



THE HONG KONG  
Psychological Society  
香港心理學會

## **Guidelines to Access APS Learning Portal: Initial Registration as an International (HKPS) Subscriber and Ongoing Access to CEU Activities**

### Eligibility Requirements

To access the APS Member discounted rate, you must:

- 1) Be a member of the Hong Kong Psychological Society (HKPS)
- 2) Follow the steps to set up your International Subscriber Account

Please have your HKPS membership number ready. You can find it by logging into your HKPS account via the HKPS website: [https://hkps.org.hk/en/members\\_area/login/](https://hkps.org.hk/en/members_area/login/).

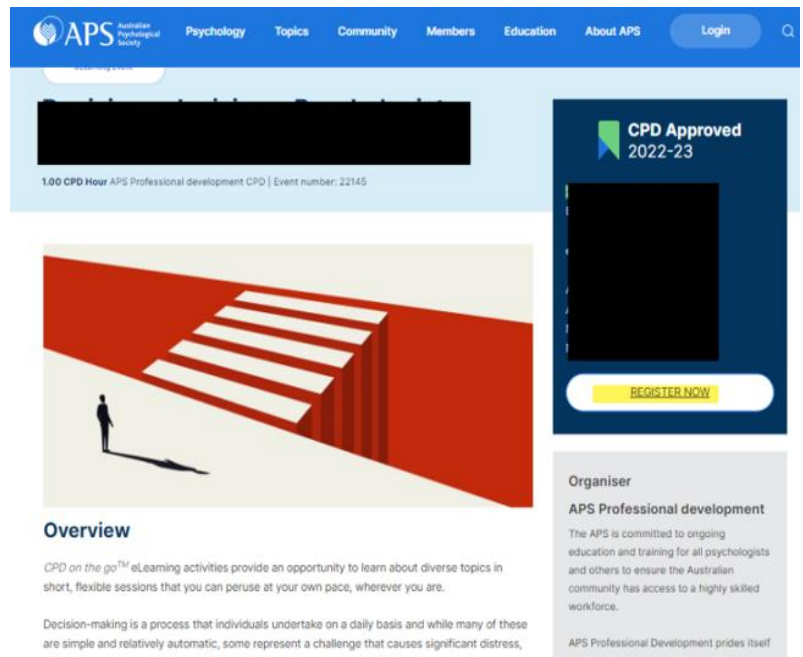
### Part A: SETTING UP YOUR INTERNATIONAL (HKPS) SUBSCRIBER ACCOUNT

#### Step 1: Explore and Find a Continuing Education Activity (e.g. course, programme or webinar)

- a) Visit [Training & Events | APS \(psychology.org.au\)](https://psychology.org.au/training-events) or type <https://psychology.org.au/training-events> into your web browser. This will bring up the APS CPD & event finder.
- b) You can type any topic into the search bar or alternatively scroll down the page to view:
  - Quick search topics
  - Popular courses
  - Upcoming events
  - e-Learning courses

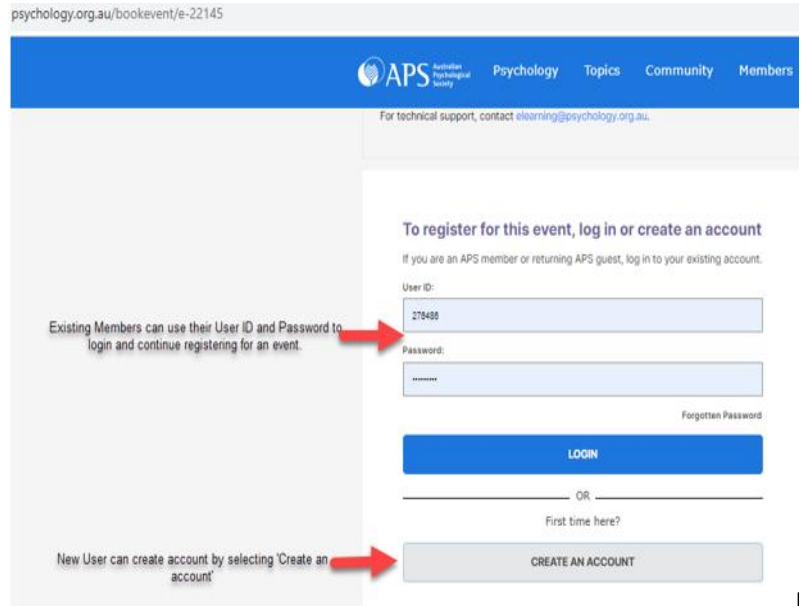
## Step 2: Register for an Event

- Event list – Select any event from the list.
- Select **“Register Now”**.



## Step 3: Create your new International Subscriber User Account using your HKPS Membership Number (so you can access APS Member rates)

- Select **“Create an account”** during your first event registration process.



b) Enter your new international subscriber user details:

- First Name
- Last Name
- Email address
- Mobile Number
- Select Country
- Select State/Province

The screenshot shows the 'Create an account' form on the APS website. The header includes the APS logo and navigation links: Psychology, Topics, Community, and Members. The form is titled 'Create an account' and includes a link to 'Log In' for existing users. The registration instructions state: 'To register for this event create an account below.' The form fields are: First Name (required), Last Name (required), Email (required), Mobile (required), Country (dropdown menu with 'Australia' selected), State/Province (dropdown menu with 'Please Select...' selected), and Occupation (dropdown menu with 'Please Select...' selected). There is a checkbox for 'Keep me updated on the events, latest news and exclusive offers.' and a link to 'Terms of Conditions and Privacy Policy'. A blue 'CONTINUE' button is at the bottom.

c) For the field “Occupation”, select “**International Subscriber**”.

This screenshot shows the same 'Create an account' form, but with the 'Occupation' dropdown menu open. The menu lists several options: 'Please Select...', 'Aboriginal Health Practitioner', 'Counsellor', 'General Practitioner', 'International Subscriber' (highlighted in black), and 'Mental Health Nurse'. The other fields are filled with test data: First Name: 'Test', Last Name: 'Test', Email: 'test@psychology.org.au', Mobile: '0400000000', Country: 'Korea (Republic of)', and State/Province: 'Test'. The 'CONTINUE' button is visible at the bottom right of the form.

- d) The system will prompt you to enter the “International Psychology Association Number”. For HKPS Members, this is your **HKPS Membership Number**. Please log into your HKPS account to check your membership number:  
[https://hkps.org.hk/en/members\\_area/login/](https://hkps.org.hk/en/members_area/login/)
- e) Select “**Continue**” after entering all the fields. This will create new user account.

APS Australian Psychological Society

Psychology Topics Community Members Edu

First Name:\* Last Name:\*

Email:\* Mobile:

Country:\* State/Province:\*

Occupation:\*

Country:\* Korea (Republic of) Auto-populated

International Psychological Association Number:\* Manually enter

By continuing, I agree to the Terms of Conditions and Privacy Policy

CONTINUE

## Step 4: Receive Account Credentials

- a) After successful account creation, New Members will receive their User ID and temporary Password through email once their account has been created, an example is shown on the right.
- b) If the entered email address has already been registered for an APS account, the member will receive the following email.

**APS Registration**

Dear Test

You have just created an account with the Australian Psychological Society Ltd (APS). To transact with the APS in future you will need to login with the following information:

User ID:  
 Temporary Password:  
 \*Please change the temporary password after the first login

Please keep this information safe as you will not be able to create another account with this email address. If you have forgotten your password you can use the "Forgot your password?" service.

If you any queries either email us at [website@psychology.org.au](mailto:website@psychology.org.au) or call the APS on 03 8662 3300 or 1800 333 497.

Kind regards

The APS

(Do not reply not this email)

## APS Registration

Dear Test

You already have an account with the APS. Here are your login details:

User ID:  
 If you any queries either email us at [website@psychology.org.au](mailto:website@psychology.org.au) or call the APS on 03 8662 3300 or 1800 333 497.

Kind regards

The APS

(Do not reply not this email)

- c) Member will still be logged into APS website, after the successful registration.

## Step 5: Select Profession and Complete Payment

- a) After account creation, the page will redirect to the “Profession” selection interface. You must select **“International Subscribers”** to register successfully with APS Member price.
- b) Click **“Next”** to navigate to the Checkout page.
- c) Key points to note on the Checkout page:
  - Payment is by ‘credit card’ to complete the CPD Events registration.
  - All the Prices are in Australian Dollars (\$AUD).

Test message #1, created on 01/06/2022 test Link

APS Australian Psychological Society Psychology Topics Community Members

**Description**  
You are registering for APS Professional development learning activity.

Test Test

**Profession**

☐ Other Profession  
☐ Non APS member  
☐ New Zealand member  
☒ International Subscriber

NEXT

APS Australian Psychological Society Psychology Topics Community Members

**Description**  
You are registering for APS Professional development learning activity.

Test Test

**Profession**

**Secure checkout**  
**Your price – \$55.00 (inc GST)**  
Payment is by credit card (Visa, MasterCard or AMEX)

**Card Number\***  
Enter card number

**Expiry Date\***  
MM/YY

**CVV\* (What is this?)**  
CVV

☐ I agree to the [Terms and conditions.](#)

You will be charged: **\$55.00**  
On completion, a confirmation email will be sent to you within the next 2 hours, which included a copy of the tax invoice for your records.

All prices are in Australian Dollars (\$AUD)

PAY NOW

- d) After successful payment, you will be redirected to the Confirmation Page, where the Invoice can be downloaded.

APS user ID: 298619	
Wellbeing and you	
Date:	
<hr/>	
<a href="#">Download your invoice</a>	<a href="#">Return to Events and CPD Finder</a>

- e) A confirmation email with the event registration Invoice will be sent to the registrant.

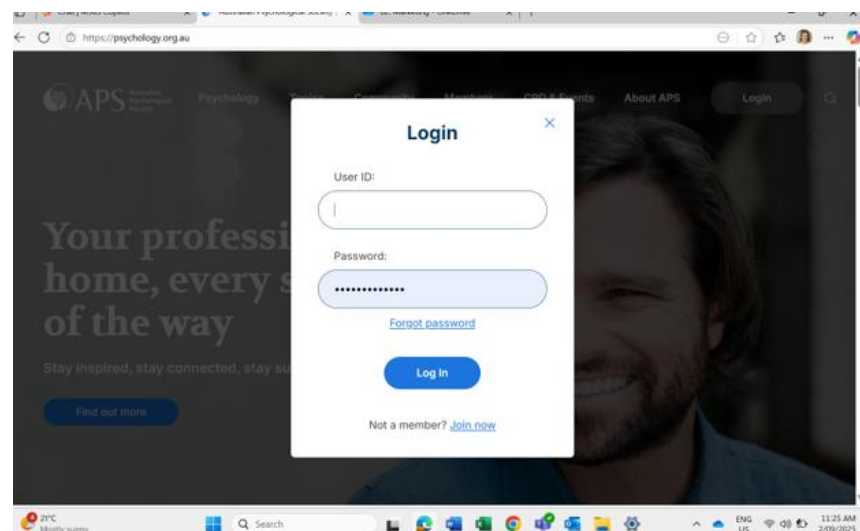
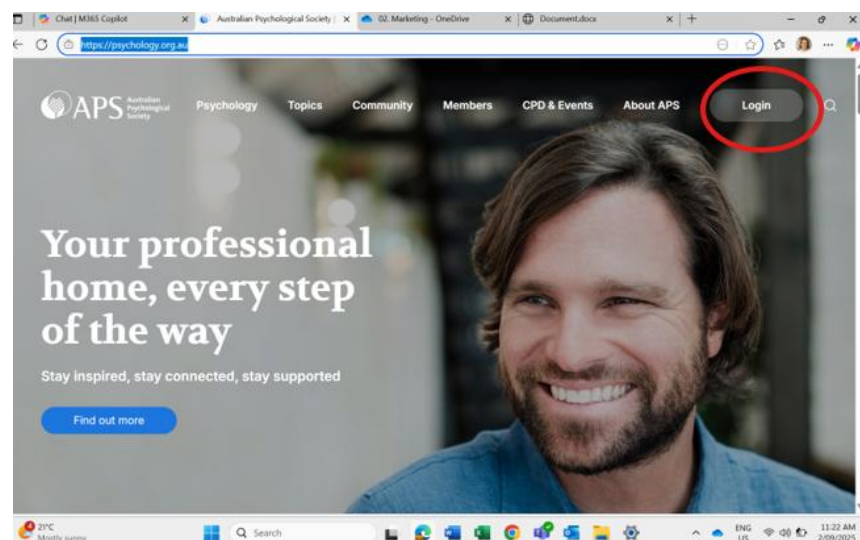
## Part B: YOUR ONGOING ACCESS to the APS LEARNING PORTAL AS AN INTERNATIONAL (HKPS) SUBSCRIBER

**Congratulations!** You have now created your International subscriber account to access CPD activities via the APS Learning Portal at APS Members rates.

You are now ready to explore and access various ‘on demand’ webinars, resources and workshops at any time and location using the following steps:

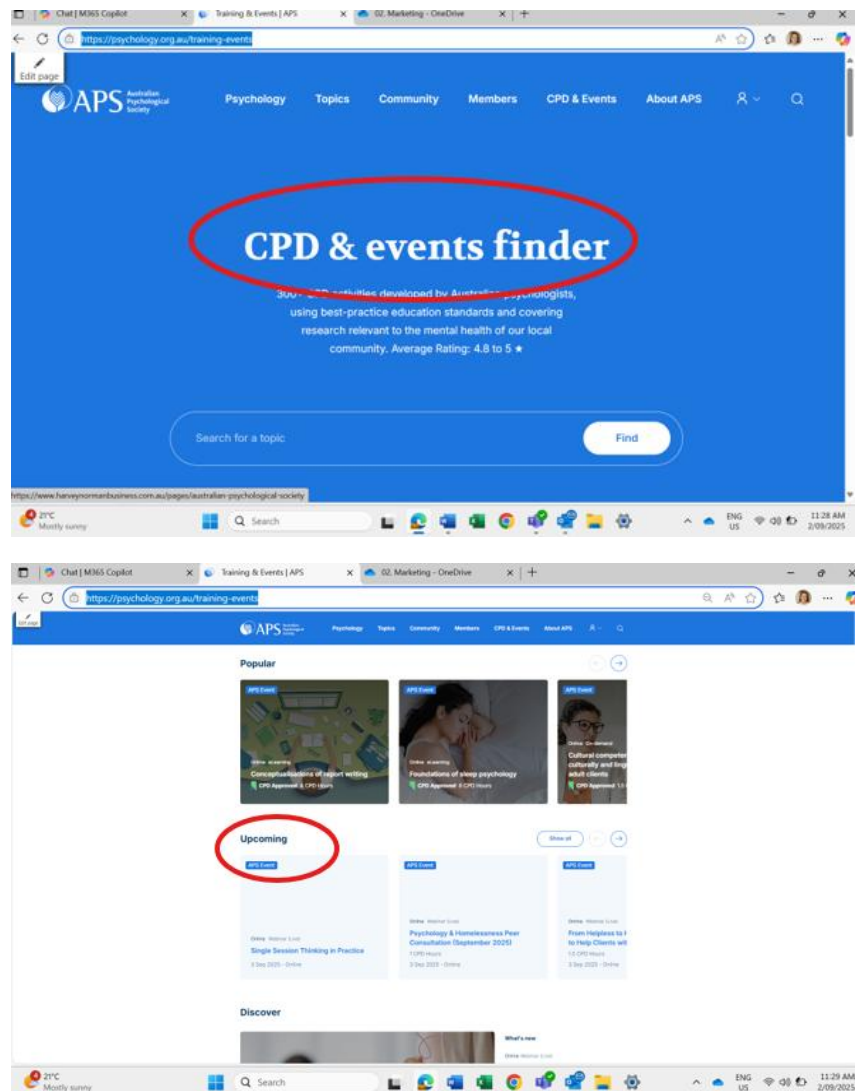
### Step 1: Accessing APS CPD using your international subscriber account

Visit [Australian Psychological Society | APS](https://psychology.org.au) and log into your account using the credentials the APS will have emailed to you.



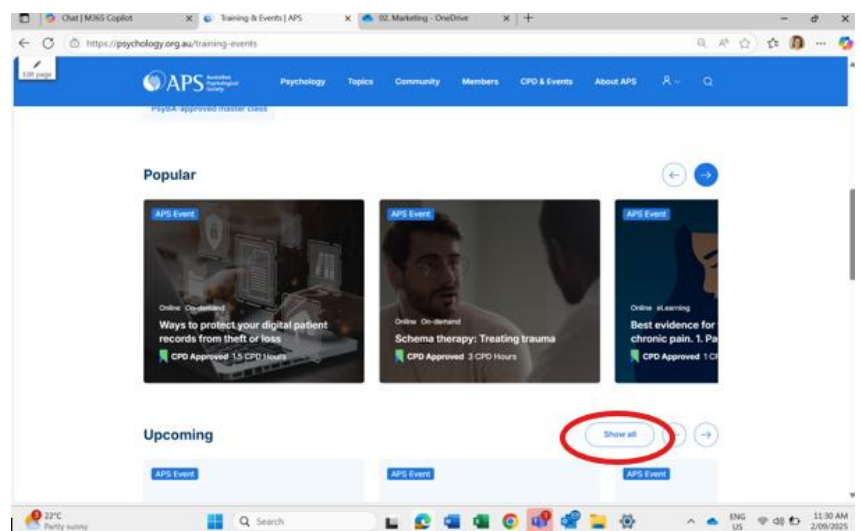
## Step 2: Explore the CPD and Events Finders

- Once you have logged in, navigate to the CPD & Events Finder - [Training & Events | APS](https://psychology.org.au/training-events). From here you can search for topic specific education, such as trauma, suicide, CBT etc.
- Or you can scroll down further on the screen where you'll see upcoming events listed.



## Step 3: Register for an Event

- To register, select the event by clicking on the title.

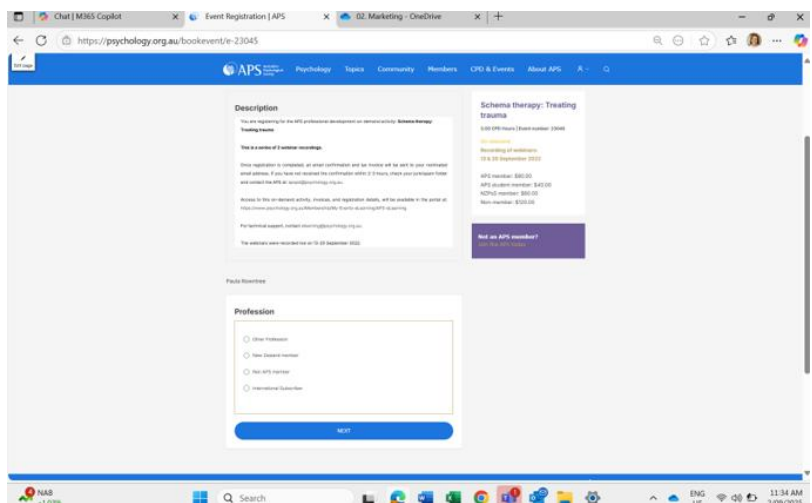
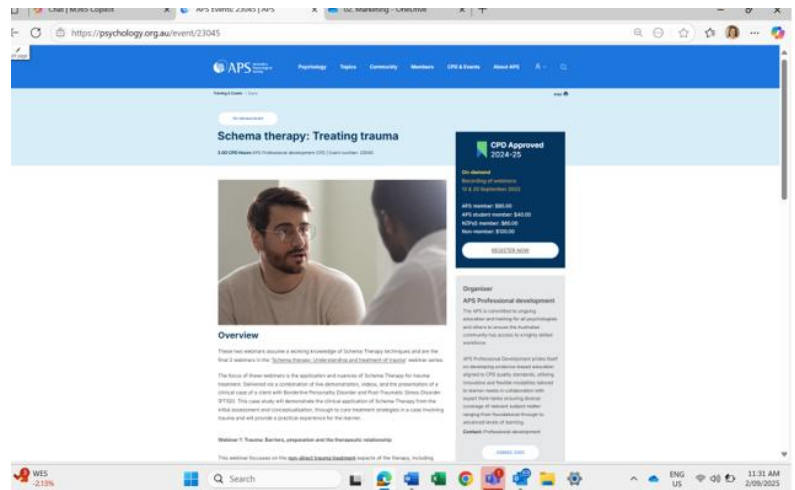




b) You will then be taken to the event listing where you can read more about the event and see the APS member rates, which you will be entitled to access.

c) Click the **“Register Now”** button to register for an event.

d) On the registration screen, choose the **“International Subscriber”** option and press the next button.



## Step 4: Pay APS Member Rates

You will be taken to the payment page showing the APS member rate. Follow the instructions to make the payment.

