



User with Service Portal Account

1. Type “ehs.hkstp.org” on your browser
2. If you have a Service Portal account, just simply sign into SHE office website with the same username and password as your Service Portal account.

The screenshot shows the HKSTP Portal login interface. The page title is "Welcome to HKSTP Portal". There are two input fields: "User name" and "Password". Below these fields is a blue "Login" button. To the left of the "Login" button is a link for "Reset password". Below the "Reset password" link is the text "OR". Below "OR" is a white button with a blue border labeled "HKSTP Staff". At the bottom of the page, there is a copyright notice: "© 2019 Hong Kong Science & Technology Parks Corporation, all rights reserved." and a paragraph of terms and conditions. Two links are provided: "Use of Website" and "Privacy Policy Statement".

Annotations on the screenshot:

- 1. A green box highlights the "User name" and "Password" input fields. A green arrow points from this box to a green callout box containing the text: "Use the same username and password as your Service Portal Account".
- 2. A green arrow points from the "Login" button to a green callout box containing the text: "Click Login".



User without Service Portal Account

1. Type “ehs.hkstp.org” on your browser
2. When you reach the login page, you will need to do the following to set up a service portal account:

The screenshot shows the HKSTP Portal login page. The page title is "Welcome to HKSTP Portal". There are two input fields: "User name" and "Password". Below these fields are three buttons: "Login", "Reset password", and "HKSTP Staff". The "Reset password" button is highlighted with a red box, and a red arrow points to it from a red box containing the text "Click reset password". A black circle with the number "1" is positioned above the arrow. The background of the page features a modern building with a large golden dome.

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[Use of Website](#) [Privacy Policy Statement](#)

Identify Verify Reset

* Username

Next

2 Enter username of your PartnersConnect Portal Account

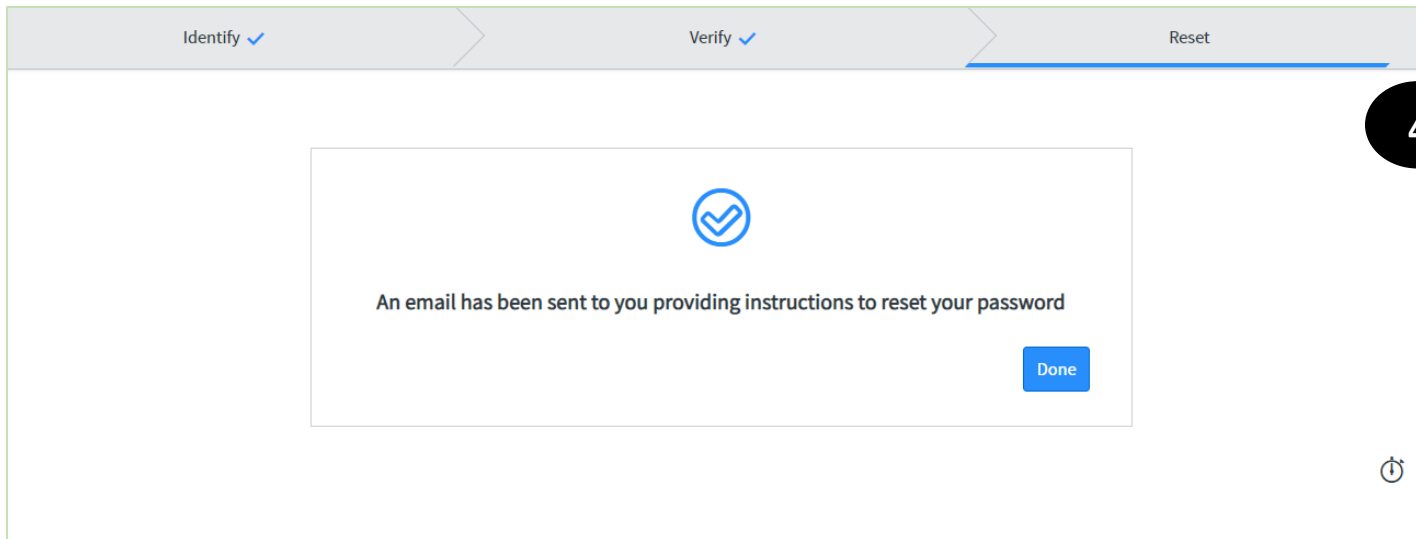
Identify ✓ Verify Reset

Personal Data Verification

* Email

Next

3 Input email address you registered in PartnersConnect Portal Account to receive password reset link.



4

**Check inbox and click the reset link
*note that it will not affect your password in PartnerConnect Portal**

Hello Test User

A password reset was requested for your user account on HKSTP Service Portal <https://hkstpdev.service-now.com/>.

[Click here to reset your password.](#)

If you do not want to reset your password, please disregard this email.


The link will expire in 12 hours.

If you did not request this password reset, please notify HKSTP.

Sample of email notification

Identify ✓ Verify ✓ **Reset**

Reset Password

 Account is not locked

- At least 8 characters
- At most 40 characters
- At least 1 uppercase letter(s)
- At least 1 lowercase letter(s)
- At least 1 digit(s)
- At least 0 Special character(s)

* New password

Does not meet requirements


* Retype password

Reset Password

5

Reset password according to the guidance

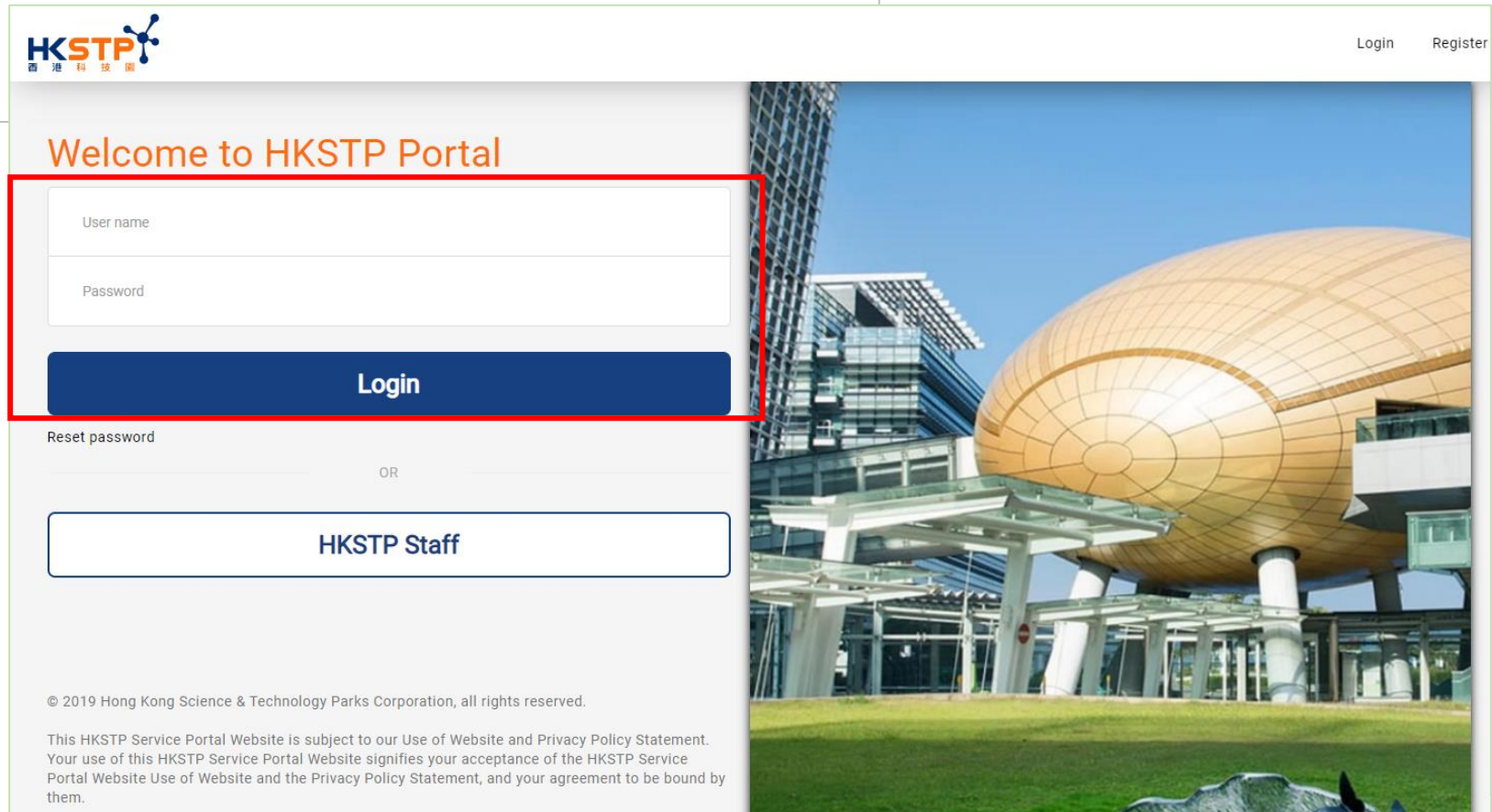
Identify ✓ Verify ✓ Reset ✓



Password Reset Success

[Done](#)

6 Reset successfully and you can login the website again with the username and password.



HKSTP 香港科技园

Login Register

Welcome to HKSTP Portal

Login

Reset password

OR

HKSTP Staff

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