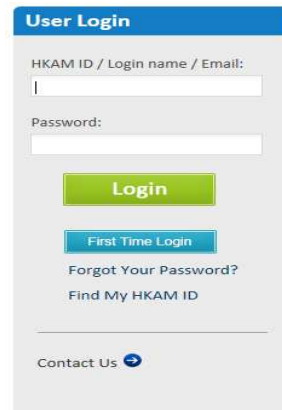


How to complete the first time login procedures?

1. Please go to the iCMECPD website:
<http://www.icmecpd.hk>.

Then press First Time Login.

(Without completing the first time login procedure, user cannot log into the system.)



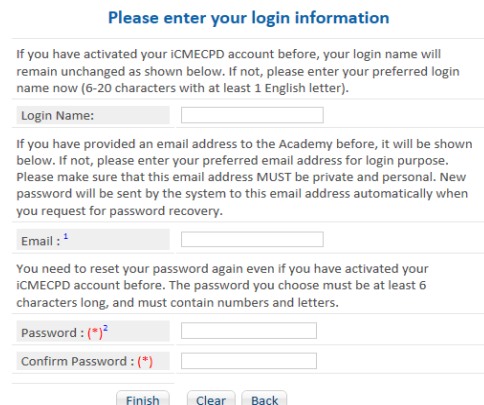
The 'User Login' form features a blue header with the text 'User Login'. Below the header are two input fields: 'HKAM ID / Login name / Email:' and 'Password:'. A green 'Login' button is positioned below the password field. Underneath the 'Login' button are three links: 'First Time Login' (highlighted in blue), 'Forgot Your Password?', and 'Find My HKAM ID'. At the bottom of the form is a 'Contact Us' link with a right-pointing arrow.

2. On the First Time login page, please enter the following information:
 - a. Your HKAM ID (as printed on your new HKAM Fellowship Card)
 - b. Your Surname
 - c. Your Date of Birth (day and month only)
3. Press Continue.



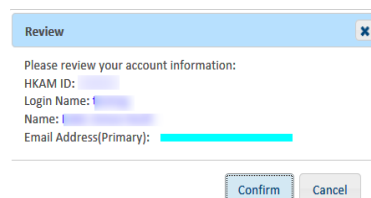
The 'First Time Login' form has a blue header with the text 'First Time Login'. Below the header is a paragraph of instructions: 'The iCMECPD system is restricted to HKAM Fellows and doctors registered with HKAM for CME/CPD. Please provide your HKAM ID, Surname and Date of Birth (dd/mm). Please note that if you enter incorrectly more than 4 times, your account will be temporarily locked.' Below this text are three input fields: 'HKAM ID : (*)¹', 'Surname : (*)', and 'Date of Birth : (*)' with dropdown menus for day and month. A 'Find My HKAM ID' link is to the right of the HKAM ID field. Below the input fields are 'Continue', 'Clear', and 'Back' buttons. At the bottom, there is a link: 'Need help? Please contact the [HKAM Secretariat](#).'

4. Please enter the following information:
 - a. Your own login name (if you have activated your iCMECPD account before, your login name will be shown and remain unchanged)
 - b. Your email address (please make sure the email address is **PRIVATE** and **PERSONAL**)
5. Press Finish.



The 'Please enter your login information' form has a blue header with the text 'Please enter your login information'. Below the header is a paragraph of instructions: 'If you have activated your iCMECPD account before, your login name will remain unchanged as shown below. If not, please enter your preferred login name now (6-20 characters with at least 1 English letter).' Below this text is a 'Login Name:' input field. Another paragraph of instructions follows: 'If you have provided an email address to the Academy before, it will be shown below. If not, please enter your preferred email address for login purpose. Please make sure that this email address MUST be private and personal. New password will be sent by the system to this email address automatically when you request for password recovery.' Below this text is an 'Email :¹' input field. A final paragraph of instructions states: 'You need to reset your password again even if you have activated your iCMECPD account before. The password you choose must be at least 6 characters long, and must contain numbers and letters.' Below this text are 'Password : (*)²' and 'Confirm Password : (*)' input fields. At the bottom are 'Finish', 'Clear', and 'Back' buttons.

6. A message with your account information will be shown for review. After pressing Confirm, the system will bring you to the Personal Profile page when the procedure is completed. You may take this opportunity to check and update your contact details and other information.



The 'Review' form has a blue header with the text 'Review' and a close button (X). Below the header is a paragraph of instructions: 'Please review your account information:'. Below this text are four lines of information: 'HKAM ID:', 'Login Name: [redacted]', 'Name: [redacted]', and 'Email Address(Primary): [redacted]'. At the bottom are 'Confirm' and 'Cancel' buttons.

A User Guide will be available in the system. If you come across any problem during the first time login or need further assistance, please contact the HKAM Secretariat (Tel: 2871 8888; Email: hkam@hkam.org.hk).