

**USER GUIDE – REGISTER CLO ACCOUNT TO
SMART ACCOUNT**

FOR

**THE SCHOOL MAINTENANCE AUTOMATED
RAPPORT TERMINAL (SMART) SYSTEM**

OF

THE EDUCATION BUREAU

Version: 1.0

Dec 2022

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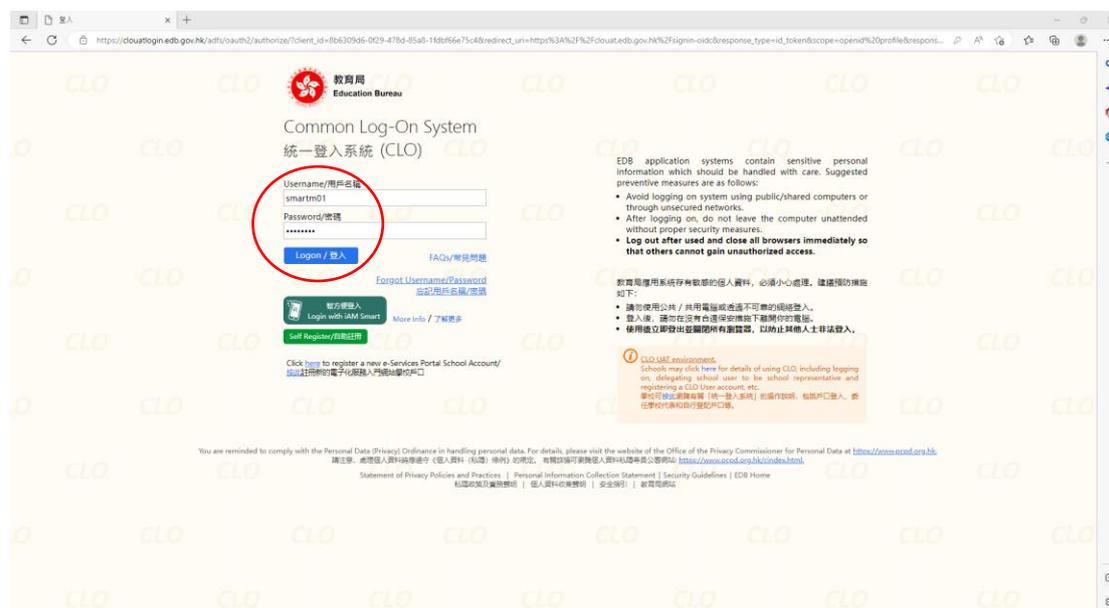
1 INTRODUCTION

This user guide illustrates the procedures for Common Logon System (CLO) users to register their CLO account to a School Maintenance Automated Rapport Terminal (SMART) System account (One to one relationship).

2 REGISTRATION STEPS

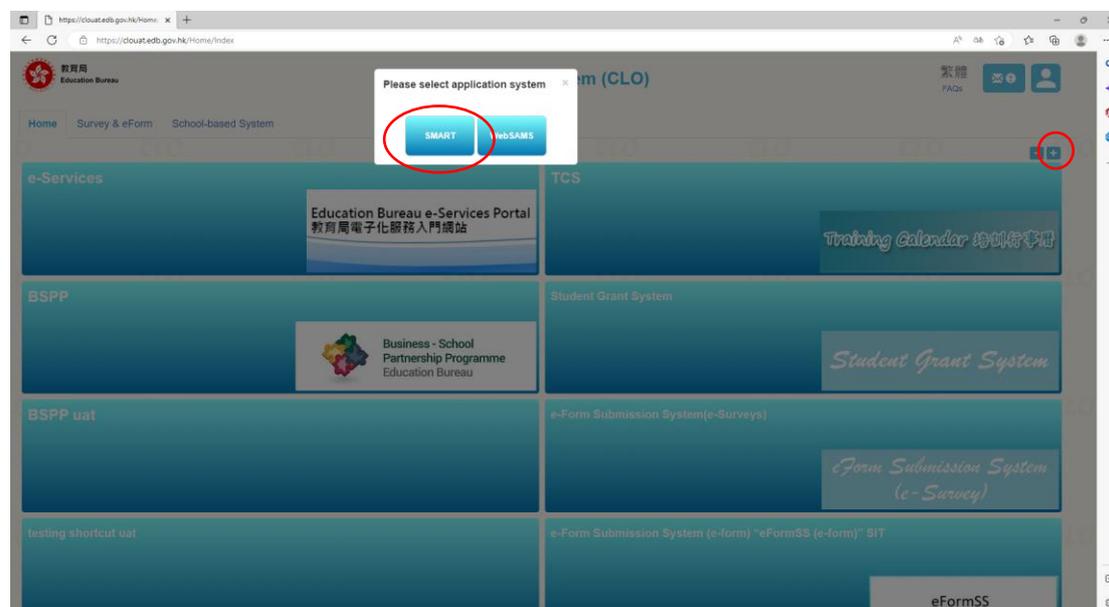
2.1 LOGIN CLO

If you have not login to CLO, go to <https://clo.edb.gov.hk/>. Sign in by using you CLO account and password.

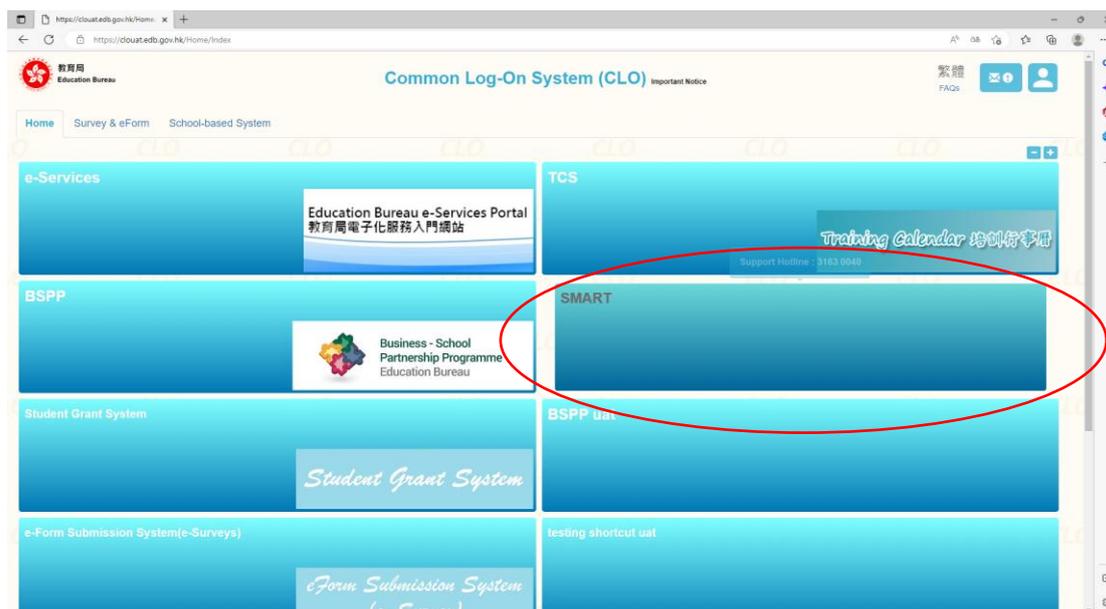


2.2 ADD SMART SHORTCUT

1) If you have not added SMART shortcut, please click [+] and click [SMART].

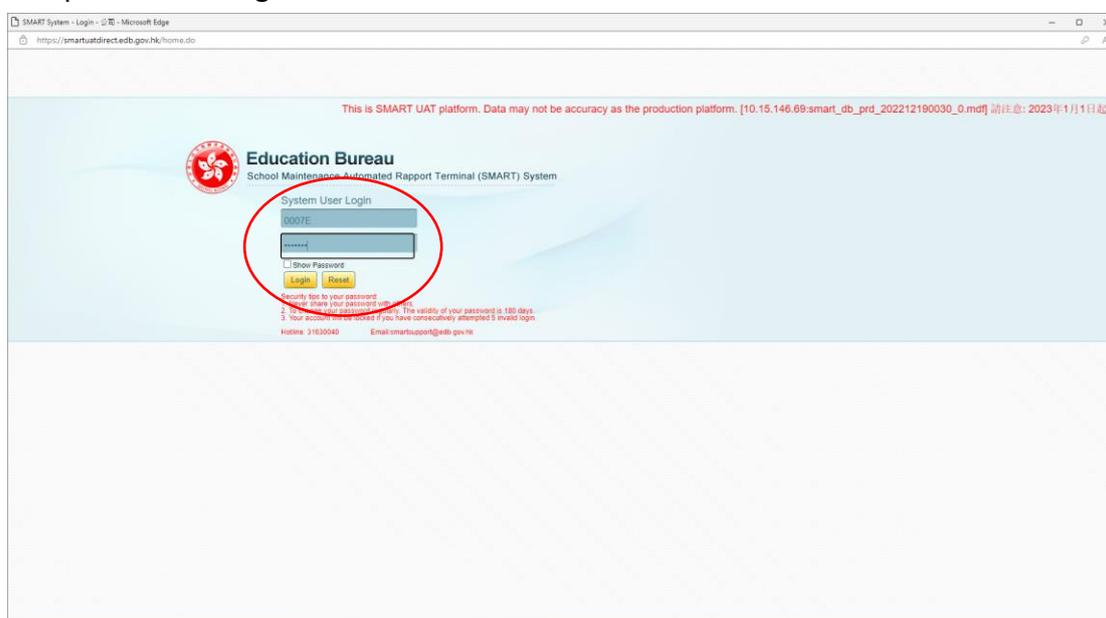


2.3 CLICK SMART SHORTCUT



2.4 REGISTER SMART ACCOUNT BY SUCCESSFULL SMART LOGIN

If your CLO account (e.g. chantaiman) has not been registered to a SMART account (e.g. 0007E), you should perform such registration by inputting your SMART account and password to login SMART.



2.5 CHANGE SMART ACCOUNT PASSWORD FOR SECURITY

After the registration has been done, you **MUST** change your **SMART account** password by inputting the existing and new password (twice). This is required due to security reasons.

The screenshot shows the 'Change Password' form in the SMART System. The form is titled 'Change Password' and includes the following fields:

- Username: 0007E
- Original Password: [Redacted]
- New Password: [Redacted]
- Confirm Password: [Redacted]

A red circle highlights the password input fields. A 'Submit' button is located at the bottom right of the form. The page header shows 'Education Bureau School Maintenance Automated Report Terminal (SMART) System' and 'Screen ID: 00109 English/中文'.

2.6 SUCCESSFUL REGISTRATION

If you have already registered your CLO account to a SMART account, you will login to SMART automatically.

The screenshot shows the 'School - Workspace' page in the SMART System. The page is divided into several sections:

- Emergency Repairs (ER)**
 - Create ER Request
 - Search ER Request
- Major Repairs (MR)**
 - Create MR Application
 - Search MR Application
- Prescribed Repairs (PR) for MBIS & MWIS**
 - Create PR Request
 - Search PR Request
- User Manual and Forms**
 - User Manual for Aided Schools

The main content area displays the following sections:

- System Notification**
 - This is SMART UAT platform. Data may not be accuracy as the production platform. [10.15.148.69:smart_gh_prd_202212190030_0.mdf]
- In-Tray**
 - Action
 - Follow-Up Action
 - Notification
 - Action Archive
 - Notification Archive
- My Workspace**
 - My Workspace

The page header shows 'Education Bureau School Maintenance Automated Report Terminal (SMART) System' and 'Screen ID: 0007E'.