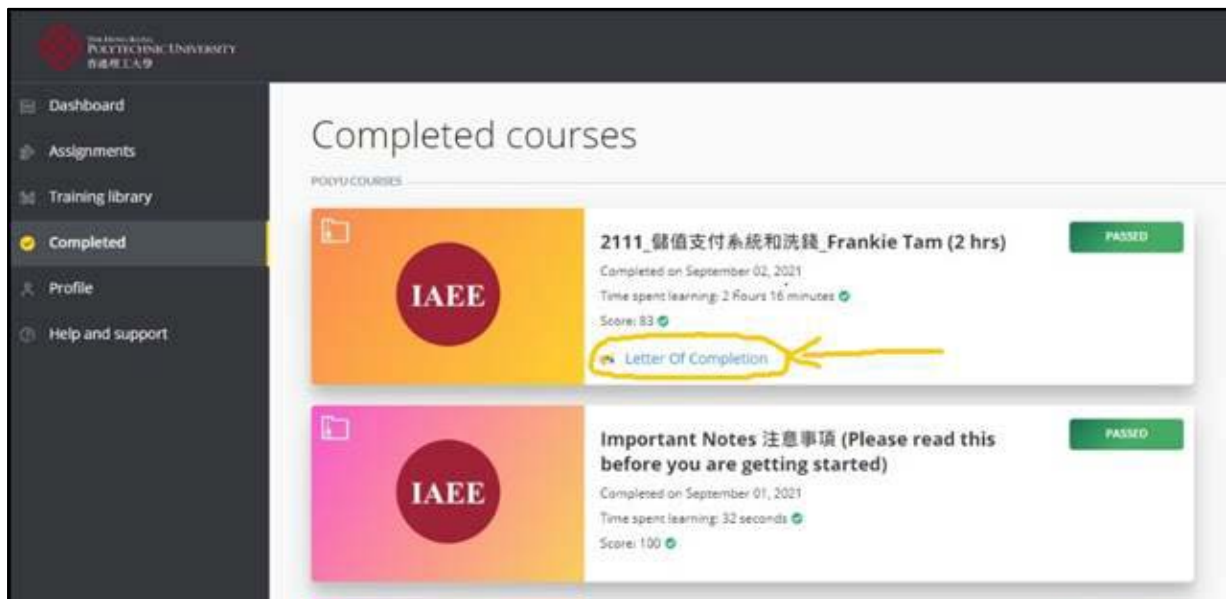
完成課程

成功完成的課程將會自動移動至「**Completed**」頁面並顯示為「**PASSED**」。請點擊「**Letter of Completion**」連結，自行下載學習證明。

您必須符合以下兩個要求，方能成功取得 CPD/CPT 時數：

1. 學習時間要求：達到課程指定 CPD/CPT 時數；及
2. 總測驗分數要求：取得合格成績（**50%**）。

您將透過電郵收到完成課程的通知，當中列明您在該課程的學習時數及總測驗分數。



課程查詢

如有查詢，請致電 +852 3400 2773 (香港時間 星期一至五上午 9:00 至下午 12:45，下午 2:00 至 5:30，星期六及公眾假期休息) 或電郵至 elearning.iaee@polyu.edu.hk 與我們聯絡。

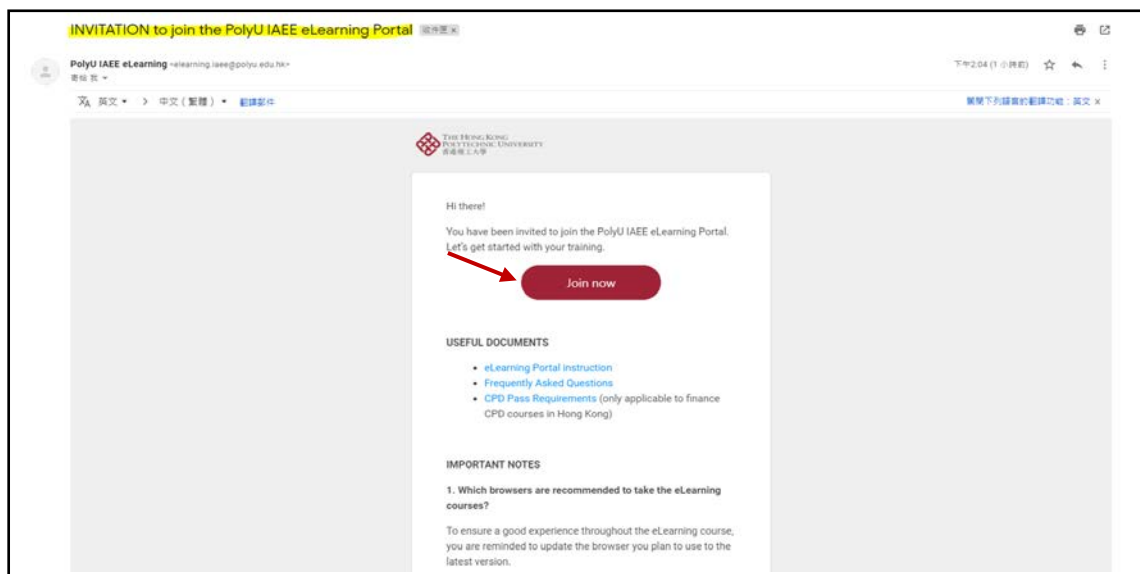
Please scroll up for the Chinese version. 本文件中文版載於英文版前。

eLearning Portal Instruction

Account Set Up

1. Please find the INVITATION Email in the email account you provided (“INVITATION to join the PolyU IAEE eLearning Portal”). Click “Join now” and you will be directed to the eLearning portal.

If you can't find the INVITATION Email in your Inbox, please check your Junk Box in the email, or search your mailbox for emails sending by ***elearning.iaee@polyu.edu.hk***.



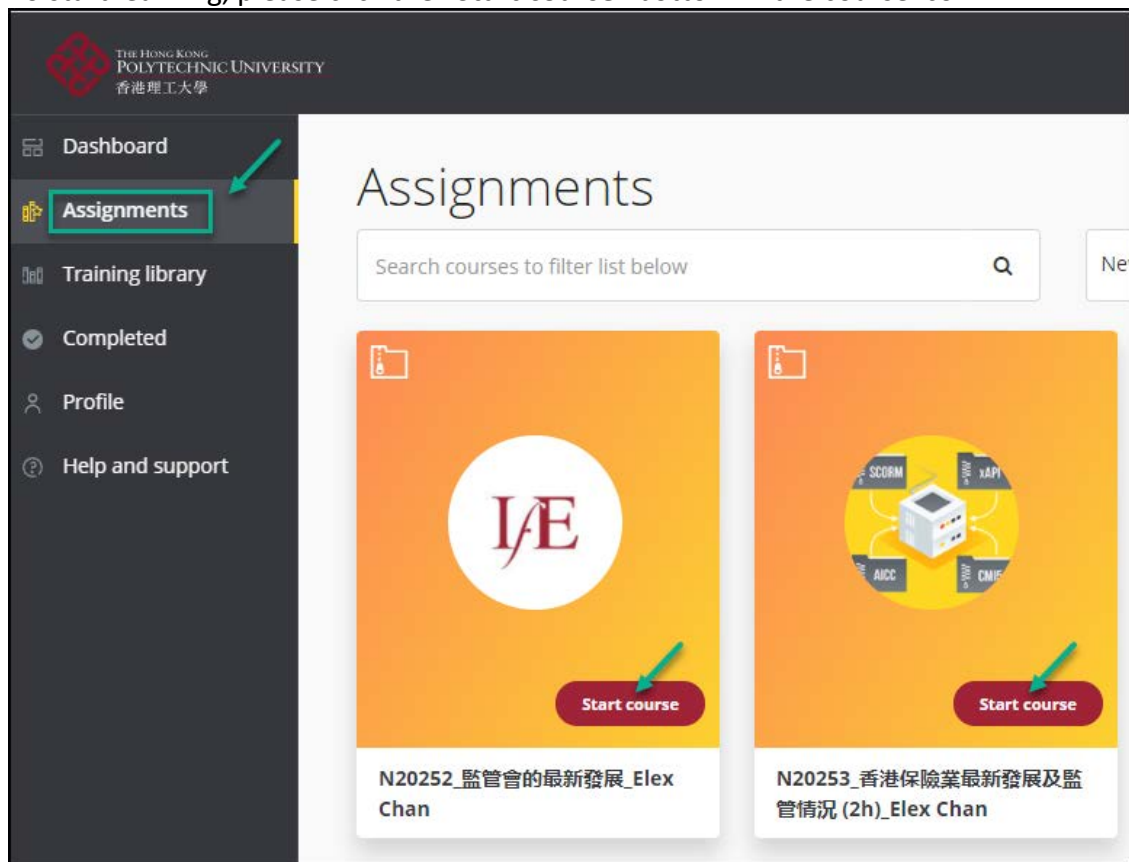
2. To create your own account for the eLearning portal, please fill in your preferred name and set your own password.

Access the eLearning Portal

After you set up the eLearning portal, you can log in from <https://elearning-iaee.polyu.edu.hk/> to access the eLearning portal anytime.

Start the Course

1. When you log in for the **first time**, you will see the course(s) you enrolled in under the “**Assignments**” tab °
2. To start learning, please click the “**Start course**” bottom in the course icon.



Course Duration

Individual learners will have **3 weeks** to complete the course from the day you receive our email (“*INVITATION to join the PolyU IAEE eLearning Portal*” or “*You've been assigned some courses*”).

Weekly Progress Email

An email will be sent to you showing the learning progress (i.e. Time spent on the course, Assessment status) once a week on all the courses you are currently taking.

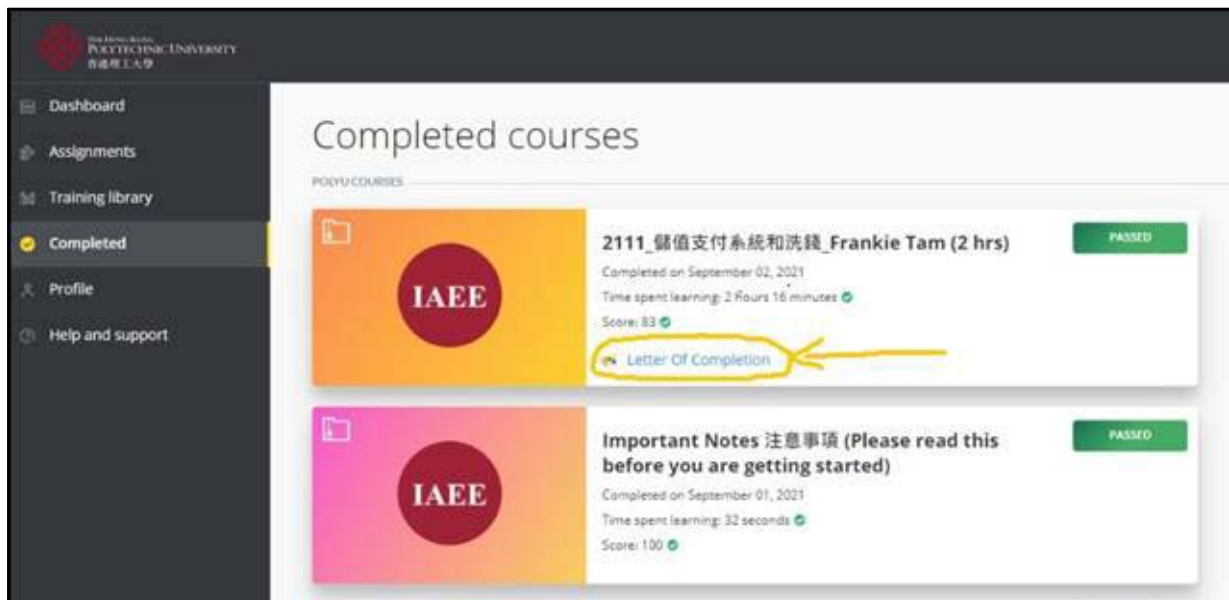
Course Completion

When you fulfill the requirements, your course will be moved to the “**Completed**” tab automatically and tagged as “**PASSED**”. Please click the “**Letter of Completion**” link to download your study proof.

You are required to fulfil the two requirements below to receive the CPD/CPT hours:

1. Learning time requirement: attain **designated time spent**; and
2. End-of-module assessment score: pass the End-of-module Assessment (**50% or higher**).

You will receive an email with the completion details (learning time and assessment score).



Enquiry

For enquiries, please contact us at +852 3400 2773 (Monday to Friday 9:00am to 12:45pm and 2:00pm to 5:30pm, Hong Kong time. Closed on Saturdays and public holidays) or elearning.iaee@polyu.edu.hk.