

# ERB WEBSITE “TRAINEE REGISTRATION” MOBILE PAGE

Register anytime, anywhere !



[www.erb.org/reg/mobile/en](http://www.erb.org/reg/mobile/en)



**Registration - ERB Trainee**

HKID number

Chinese name (Same as HKID)

English name (Same as HKID)

Date of birth

Verification code

(DDMMYYYY)



The Employees Retraining Board (ERB) has launched the “Trainee Registration” mobile page to facilitate ERB trainees to register as website users through smart phones and mobile devices anytime and anywhere. Registered ERB trainees can then use an array of training and job seeking related functions free-of-charge.

**Training :** to search some 700 training courses and view comprehensive course information

**Job Seeking :** a monthly average of 2,000 job vacancies will be available for job search and application

**Personalised Pages :** to keep updated with training and employment information

## 1. Account Registration

To register an account with a few simple steps, and login as “ERB Trainee” to use the training and job seeking related functions.

- 1.1 To click “Register” at ERB website ([www.erb.org/reg/en](http://www.erb.org/reg/en)) and select “ERB Trainee”, or register at the “Trainee Registration” mobile page ([www.erb.org/reg/mobile/en](http://www.erb.org/reg/mobile/en)) directly through smart phones and mobile devices, and fill in personal information as required for identity checking and verification.

The screenshot shows the desktop version of the ERB website's registration and login page. At the top, there is a red header with the text "Registration & Login". Below this, the ERB logo is displayed on the left. The main content area is divided into two columns. The left column contains a login form with fields for "User ID (Email Address)" and "Password", and buttons for "Enter", "Forget Password", and "Register". The right column contains a list of functions available to ERB trainees and employers, including course search, job search, and uploading job vacancies. A QR code is visible in the bottom right corner of the page.

Desktop version : [www.erb.org/reg/en](http://www.erb.org/reg/en)

The screenshot shows the mobile version of the ERB website's registration page for ERB trainees. The page has a red header with the ERB logo and the text "Registration - ERB Trainee". Below the header, there are several input fields for registration: "HKID number", "Chinese name (Same as HKID)", "English name (Same as HKID)", "Date of birth", and "Verification code". There are also buttons for "Refresh" and "Confirm". A QR code is visible in the bottom left corner of the page.

Mobile version : [www.erb.org/reg/mobile/en](http://www.erb.org/reg/mobile/en)

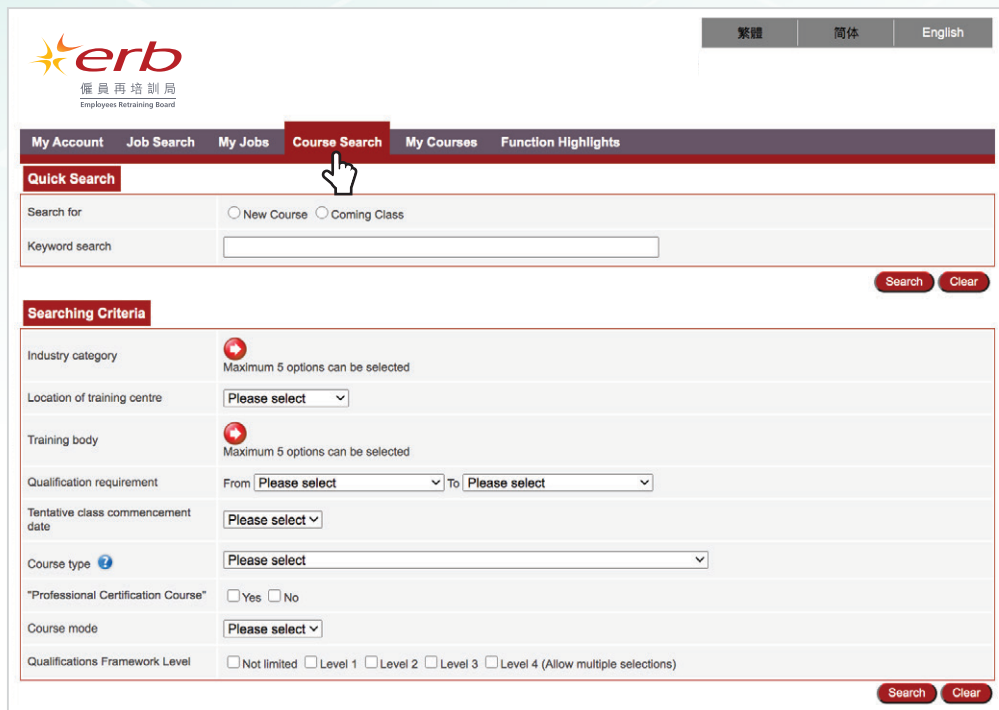
- 1.2 An “Account Activation Email” will be sent to your email account after registration. Please click the path to activate your account and complete the registration procedures.

- 1.3 To login to your account by using the registered email address and password after activation.

## 2. Course Search

To search and browse up-to-date information of training courses by different searching criteria.

- 2.1 To search for “New Course” and “Coming Class” by using the “Quick Search” function in the “Course Search” section, or to search for specific training courses by keywords or different searching criteria such as “Industry Category”, “Location of Training Centre”, “Training Body”, “Qualification Requirement”, “Course Type”, “Qualifications Framework Level”, etc.



The screenshot displays the ERB (Employees Retraining Board) website's Course Search section. At the top, there is a navigation bar with links for "My Account", "Job Search", "My Jobs", "Course Search" (highlighted with a cursor), "My Courses", and "Function Highlights". Below this is a "Quick Search" section with a "Search for" dropdown menu (options: "New Course", "Coming Class") and a "Keyword search" input field. To the right of these fields are "Search" and "Clear" buttons. Below the "Quick Search" section is a "Searching Criteria" section with various filters: "Industry category" (with a red error icon and text "Maximum 5 options can be selected"), "Location of training centre" (a dropdown menu with "Please select"), "Training body" (with a red error icon and text "Maximum 5 options can be selected"), "Qualification requirement" (two dropdown menus labeled "From" and "To", both with "Please select"), "Tentative class commencement date" (a dropdown menu with "Please select"), "Course type" (a dropdown menu with "Please select" and a help icon), "Professional Certification Course" (checkboxes for "Yes" and "No"), "Course mode" (a dropdown menu with "Please select"), and "Qualifications Framework Level" (checkboxes for "Not limited", "Level 1", "Level 2", "Level 3", "Level 4" with the note "(Allow multiple selections)"). At the bottom right of the "Searching Criteria" section are "Search" and "Clear" buttons.

- 2.2 To click the “Details” button in the “Search Result” page to view comprehensive course information.

- 2.3 To view “Related Job Vacancy” at the bottom of the “Course Details” page to understand more about the employment market.

### 3. Online Job Application

To search job vacancies by different searching criteria, and to submit job application online or through various channels.

- 3.1 To search for “New Jobs”, “Part-time Jobs” and “Urgent Jobs” by using the “Quick Search” function in the “Job Search” section, or to search job specific vacancies by keywords or different searching criteria such as “Industry”, “Position”, “Working Location”, “Basic Salary”, “Job Upload Date”, etc. Jobs that welcome applications from “Mature Persons”, “Persons with Disabilities and Persons Recovered from Work Injuries”, “New Arrivals” and “Ethnic Minorities” can also be searched.

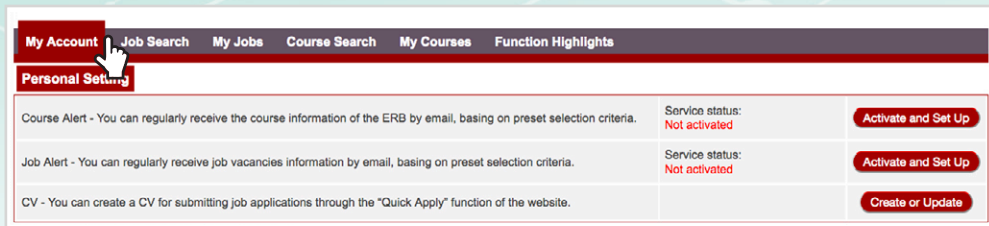
The screenshot displays the ERB (Employees Retraining Board) website interface. At the top, the ERB logo is visible alongside language selection options: 繁體 (Traditional Chinese), 簡體 (Simplified Chinese), and English. A navigation bar contains links for My Account, Job Search, My Jobs, Course Search, My Courses, and Function Highlights. The 'Job Search' tab is selected. Below this, the 'Quick Search' section is highlighted with a mouse cursor. It features a 'Keyword search' input field, radio buttons for 'New jobs', 'Part-time jobs', and 'Urgent jobs', and checkboxes for 'Welcome applications of' Mature Persons, Persons with disabilities and persons recovered from work injuries, New Arrivals, and Ethnic Minorities. 'Search' and 'Clear' buttons are located at the bottom right of this section. The 'Simple Search' section below it includes dropdown menus for 'Industry' (set to 'All industry'), 'Position' (set to 'All position'), 'Working location' (set to 'Please select'), 'Basic salary' (set to 'Please select' with a range from 0 to 99999), and 'Jobs uploaded on' (set to 'Please select'). The 'Advanced Search' section is partially visible at the bottom.

- 3.2 To click the “Details” button in the “Search Result” page to view comprehensive vacancy and employment information.
- 3.3 To use the “Quick Apply” function for submitting job application online, or to apply the job by other channels. To view “Related Course” at the bottom of the “Job Details” page to learn more about the training pathways.

## 4. Personalised Page Setting

To set up personalised pages to obtain up-to-date training and employment related information.

- 4.1 To view, activate or update the setting of “Course Alert”, “Job Alert” and “CV” functions at “Personal Setting” in the “My Account” section.



My Account		
Personal Setting		
Course Alert - You can regularly receive the course information of the ERB by email, basing on preset selection criteria.	Service status: Not activated	Activate and Set Up
Job Alert - You can regularly receive job vacancies information by email, basing on preset selection criteria.	Service status: Not activated	Activate and Set Up
CV - You can create a CV for submitting job applications through the "Quick Apply" function of the website.		Create or Update

- 4.2 To receive up-to-date information about training courses and job vacancies by activating the “Email Alert” function at “Personal Setting” in the “My Account” section.
- 4.3 To create “CV” at “Personal Setting” in the “My Account” section, and to submit the saved CV to employers for job applications.
- 4.4 To browse and manage the saved information of training courses and job vacancies by using the personalised functions of “My Courses” and “My Jobs”.

ERB is a statutory body established in 1992 under the Employees Retraining Ordinance. ERB co-ordinates, funds and monitors training courses and services provided by about 80 training bodies. The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below. ERB provides around 700 training courses that are market driven and employment-oriented straddling 28 industries and various areas of generic skills. ERB helps trainees map out progression ladders and nurtures more talents for various industries.