

## HONG KONG ACADEMY OF MEDICINE 香港醫學專科學院

# eHKAM ID Registration

eHKAM ID (an email address generated by the Academy) is a sign-in method for Academy Fellows and CSR registrants to log into eHKAM Portal and access all the Academy's online systems from one place.



# Go to eHKAM Online Registration Webpage <u>https://online.hkam.org.hk/ehkam/registration</u>



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Session expiring in 20:00

#### eHKAM ID Registration

The eHKAM ID is a unique user account for Academy Fellow to access online resources.

After registration is completed, you will be

- assigned an email address<sup>1</sup>, which is customisable through this registration form, to become your primary contact email address in the Academy Register. This email address also serves as your sign-in ID for accessing any online resources i.e. iCMECPD, eHKAM LMS and any new systems in future, so you do not need to remember different user names and passwords for different systems;
- provided a personal cloud storage space of 20 GB<sup>2</sup>;
- provided other productivity and collaboration tools<sup>3</sup>.

The eHKAM ID, once created, will be your unique e-identity for your e-learning experience and other online services as Academy Fellow.

CSR registrants are also eligible to apply eHKAM ID with limited functionalities<sup>4</sup>.

Your existing HKAM ID will be required during the registration. If you have lost the HKAM ID, please retrieve it here. And you will be required to go through an email verification process, please prepare to sign in your personal mailbox to get the verification code.

Please contact us if you have any question or need further information.

Start

<sup>1</sup> Service provided via Gmail
 <sup>2</sup> Service provided via Google Drive
 <sup>3</sup> Service provided via Google Workspace

<sup>4</sup> Personal cloud storage space is not available to CSR registrants



## Step 1 - Identity Verification

## **eHKAM ID Registration**

## **Identity Verification**



This part will be shown after your basic personal info is verified.



Note:
This primary email
address will
become your 2 <sup>nd</sup>
Email Address in
the Academy
register for account
recovery or
password reset.

# Step 1 - Identity Verification (Con't)

Personal Profile Review	<i>.</i>
Email address validation Primary email address:	Hong Kong Academy of Medicine - eHKAM <systemvalidation@hkam.org.hk></systemvalidation@hkam.org.hk>
The eHKAM ID account information will be sent to this email address. If the mailbox is inaccessible or cons rimary contact email address in the text box above.	HONG KONG ACADEMY OF MEDICINE 有速要學專科學院
Send verification code	Status         Status<
Next	nitiate a new verification coue. Thank you.
Personal Profile Review	← Reply → Forward
Primary email address:	
The eHKAM ID account information will be sent to this email address. If the mailbox is naccessible or consi primary contact email address in the text box above.	idered unsecured, please update your
Re-send verification code         Verification code has been sent to       Please enter the code in the text box below.         Verification code.       Input here	
Next The Next when th correctly	t button will be activated e verification code is y input.



## Step 1 – Identity Verification (Con't)

I acknowledge that my eHKAM ID account information will be sent to the above email address, which will be securely accessed by myself only.		
Please review your personal profile below.		
Contact Details	Publication Subscription	
Phone No.	eBlast CME/CPD Information	
Hong Kong (	Un-subscribe 🗸 Subscribe	~
Hong Kong ( V	Annual Report (E-Copy) Focus (E-Copy)	_
At least one of the two contact no.(Phone No. or Mobile No) is required.	Subscribe V Un-subscribe	~
Fax No. (Optional)	Hong Kong Medical Journal	
✓	Subscribe E-copy	
Current Practice Employer: Position:		
Tes Turks	Your personal profile ca	n
Held since:	be reviewed and update here, if necessary.	ed



Note: The customised eHKAM ID (username) should be close your name.

## Step 2 - eHKAM ID and Email Address Creation



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Session expiring in 14:31

#### **eHKAM ID Registration**

#### Email Address Creation

Create your customised eHKAM ID as well as your primary contact email address1.

- · Email address should be close to one's name for representing the right person and facilitate email communication;
- Email address may contain letters (a-z), numbers (0-9), and periods (.);
- · Email address should contain at least one letters (a-z);
- Email address cannot contain special characters i.e. ampersand (&), equals sign (=), underscore (\_), apostrophe ('), dash (-), plus sign (+), comma (.), brackets (<,>) etc, and more than one period (.);
- · Email address may begin or end with non-alphanumeric characters except periods (.);
- Email address should contain five to twenty characters before @.
- Your ID is available.

#### Please enter your customised eHKAM ID:



- I acknowledge and accept that once the eHKAM ID is created, my primary contact email address in the Academy Register will be automatically updated to my eHKAM ID, and the original registered email address will become the secondary email address for backup communications. The original secondary email address will be removed permanently.
- Enabling backend auto-forward to automatically forward all incoming email from @fellow.hkam.hk to my secondary email address –

Note: The auto-forwarding set-up via this registration form is a one-off arrangement configued by Academy's Technical Team, and can be disabled only subsequently at backend upon your request. You can also configure the auto-forwarding on your own later when the mailbox becomes available, and you will have full control on this function by that means.



Note:

 The free cloud storage is available to Academy Fellow only

# Step 3 - Personal Cloud Storage Creation (Fellows only)



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Session expiring in 10:52

### eHKAM ID Registration

#### Personal Cloud Storage Creation

I opt-in to create personal cloud storage space<sup>1</sup>.

The **cloud storage limit is 20GB** at this moment. This quota is subjected to the offer of Google Drive service bundled with Google Workspace subscription.

When the storage exceeds the limit

- · You cannot upload new files or images.
- You cannot create new files in collaborative content creation apps like Google Docs, Sheets, Slides, Drawings, Forms, and Jamboard. Until you reduce storage usage, nobody can edit or copy the affected files or submit forms owned by you.
- · You cannot back up any photos and videos at Google Photos.
- · You cannot record new meetings in Google Meet.

I acknowledge the storage limit and situation of over quota described above.

I opt-out to create personal cloud storage space<sup>1</sup>.

Next



## Step 4 - Confirmation



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Session expiring in 00:20

**eHKAM ID Registration** 

Confirmation

Please confirm your preferences below:

My customised email address / eHKAM ID:

Backend auto-forward:

Auto-forward to:

Personal cloud storage:

@fellow.hkam.hk ENABLE suggestion of the Back to Email Address Creation

Back to Cloud Storage Creation

OPT-IN

I acknowledge that the validity of the email address/eHKAM ID, personal cloud storage and all services  $\checkmark$ bundled with the Google Workspace subscription is subjected to my validity of fellowship status.

Confirm and Submit



Note: You will receive the welcome email and the temporary password from the system for your first-time login to eHKAM Portal within 7 working days.

## Complete the registration

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н	Hong Kong Academy of Medicine - eHKAM - 🙂 🔗 🦘 🌑 🧭 … ehkam@hkam.org.hk>			
	To:			
	HONG KONG ACADEMY OF MEDICINE 香油聲事裏科等號			
	Welcome to eHKAM			
	Thank you for registering eHKAM ID - the e-identity for Academy Fellows and CSR Registrants. Your registration is			
	completed and your dedicated HKAM email address is ready to use now!			
	Please visit to eHKAM Portal - https://e.hkam.hk and sign in with your eHKAM ID below.			
	eHKAM ID			
	@fellow.hkam.hk (Password will be provided in a separated email)			
	pressword will be province in a separate email During the sign in process, you will be brought to Googly's sign in page (as the authentication method adopted for eitKAM is supported by Google). Then you will be asked to change your password during your first time login.			
	To maximize security level of your eHKAM ID, you are recommended to enable 2 Step Verification. Please visit to the Google Account Security page to setup your preference. Remember not to share your password to anyone.			
	Your eHKAM ID is also your dedicated HKAM email address <sup>1</sup> . To access your mailbox, please visit to timail and sign in with your eHKAM ID.			
	As indicated during the registration process, your backend email auto forwarding is now effective as described below.			
	All emails sent to     Gefellow.hkam.hk will be automatically forwarded to			
	This setting will only be disabled at backend, if necessary. You may reply to this email and indicate your intention if you decide to disable this function.			
	You can also access to other online services and resources via the shortcuts (e.g. eHKAM LMS) placed in the dashboard of eHKAM Portal.			
	More features will be coming under eHIGAM. Please stay tuned and enjoy the new experience. For more details, please visit to eHKAM page in the Academy website.			
	Thank you!			
	<sup>3</sup> A sever provided by instal			
	← Reply ← Forward			





Note: When using public PC, you are suggested to visit eHKAM in **Browser's** private mode.

<u>Chrome</u> At the top right, click more ⋮ > **New** Incognito tab ♣

<u>Firefox</u> Click on **New Private Window** 

Edge At the top right, click more ···· > New InPrivate Window

# Sign in to eHKAM Portal (<u>https://e.hkam.hk</u>)





What is eHKAM ID?

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Note: Please prepare the welcome email with the temporary password for your first-time login.





Note: eHKAM LMS will be ready on the next day after the successful sign in.

## Welcome to eHKAM Portal

## Sign in successful!

	.≡.	Dr. () @ @fellow.hkam.hk
Dashboard	Welcome to eHKAM	
Annual Subscription	HKAM Apps	
	<b>EHKAM LMS</b> CMECPD quizzes, online courses and e- Learning for Fellows and CSR registrants	CME CPD CME profile and attendance management system
	Useful Links	
	HKAM Website Official website of Hong Kong Academy of Medicine	Well-being Website Take actions ASAP to manage stress and to avoid burnout
	Google Services	
	Gmail Mailbox	Google Drive Personal Cloud Storage



Note: eHKAM ID must be used to access eHKAM LMS and iCMECPD.

# Login with eHKAM ID

 eHKAM LMS (<u>https://lms.hkam.org.hk/</u>)



 iCMEPCD (<u>https://www.icmecpd.hk</u>)



## eHKAM

- To know more about eHKAM ID, please visit <u>https://www.hkam.org.hk/en/initiative/ehkam</u>
- Enquiry:
  - Tel: (852) 2871 8888
  - Email: <a href="mailto:ehkam-helpdesk@hkam.org.hk">ehkam-helpdesk@hkam.org.hk</a>

