

香港航空青年團
HONG KONG AIR CADET CORPS

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From	Website Revamp Project Committee	To	All OC Units
Email	webrevamp2025@aircadets.org.hk	Date	10 Aug 2026

HKACC Website Revamp Project:

Submission of Unit Users List for Member Login Accounts

The Website Revamp Project has reached its final implementation stage, which includes the rollout of the dedicated Member Login Portal. All Units are required to collect and submit the user information of their active members to facilitate initial account creation. The Member Login Portal is designed to serve as a secure internal hub for members. Upon logging in, authenticated members will gain access to restricted internal resources, including but not limited to Headquarters Routine Orders (HQRO), Internal Memos, Circulars, Corps Regulations, Training Manuals, and Guidelines.

Key Guidelines & Submission Rules

- **Target Users:** Submission must focus exclusively on **all active members including all Senior members and Cadet members**.
- **Reserved Members Excluded:** HQ Staff will strictly cross-check all submitted details against the central registry using member serial numbers. **Reserved members will not be entertained** for account creation during this phase.
- **Batch Processing Delay:** Units are strongly advised to include all eligible active members in this round. The next submission window for manual batch account creation may take **several months or longer** to process after the initial launch.
- **Rules & Credentials Dispatch:** Login credentials will be dispatched directly to individual members upon account activation, accompanied by the **Member Account Rules and Regulations** governing portal usage, security requirements, and acceptable conduct.
- **New Joiners:** Moving forward, account creation for newly joined cadet and adult members will be handled manually by HQ Staff upon completion of their official enrollment.

Submission Process: Unit Commanders please complete the attached spreadsheet and email it directly to webrevamp2025@aircadets.org.hk with the subject line < [Unit Name] - Website User List Submission > by **23 August 2026 (Sunday)**.

For any enquiries regarding this arrangement, please contact webrevamp2025@aircadets.org.hk.

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Website Revamp Project

Encl: HKACC Website Member Login Application List