



AAT Online Platform User Guideline

INDEX

Notes to users	2
Account activation / Forget password	3
Account Login.....	7
Account Logout.....	8
Amending the Personal information (Correspondence address & Phone numbers)....	9
Amending the Personal information (Email address)	11
Viewing the examination results.....	15



Notes to users

1. The system is developed to facilitate the students to:
 - check the examination results of the latest session of the AAT Examination / Professional Bridging Examination; and
 - update the personal particulars in the AAT student register.

2. Please go to <https://portal.hkiaat.org> to activate the system account / login the system.

3. Please note that the system requires students to input their AAT student number / PBE student number and the registered email address for account activation. For students who have not provided their email addresses to the Institute, please first return the completed '[Personal Record Update Form](#)' to update your email address.

4. The system supports the below browsers:
 - MS Internet Explorer version 7.0 or above
 - Google Chrome

5. Should you have any queries regarding the AAT Online Platform, please send email to hkiaat@hkiaat.org or contact us on 2823 0600.



Account activation / Forget password

Step 1: Click "Account Activation / Forget password"

AAT Hong Kong Institute of Accredited Accounting Technicians 香港財務會計協會

Login

Personal Info

Result

Student Login

Student Login

Registration No. :

Password :

(case sensitive)

Submit Reset

[Account Activation / Forget password](#)

Step 2: Enter your '**HKIAAT Student No**' and your **registered email address**, and then click the '**Submit**' button.

(For students who have not provided their email addresses to the Institute, please first return the completed '[Personal Record Update Form](#)' to update your email address.)

AAT Hong Kong Institute of Accredited Accounting Technicians 香港財務會計協會

Student Login

Account Activation / Forget Password

Registration No. :

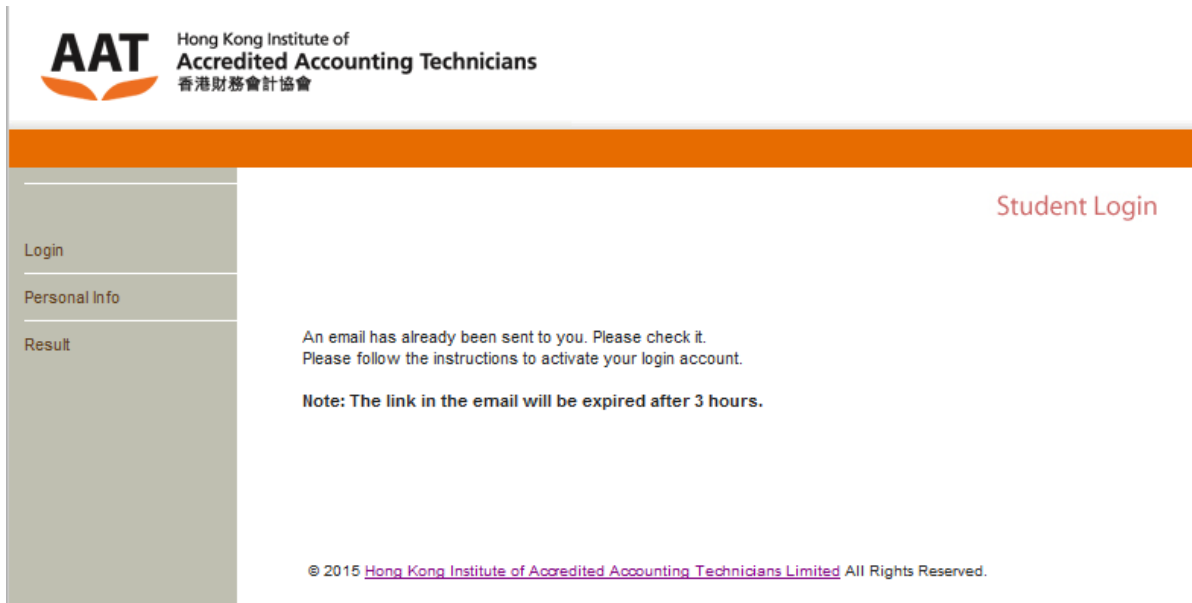
Email address :

Submit Cancel

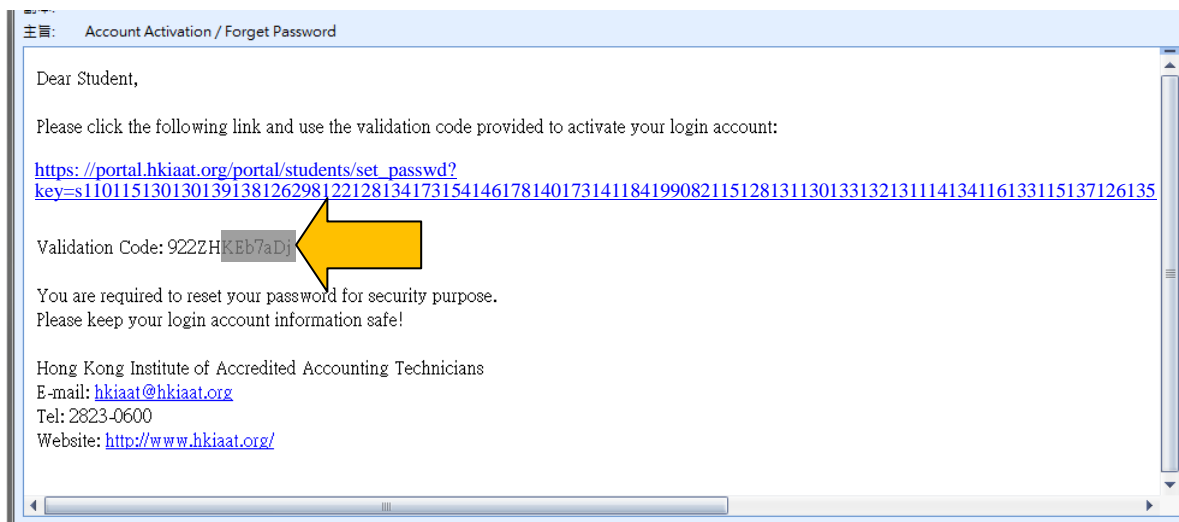
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Step 3: An email with the 'validation code' will be sent to your registered email address automatically.



Step 4: Open the email with the subject 'Accounts Activation / Forget Password' from your registered email account, click the hyperlink provided in the email. (Please note that the hyperlink and validation code given in the email are valid for 3 hours only.)



Note: The email is sent from the sender [no-reply@hkiaat.org]. If the email is not found in inbox, please check the Spam, Junk, Deleted Items or Archive folder. Please also make sure that the spam filter of your email client does not filter out our emails. If you are still unable to locate the 'Accounts Activation / Forget Password' email, please activate again by repeating the steps 1 and 2. If the problem is not resolved, please contact 2823 0600 or hkiaat@hkiaat.org for assistance.



Step 5: Enter your '**HKIAAT Student No**', the '**Validation Code**' given in the email and your new password twice, and then click the '**Submit**' button.

The screenshot shows the AAT Student Login page. The header includes the AAT logo and the text 'Hong Kong Institute of Accredited Accounting Technicians 香港財務會計協會'. The page title is 'Student Login'. On the left, there is a navigation menu with 'Login', 'Personal Info', and 'Result'. The main content area features a 'Change Password' form with the following fields:

Change Password		
Registration No.	:	<input type="text"/>
Validation Code (given in the email)	:	<input type="text"/>
New password	:	<input type="text"/>
Confirm password	:	<input type="text"/>

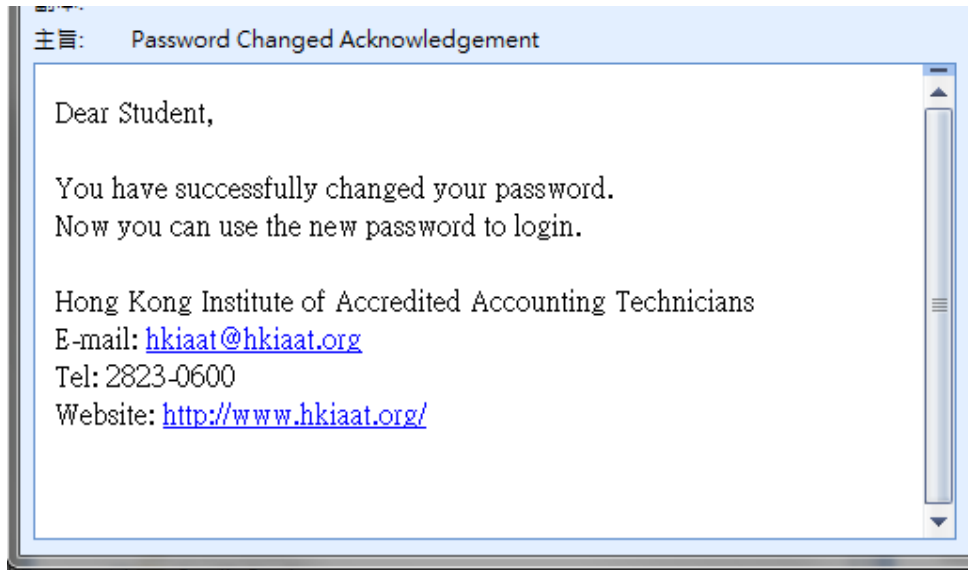
At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Step 6: Your password has been reset. Click the 'Login' in the menu at the left to access the login page.

The screenshot shows the AAT Student Login page after a successful password reset. The header and navigation menu are the same as in the previous screenshot. The main content area displays the message: 'Password has been changed successfully, you can use the new password to login.' At the bottom of the page, there is a copyright notice: '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'



An email with the subject 'Password Changed Acknowledgment' is sent to your registered email account from HKIAAT.





Account Login

Step 1: Enter your '**HKIAAT Student No**' and **password**, and click the '**Submit**' button.

AAT Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Login

Personal Info

Result

Login

[Student Login](#)

Student Login

Registration No. :

Password :

(case sensitive)

[Account Activation / Forget password](#)

After login, the student name is displayed on the top-left corner of the webpage.

AAT Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Login as :
CHAN Tai Man
(Web Login ID: N034851)

Logout

Personal Info

Result

[Student Login](#)

Student : CHAN Tai Man N034851

Welcome to the HKIAAT.

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Account Logout

Step 1: Click **'Logout'** in the menu at the left of the webpage.

The screenshot shows the AAT website header with the logo and name. Below the header is a navigation bar with an orange background. On the left, there is a user menu with the following items: 'Login as : CHAN Tai Man (Web Login ID: N034851)', 'Logout', 'Personal Info', and 'Result'. The 'Logout' item is highlighted. On the right side of the page, there is a 'Student Login' link. Below the navigation bar, the user's name and ID are displayed: 'Student : CHAN Tai Man N034851'. Below that, a welcome message reads: 'Welcome to the HKIAAT.' At the bottom of the page, there is a copyright notice: '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'

Step 2: Click the **'Logout'** button.

The screenshot shows the AAT website header and navigation bar. The user menu on the left is the same as in the previous screenshot, but the 'Logout' item is now a button with the text 'Logout' in orange. Below the navigation bar, a confirmation dialog is displayed: 'Are you sure to log out ?'. Below the dialog, there are two buttons: 'Logout' and 'Cancel'. At the bottom of the page, there is a copyright notice: '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'



Amending the Personal information (Correspondence address & Phone numbers)

Step 1: Click '**Personal Info**' in the menu at the left of the webpage.

AAT Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Login as :
CHAN Tai Man
(Web Login ID: N034851)

Logout

Personal Info

Result

Student Login

Student : CHAN Tai Man N034851

Welcome to the HKIAAT.

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Step 2: Click the '**Update Personal Information**' button.

AAT Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Login as :
CHAN Tai Man
(Web Login ID: N034851)

Logout

Personal Info

Result

Personal Information

Student Login

Personal Record

Registration No.	: N034851
Name (Eng)	: Mr. CHAN Tai Man
Name (Chi)	: 陳太文
Sex	: M
Date of Birth (mm/dd)	: 01/01
Address	: 27/F, ***
Tel (Home)	: ****5432
Tel (Office)	:
Tel (Mobile)	:


Update Personal Information

Email : vanessa.lee@***

Update Email Address



Step 3: Enter the new **correspondence address** and/or new **phone no.**, and click the **'Submit'** button.



Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Student Login

Login as :
CHAN Tai Man
(Web Login ID: N034851)

Logout

Personal Info

Result

Update Personal Information

Registration No. : N034851

Name (Eng) : MR CHAN Tai Man

Name (Chi) : 陳大文

Address :

H.K. ▾


Tel (Home) :

Tel (Office) :

Tel (Mobile) :

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The personal information will be updated in the next 3 working days.



Hong Kong Institute of
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Student Login

Login as :
LEE Chi
(Web Login ID: N034852)

Logout

Personal Info

Result

Personal Information update request has been submitted.
Your personal information will be updated in the next 3 working days.

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Amending the Personal information (Email address)

Step 1: Click '**Personal Info**' in the menu at the left of the webpage.

The screenshot shows the AAT website interface. On the left, there is a vertical menu with the following items: 'Login as: CHAN Tai Man (Web Login ID: N034851)', 'Logout', 'Personal Info' (which is highlighted), and 'Result'. The main content area on the right displays 'Student Login' in red text and 'Student: CHAN Tai Man N034851' below it. At the bottom of the main content area, it says 'Welcome to the HKIAAT.' and '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'

Step 2: Click the '**Update Email Address**' button.

The screenshot shows the 'Personal Information' page. The left sidebar menu has 'Personal Info' highlighted. The main content area has a header 'Personal Information' and 'Student Login' in red text. Below this is a 'Personal Record' section with the following details:

Personal Record	
Registration No.	: N034851
Name (Eng)	: Mr. CHAN Tai Man
Name (Chi)	: 陳大文
Sex	: M
Date of Birth (mm/dd)	: 01/01
Address	: 27/F, ***
Tel (Home)	: ****5432
Tel (Office)	:
Tel (Mobile)	:

Below the 'Personal Record' section is a button labeled 'Update Personal Information'. Below that is an 'Email' section with the email address 'vanessa.lee@***' and a button labeled 'Update Email Address'. A yellow arrow points to the 'Update Email Address' button.



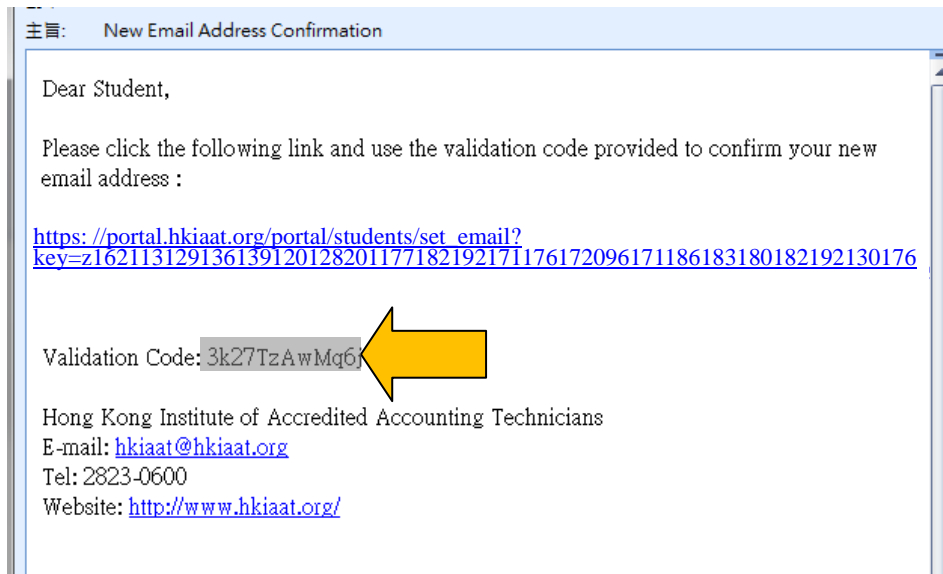
Step 3: Enter the '**Old Email address**' and the '**New Email address**', and then click the '**Submit**' button.

The screenshot shows the AAT Student Login interface. On the left is a navigation menu with options: Login as: CHAN Tai Man (Web Login ID: N034851), Logout, Personal Info, and Result. The main content area is titled 'Student Login' and features an 'Update Email' form. The form displays the following information: Registration No. : N034851, Name (Eng) : MR CHAN Tai Man, Name (Chi) : 陳大文. Below this, there are two input fields: 'Old Email' and 'New Email'. At the bottom of the form are 'Submit' and 'Cancel' buttons. A footer at the bottom of the page reads: © 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.

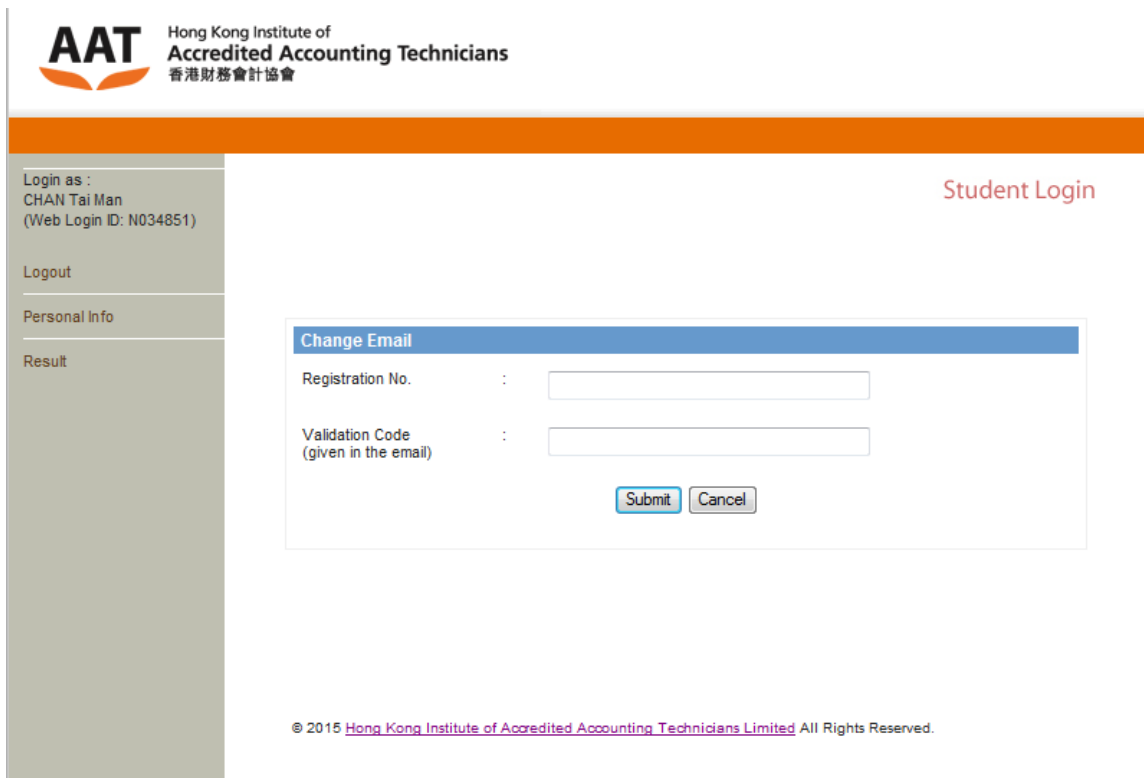
Step 4: A confirmation email with the 'validation code' will be sent to your new email address.

The screenshot shows the AAT Student Login interface after the email update. The navigation menu on the left remains the same. The main content area, titled 'Student Login', displays a confirmation message: 'An email has already been sent to your new email address. Please check it. Please click the link in the email to confirm your new email address.' Below this message is a note: 'Note: The link in the email will be expired after 3 hours.' The footer at the bottom of the page reads: © 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.

Step 5: Open the email with the subject 'New Email Address Confirmation' from your new email account, click the hyperlink provided in the email.




Step 6: Enter your '**HKIAAT Student No**' and the '**Validation Code**' given in the email, and then press the '**Submit**' button.





Step 7: The email address has been updated. An acknowledgement email will be sent to both the new and old email addresses.



Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

Login as :
CHAN Tai Man
(Web Login ID: N034851)

Logout

Personal Info

Result

Student Login

Email has been updated.

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主旨: Email Changed Acknowledgement

Dear Student,

Email has been updated. The notification will be sent to the new email from now on.

Hong Kong Institute of Accredited Accounting Technicians

E-mail: hkiaat@hkiaat.org

Tel: 2823-0600

Website: <http://www.hkiaat.org/>



Viewing the examination results

Step 1: Click '**Result**' in the menu at the left of the webpage.

The screenshot shows the AAT website interface. At the top left is the AAT logo and the text 'Hong Kong Institute of Accredited Accounting Technicians' and '香港財務會計協會'. Below this is a navigation menu with four items: 'Login as : CHAN Tai Man (Web Login ID: N034851)', 'Logout', 'Personal Info', and 'Result'. The 'Result' item is highlighted in a darker grey. To the right of the menu, the text 'Student Login' is visible. Below the menu, the text 'Student : CHAN Tai Man N034851' and 'Welcome to the HKIAAT.' is displayed. At the bottom, there is a copyright notice: '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'

Step 2: Click the link to view the result details of your enrolled paper(s) under the current examination session.

The screenshot shows the AAT website interface. At the top left is the AAT logo and the text 'Hong Kong Institute of Accredited Accounting Technicians' and '香港財務會計協會'. Below this is a navigation menu with four items: 'Login as : CHAN Tai Man (Web Login ID: N034851)', 'Logout', 'Personal Info', and 'Result'. The 'Result' item is highlighted in a darker grey. To the right of the menu, the text 'Student Login' is visible. Below the menu, the text 'Please click the following link to view the result details :' is displayed. Below this text is a blue underlined link: '[2015-6 Accredited Accounting Technician Examination](#)'. A large yellow arrow points to the right of this link. At the bottom, there is a copyright notice: '© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.'



Step 3: Examination result page is shown.



Login as : CHAN Tai Man (Web Login ID: N034851)	Student Login									
Logout										
Personal Info	Accredited Accounting Technician Examination - Examination Report									
Result	Stud#: N034851 MR CHAN Tai Man <div style="text-align: center;">EXAMINATION RESULT</div> <p>For the Jun 2015 session issued on 31/7/2015</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAPER</th> <th style="text-align: left;">TITLE</th> <th style="text-align: left;">STATUS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td>Fundamentals of Business Law</td> <td>Pass with Distinction</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Financial Accounting</td> <td>Fail</td> </tr> </tbody> </table> <p style="text-align: center;">* * * * *</p> <p>This report is not an official report issued by the Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) and must not be regarded as such. HKIAAT reserves the right to alter the information given on the report.</p> <p style="font-size: small; text-align: center;">© 2015 Hong Kong Institute of Accredited Accounting Technicians Limited All Rights Reserved.</p>	PAPER	TITLE	STATUS	6	Fundamentals of Business Law	Pass with Distinction	7	Financial Accounting	Fail
PAPER	TITLE	STATUS								
6	Fundamentals of Business Law	Pass with Distinction								
7	Financial Accounting	Fail								