USER GUIDE – REGISTER CLO ACCOUNT TO SMART ACCOUNT

FOR

THE SCHOOL MAINTENANCE AUTOMATED RAPPORT TERMINAL (SMART) SYSTEM

OF

THE EDUCATION BUREAU

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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 <u>https://clo.edb.gov.hk/</u>. Sign in by using you CLO account and password.

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				校育局 Education Bureau								-
				Common Log-On 統一登入系統 (CLO Username/用戶2番	System) CLO		EDB application information which preventive measur	systems contain sens should be handled with o es are as follows:	itive personal are. Suggested			CLO
				smartm01 Password/密碼 Logon / 登入	FAQs/常見問題		 Avoid logging a through unsecut After logging a without propers Log out after u that others can 	n system using public/share red networks. n, do not leave the compu- lecurity measures. sed and close all browsers i not gain unauthorized acce	d computers or ter unattended mmediately so ss.			
			0.0	Forgot Use 留方便是入 Login with iAM Smart Self Register/目的注册	iname/Pasoword 白月月日名第/宏雄 fo / 7解更多		教育局應用系統存有 如下: • 請勿使用公共/共 • 整入後,請勿在沒 • 使用後立即登出者	較感的個人資料,必須小心處理 用電腦或透過不可靠的網絡登, 有合這保安措施下離開你的電話 瀏覽所有瀏覽器,以助止其他。	E.建議預防措施 N. S. N.土非法登入。			
				Click here to register a new e-Services 这时就用新的電子化服用入門網驗學校所	Portal School Account/		CLD. UAT enviro Schools may d on, delegating registering a C 學校可參比原籍 任學校で參加回	encents. ick here for details of using CLO, in school user to be school rep IO User account.etc. 和解「統一股入意統」的紹介的意志, 行致起声[16]。	cluding logging resentative and g話戶口登入、委			
			ou are reminded to co	mply with the Personal Data (Privacy) Ordi 属主命。處理國人與特殊的 Statement of Priv	nance in handling personal 善守(包人資料(私酒)時代 acy Policies and Practices 私間政策及實務者	data. For details, please 約例記。 有時記録可要限 Personal Information G 助 使人資料の単塑的	visit the website of the Office o 短人资料私信号员公署用22 http: follection Statement Security 安全编引 教育問題起	if the Privacy Commissioner for Pe sc//www.cond.org.hk/sindex.html. Guidelines EDB Home	rsonal Data at <u>https://w</u>	wa nund ara bk.		
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2.2 ADD SMART SHORTCUT

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

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Education Bureau e-Services Portal 教育局電子化服務入門構造	Training Calendar 1961/17737	
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2.3 CLICK SMART SHORTCUT

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Student Grant System		BSPPua			-		44
	Student Grant System						
e-Form Submission System(e-Surveys)		testing shortcut uat					
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	e form Submission System (e-Survey)						

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.

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https://smartuatdirect.edb.gov.hk/home.do	Ø Å
This is SMART UAT platform. Data may not be accuracy as the produc	ction platform. [10.15.146.69:smart_db_prd_202212190030_0.mdf] 請注意: 2023年1月1日起
Education Bureau	
School Maintenance Automated Rapport Terminal (SMART) System	
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0007E	
Show Password	
Login Reset.	
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 Your account manage activation of your have consecutively attempted 5 invested login. 	
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2.5 CHANGE SMART ACCOUNT PASSWORD FOR SECURITY

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

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2.6 SUCCESSFUL REGISTRATION

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

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School - Workspace	
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Create MR Application Search MR Application	Follow-Up Action
Prescribed Repairs (PR) for MBIS & MWIS	Action Archive
Create PR Request	My Workspace
User Manual and Forms	My Workspace