

# User Guide for Public User


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# Registration



香港特別行政區政府創發署  
CREATE HONG KONG  
The Government of the Hong Kong Special Administrative Region






創意香港撥款管理及資訊系統  
Create Hong Kong Funding Administration  
and Information System

**Reminder:**


Your attention is drawn to the CSI Guide that applications may not be approved, and even if approved, the amount approved may be different from the one proposed in the application. Should the applicants choose to incur/commit any expenditure for the projects under application before funding approval is confirmed, the applicants will have to bear their own risk and pay for the incurred/committed expenditure themselves in case their funding applications are rejected or only partially approved subsequently.


Moreover, project commencement before funding approval would only be granted where justified and applicants should not take it for granted. Applicants are strongly reminded to submit applications earlier taking into account the required processing time of the Secretariat upon receipt of all information.

Close




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**Login**


 User name

 Password


Login


[Register](#) [Forgot Password?](#)


Click [Register] for person or organisation registration



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Close

Please enter verification code

7451 [Refresh](#)

Next Reset Cancel

# Registration

The screenshot shows the 'Registration Organisation' form. A red rectangular box highlights the two required name fields: '\* Organisation English Name:' and '\* Organisation Chinese Name:'. Below these fields is a note: '(Please enter "不適用" if not applicable)'. At the bottom of the form, there is a 'Next' button, which is also highlighted with a red rectangular box. To the left of the 'Next' button is a 'Refresh' button with the number '7451' next to it. The form header includes the 'CREATE HONG KONG' logo and the text 'The Government of the Hong Kong Special Administrative Region'.

Input the name of an existing organisation to register PC; otherwise input the name to register an organization

Click [Next] to register Project Coordinator (PC) or organisation

The screenshot shows the 'Registration Organisation' form with pre-filled data. The fields are: '\* Organisation English Name:' with value '111111', '\* Organisation Chinese Name:' with value '11111', '\* Nature:' with value 'Local Academic Institute', '\* Place of Organisation:' with value 'the Hong Kong SAR, China', '\* Year of Establishment:' with a placeholder 'Please enter year of establishment', '\* No. of Employees:' with a dropdown menu showing 'Please Select', and '\* Address in English:' with value '(Same as BR)'. The form header includes the 'CREATE HONG KONG' logo and the text 'The Government of the Hong Kong Special Administrative Region'.

# Register an Organisation

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\* Address in Chinese:  
(Same as BR)

\* Tel:  
Please enter Telephone No.

\* Fax:  
Please enter fax

\* Mobile No.:  
Please enter mobile no.

\* Email:  
Please enter email

\* Website:  
Please enter website  
(please enter "NIL" if not applicable)

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\* Email:  
Please enter email

\* Website:  
Please enter website  
(please enter "NIL" if not applicable)

\* Verification Code:  
Please enter verification code

0845 Refresh

☐ I accept the [Terms and Conditions](#).

**Submit** Cancel

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Terms and Conditions

Click [Submit] to submit the register organisation request

# Registration - Project Coordinator

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Registration

Organisation

\* Organisation English Name:  
City University of Hong Kong

\* Organisation Chinese Name:  
香港城市大學

\* Nature:  
Locally Registered Company

\* Organisation Number:  
Please enter Organisation number.

\* BR Expiration Date: (DD/MM/YYYY)  
01/12/2023

Project Coordinator

\* Login ID:  
Please enter login id

\* Title:

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Project Coordinator

\* Login ID:  
Please enter login id

\* Title:  
Please select

\* First Name:  
Please enter first name  
e.g. Peter Tai-man

\* Last Name:  
Please enter last name  
e.g. CHAN

\* Chinese Name:  
Please enter Chinese name  
e.g. 陳大文

Department:  
Please enter department

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\* Fax:  
Please enter fax

\* Mobile No.:  
Please enter mobile no.

\* Email:  
Please enter email

\* Website:  
Please enter website  
(please enter "NIL" if not applicable)

\* Verification Code:  
Please enter verification code

6934 Refresh

☐ I accept the [Terms and Conditions](#).

Submit Cancel

Click [Submit] to submit register PC request

# Registration - Password

1. After register PC request being approved, a confirmation email will be sent to the user's registered email address after the PC registration is approved. Open the URL in the email to set the password.

**New Password**

Please enter the new password.

Login ID: wjdbpc0106

**\*New Password:**

**\*Re-enter New Password:**

The password should contain:

- 8 – 20 characters;
- at least one UPPERCASE character [A-Z];
- at least one lowercase character [a-z];
- at least one digit [0-9]; and
- at least one symbol [e.g. !@\$%^&].

Confirm

Reset

2. Enter the password and click [Confirm] to confirm the new login password

1

- Registration

2

- **Forgot Password**



# Forgot Password



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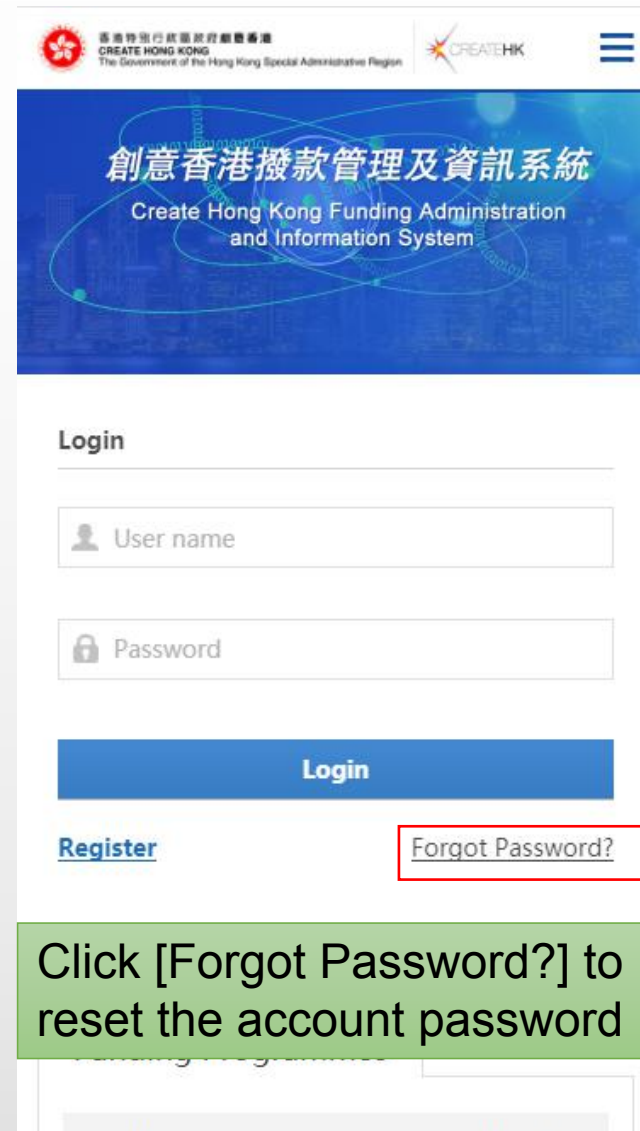
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**Login**

User name

Password

Login

[Register](#) [Forgot Password?](#)

Click [Forgot Password?] to reset the account password

# Forgot Password

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Forgot Your Password?

Please provide the registered email address of your profile.

\*Email:

\*Login ID:

\*Verification Code:  
 8151 [Refresh](#)

[Submit](#)

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Fill in the textboxes and click [Submit].  
An email with a code for resetting the password will be sent

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Please enter the new password.

\*Login ID:  
111pc111

\*New Password:

\*Re-enter New Password:

1. Input the verification code provided in the email

- ✓ at least one lowercase character [a-z];
- ✓ at least one digit [0-9] and
- ✓ at least one symbol [e.g. !@#%&].

\*Verification Code:  
 81J5Pz

[Confirm](#)

2. After filling in the password and code, click [Confirm]

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✓ Change password successfully, Please clicking [here](#) to login.

[OK](#)

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Click [here] hyperlink or [OK] button to return to login interface