

The Hong Kong Chartered Governance Institute Chartered Governance Qualifying Programme Guide to Online Learning Video Subscription

1. Login to HKCGI account.
2. Go to 'Online Learning Video Subscription' under Studentship section.
3. Click **Enrol** for the online video-recorded seminar you will enrol for.
4. Click **Subscribe**
5. Select payment method then click **Next**
6. Read the 'Terms & Conditions and Statement on Collection of Personal Data' then tick the box.
7. Click **Confirm and proceed to payment**
8. A system message of successful payment will be shown.
9. Upon successful application, an acknowledgement email for exemption application will be sent to your HKCGI 'Inbox' account and your registered email with the Institute.
10. Click **[your name]** to refresh the webpage after login.
11. Click **Your history** under 'Video Subscription' category to view the video.

If you need assistance, please send email to student@hkcgi.org.hk.