

# Sign Up User Account (For Applicant)

1. For using an **authorized** email account ([click here](#))

- ha.org.hk
- hku.hk
- connect.hku.hk
- hkucc.hku.hk
- pathology.hku.hk
- cuhk.edu.hk

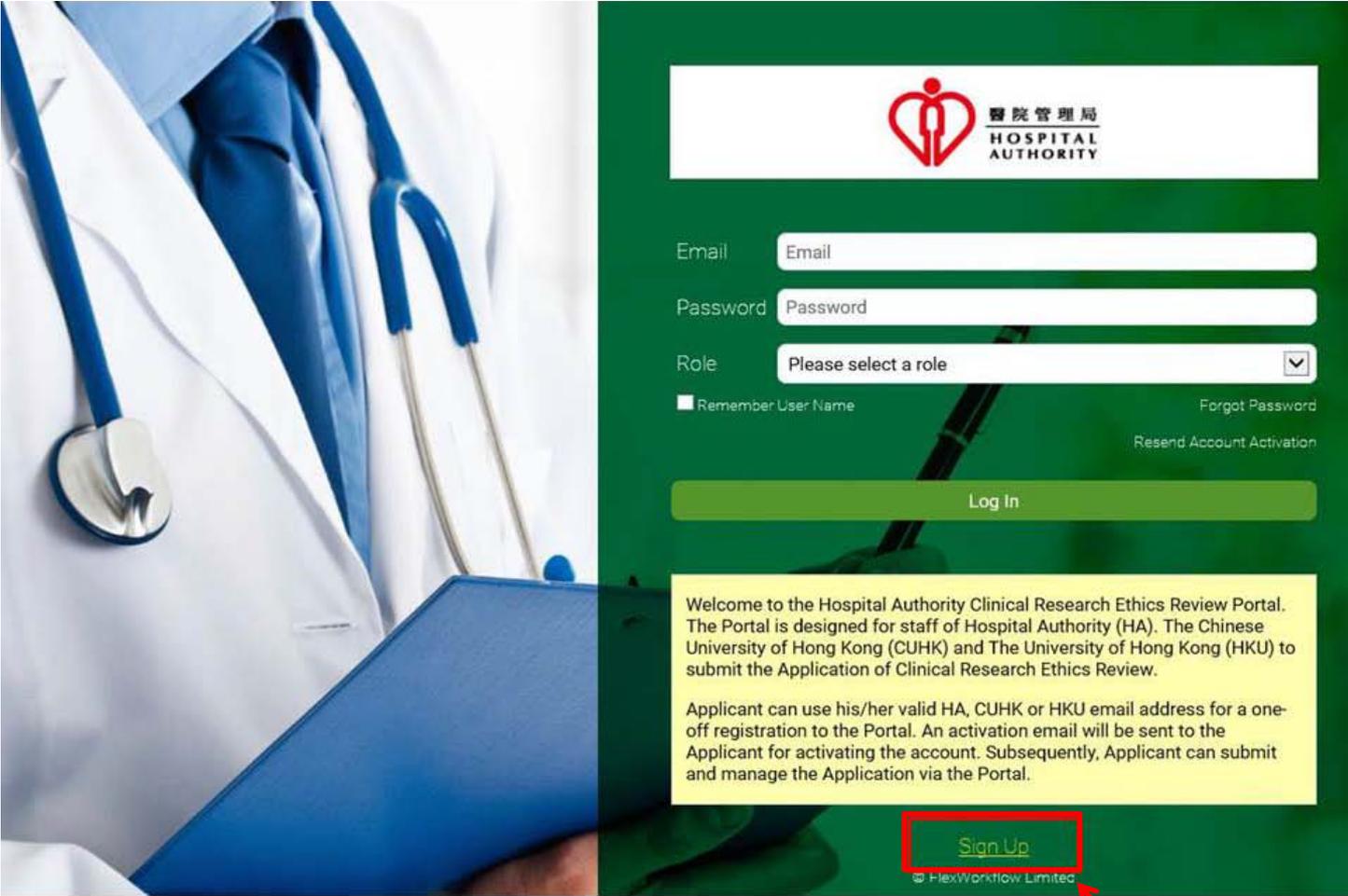
2. For using an **unauthorized** email account ([click here](#))

3. Resend activation link ([click here](#))

Note to Users:

The email address for sign up on the new Portal will also be the one for receiving subsequent emails / notifications, such as confirmation email, reminder etc.

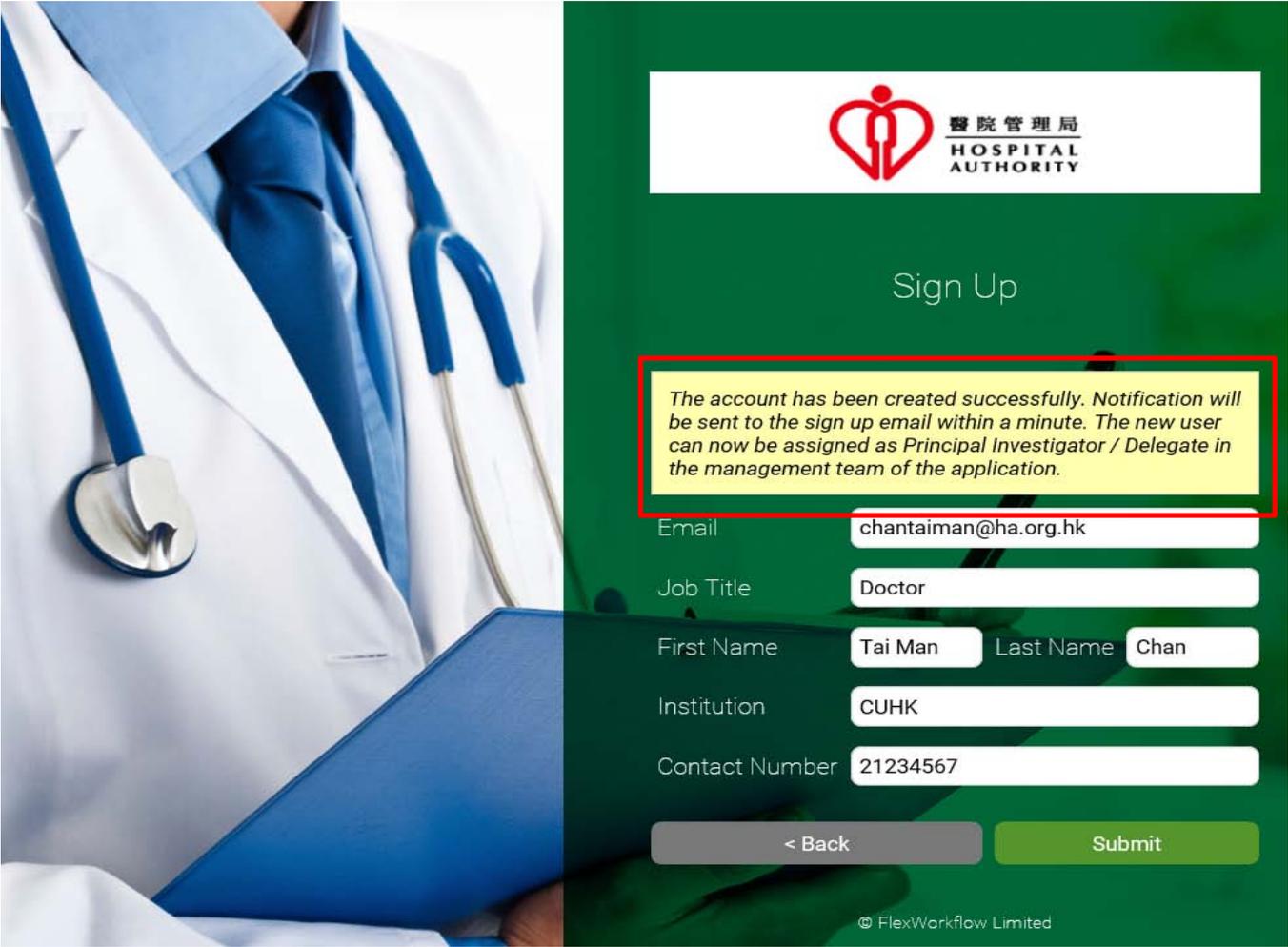
For first time user using an authorized email account, please click “Sign Up” to create a new account.



Fill in the required information, and click “Submit”.

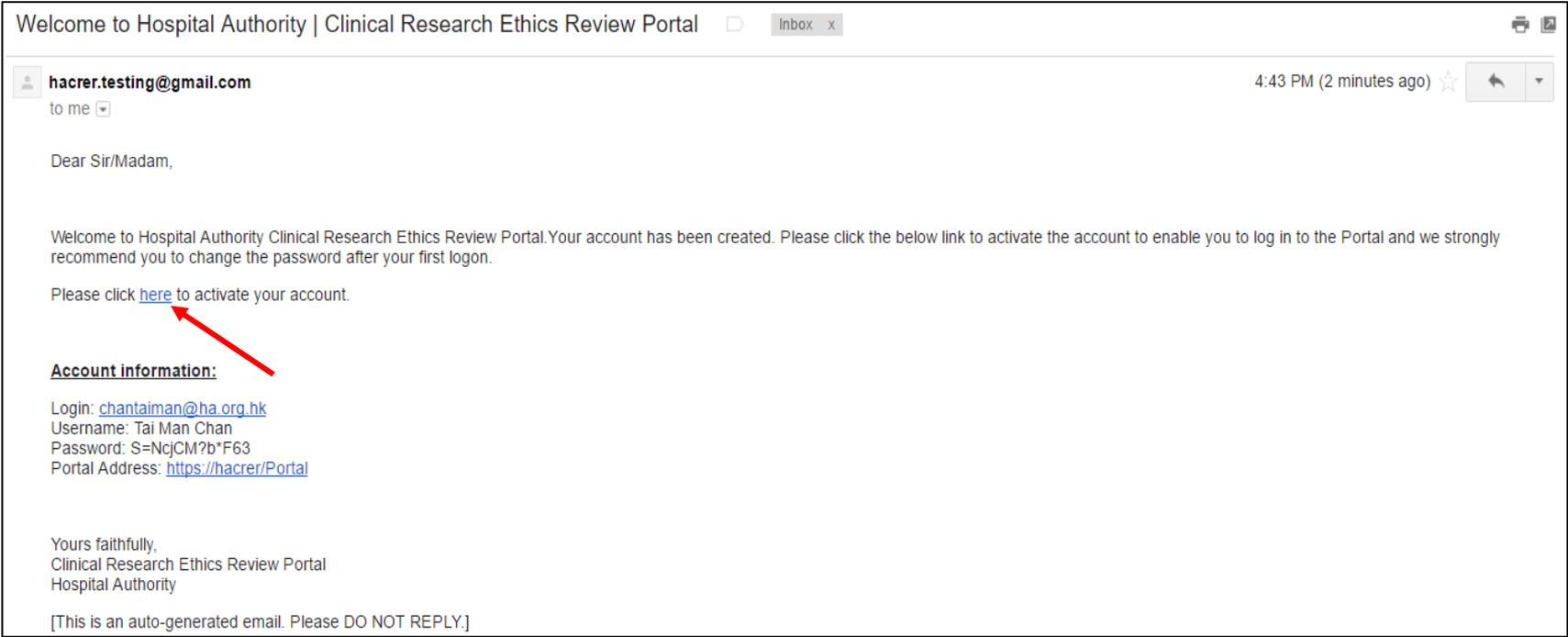
The image is a composite of two parts. On the left, a close-up photograph shows a doctor in a white lab coat with a blue stethoscope around their neck, holding a blue folder. On the right, a screenshot of a web form titled 'Sign Up' is displayed against a green background. At the top of the form is the Hospital Authority logo, which consists of a red heart shape with a white figure inside, and the text '醫院管理局 HOSPITAL AUTHORITY' to its right. Below the logo, the text 'Sign Up' is centered. A yellow banner contains the instruction: 'Please sign up an account for the Principal Investigator / Delegate if they are new / non-existing user of CRER Portal System.' The form has several input fields: 'Email' with the value 'chantaiman@ha.org.hk', 'Job Title' with 'Doctor', 'First Name' with 'Tai Man' and 'Last Name' with 'Chan', 'Institution' with 'Hospital', and 'Contact Number' with '21234567'. At the bottom of the form are two buttons: a grey '< Back' button and a green 'Submit' button. The 'Submit' button is highlighted with a red rectangular box, and a red arrow points from the bottom right towards it. At the very bottom of the form, there is a small copyright notice: '© FlexWorkflow Limited'.

Wait until the highlighted message is shown, and you will receive an auto generated email.

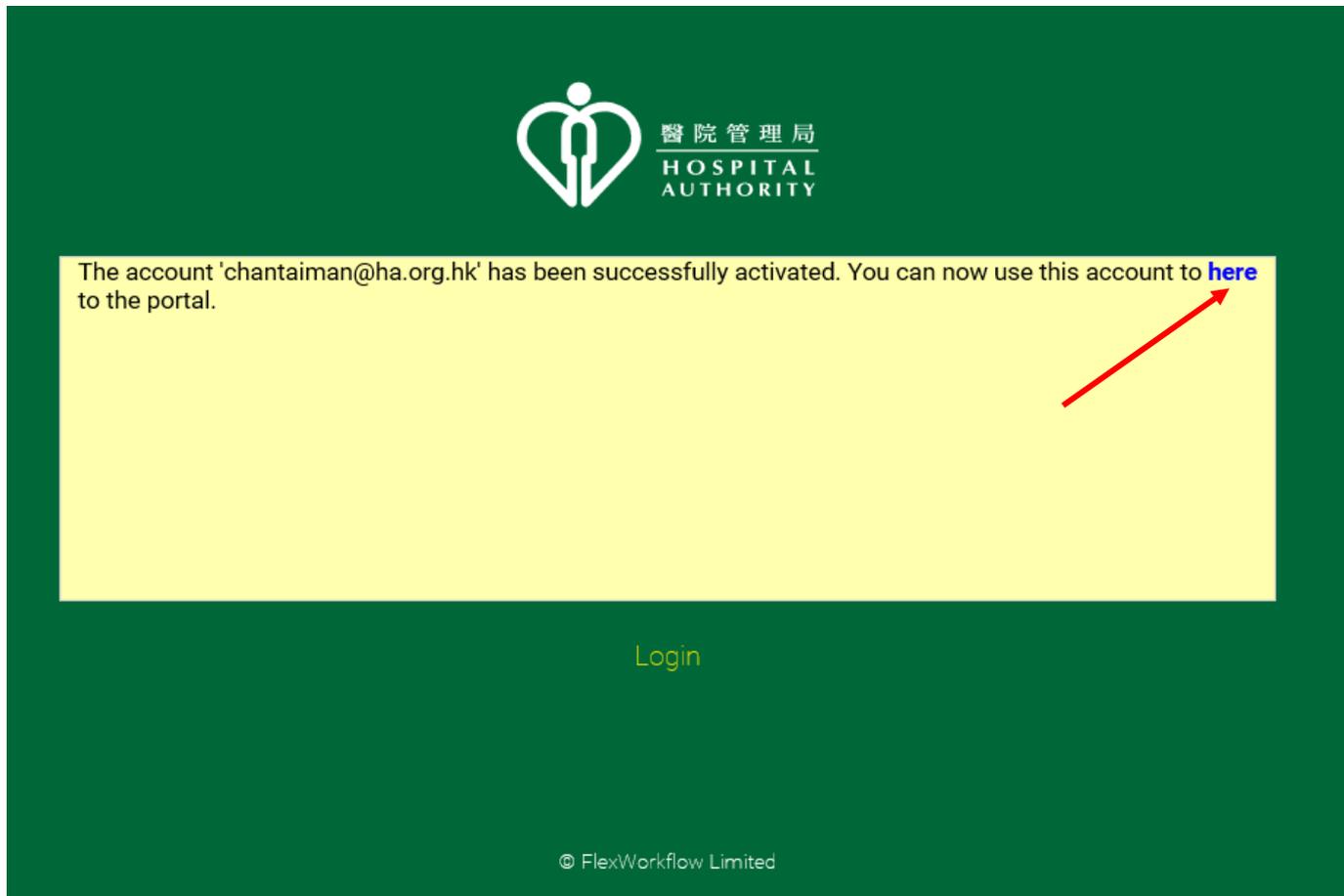


The image shows a sign-up form for the Hospital Authority. The form is set against a green background. At the top, there is a white header with the Hospital Authority logo and the text "醫院管理局 HOSPITAL AUTHORITY". Below the header, the text "Sign Up" is displayed. A yellow message box with a red border contains the following text: "The account has been created successfully. Notification will be sent to the sign up email within a minute. The new user can now be assigned as Principal Investigator / Delegate in the management team of the application." Below the message box, there are several input fields: "Email" (chantaiman@ha.org.hk), "Job Title" (Doctor), "First Name" (Tai Man) and "Last Name" (Chan), "Institution" (CUHK), and "Contact Number" (21234567). At the bottom of the form, there are two buttons: "< Back" and "Submit". A red arrow points to the yellow message box. At the bottom right of the form, there is a small copyright notice: "© FlexWorkflow Limited".

Account activation link and login password has been sent to your email. Click the activation link “here” to activate your account before login to the Portal.

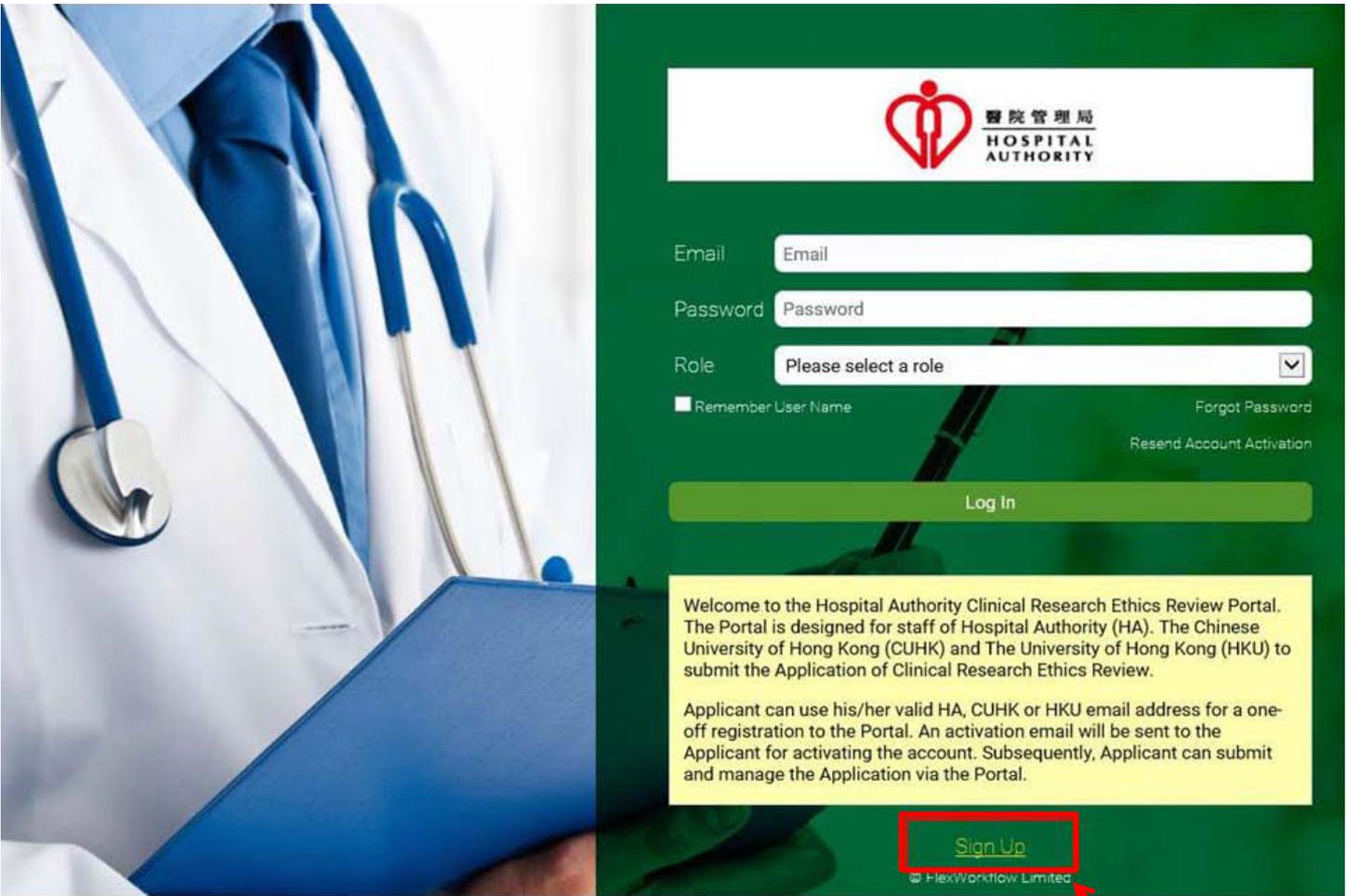


The following confirmation page will be shown and registration is completed. Please click the “here” to the Portal login page.



[<Back](#)

For first time user using an unauthorized email account, please click “Sign Up” to create a new account



**醫院管理局**  
**HOSPITAL**  
**AUTHORITY**

Email

Password

Role

Remember User Name [Forgot Password](#)

[Resend Account Activation](#)

[Log In](#)

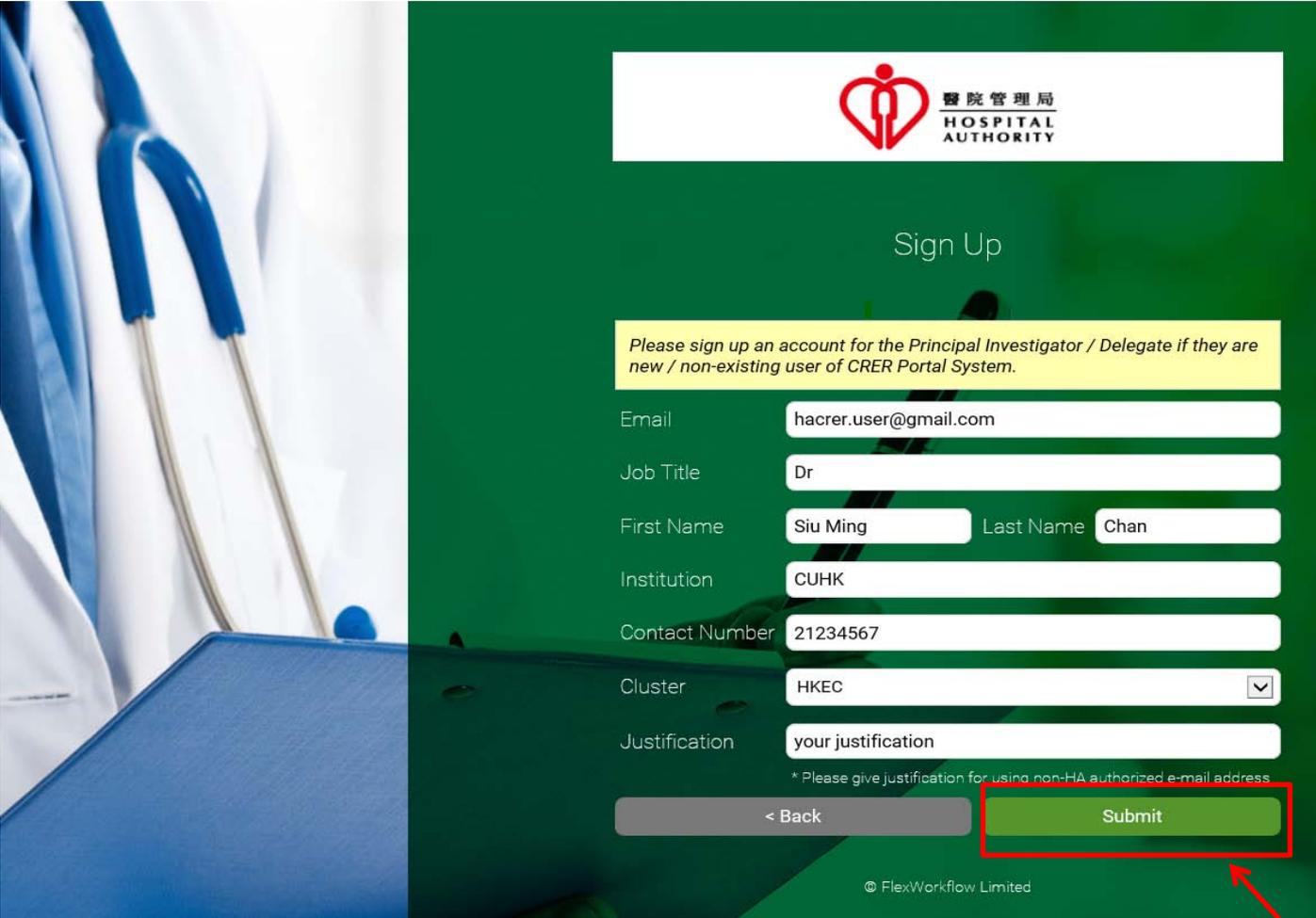
Welcome to the Hospital Authority Clinical Research Ethics Review Portal. The Portal is designed for staff of Hospital Authority (HA), The Chinese University of Hong Kong (CUHK) and The University of Hong Kong (HKU) to submit the Application of Clinical Research Ethics Review.

Applicant can use his/her valid HA, CUHK or HKU email address for a one-off registration to the Portal. An activation email will be sent to the Applicant for activating the account. Subsequently, Applicant can submit and manage the Application via the Portal.

[Sign Up](#)

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Fill in the required information and justification, and click “Submit” to Cluster REC office for approval.



 醫院管理局  
HOSPITAL  
AUTHORITY

### Sign Up

*Please sign up an account for the Principal Investigator / Delegate if they are new / non-existing user of CRER Portal System.*

Email

Job Title

First Name  Last Name

Institution

Contact Number

Cluster

Justification

\* Please give justification for using non-HA authorized e-mail address.

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Wait until the highlighted message is shown, and auto generated notification will be sent to your email.

 醫院管理局  
HOSPITAL  
AUTHORITY

### Sign Up

*Your request is pending for approval of Secretariat Office. Upon approval, an email will be sent to your registered email with account activation link. If you have enquiries or did not receive any email after 7 working days, you may contact Secretariat Office at 2595-5561 or 2595-5563.*

Email

Job Title

First Name  Last Name

Institution

Contact Number

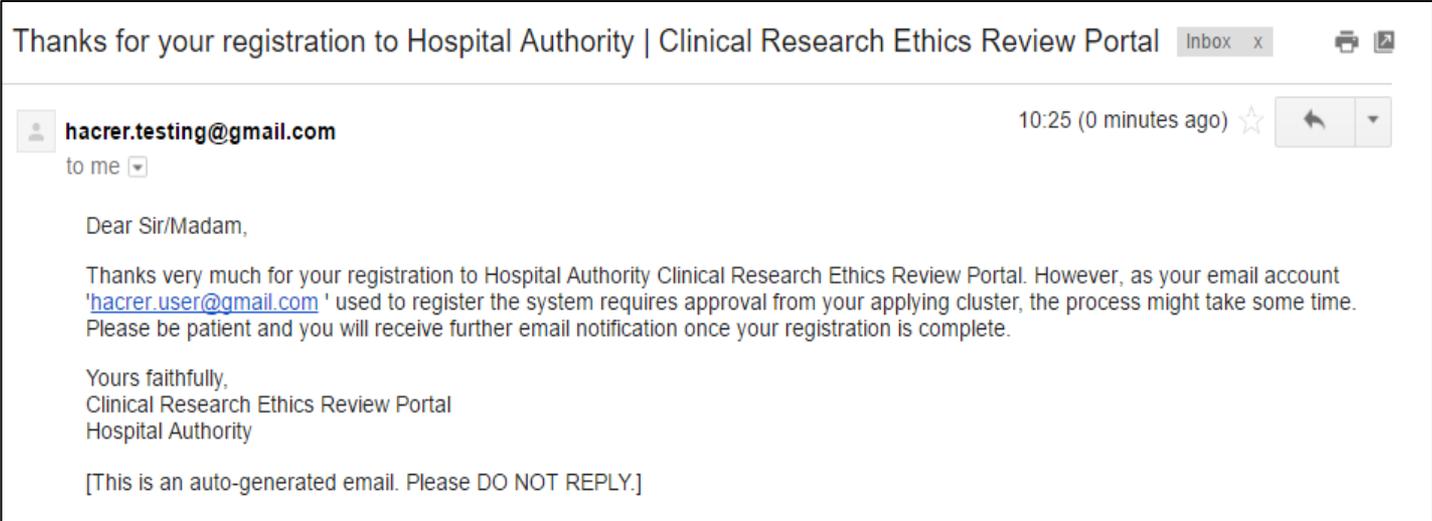
Cluster

Justification

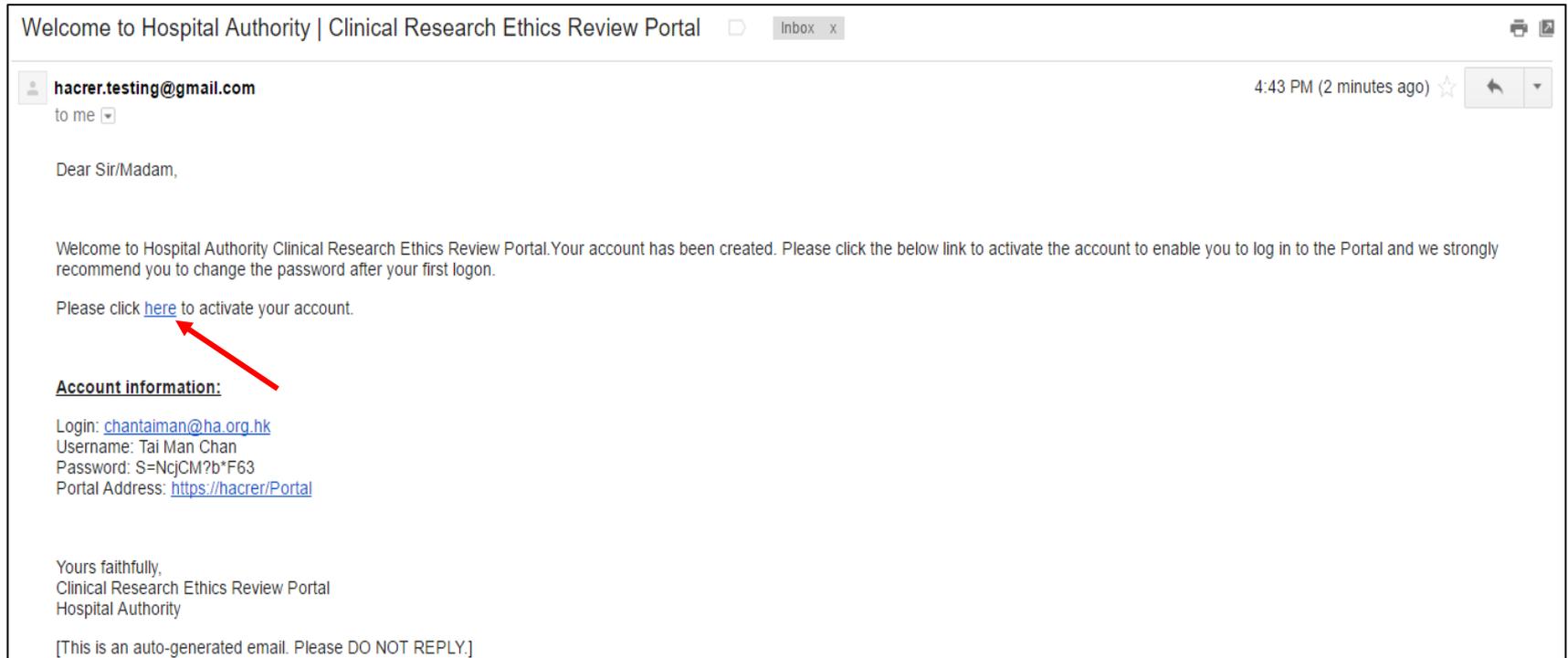
\* Please give justification for using non-HA authorized e-mail address

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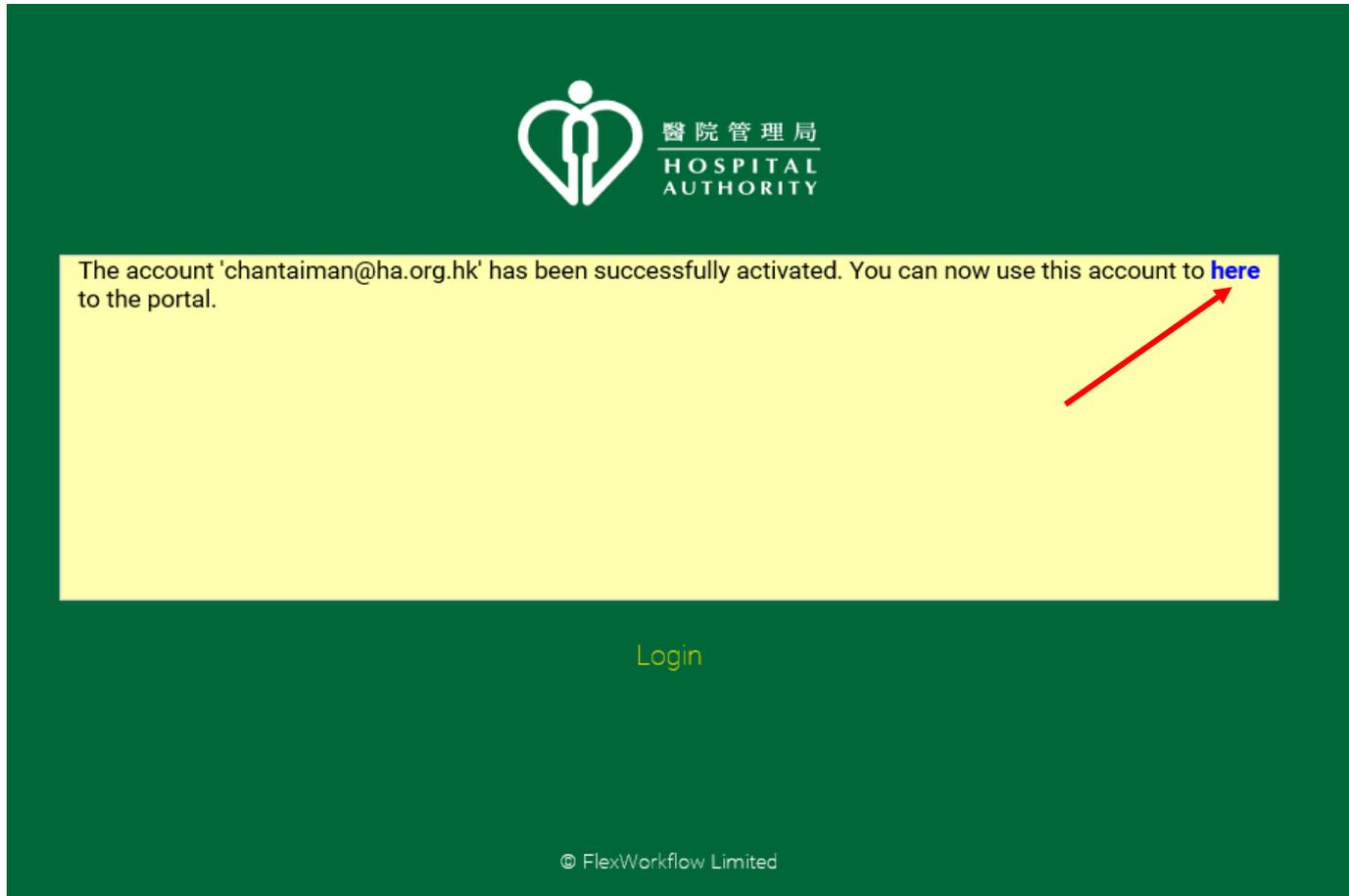
Once you see the notification email as below, your registration is pending for approval by Cluster REC Office.



Once your account registration has been approved by CREC Office, you will receive an auto-generated e-mail. Click the activation link “here” to activate your account before login to the Portal.

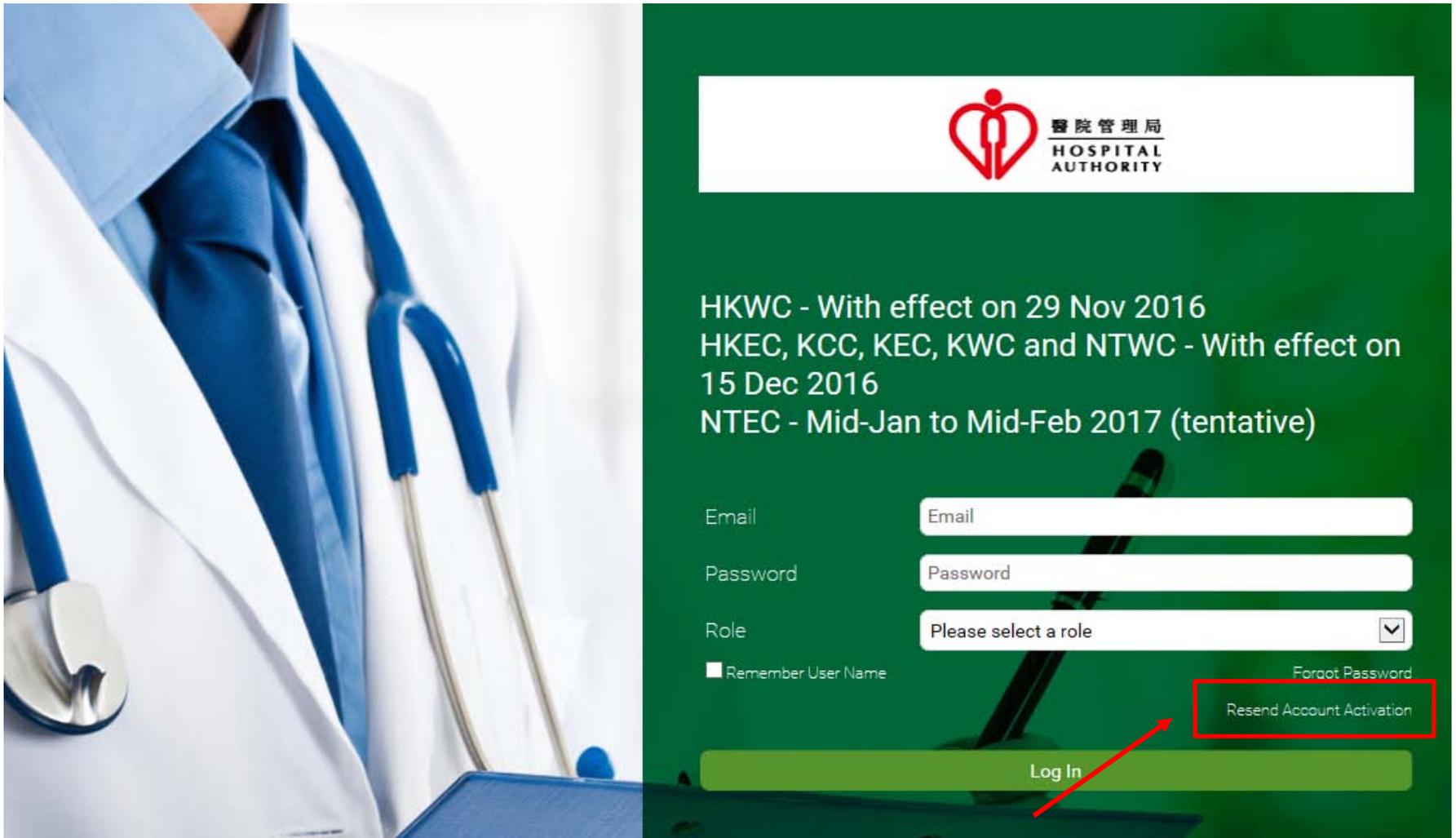


The following confirmation page will be shown and registration is completed. Please click the “here” to the login page.



[<Back](#)

If you did not receive an activation email after signed up a new account, click “Resend Account Activation” in the front page of the Portal



 醫院管理局  
HOSPITAL  
AUTHORITY

HKWC - With effect on 29 Nov 2016  
HKEC, KCC, KEC, KWC and NTWC - With effect on  
15 Dec 2016  
NTEC - Mid-Jan to Mid-Feb 2017 (tentative)

Email

Password

Role  ▼

Remember User Name [Forgot Password](#)

[Resend Account Activation](#)

# Enter your registered email account to resend the account activation email



## Resend Account Activation?

Please enter your registered email. You will receive an auto-generated email that contains a new activation link.

[Back to Login](#)

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[<Back](#)