

Quick Start Guide

For

The EDB Intranet

Distribution List: EDB Intranet

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Prepared By: Information Technology Management Division

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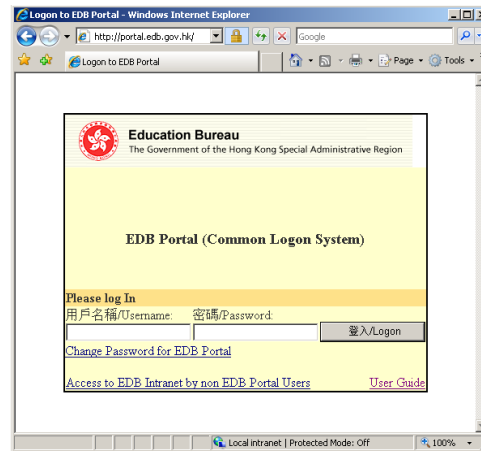
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To access the revamped *EDB Intranet*, please follow the following simple steps.



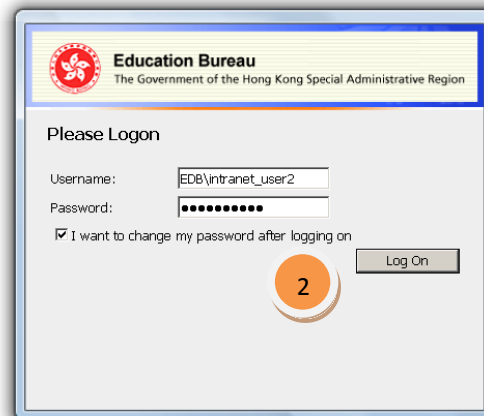
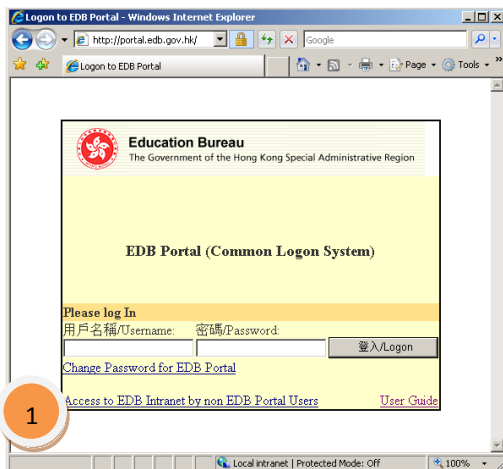
Logon to EDB (For EDB Portal Users)

1. Use Internet Explorer and go to <https://portal.edb.gov.hk/> ;
2. Type in the Username and Password;
3. Click the “Logon” button.



Logon to EDB Intranet (For Non EDB Portal Users)

1. Use Internet Explorer and go to <https://portal.edb.gov.hk/> and click the link of “Access to EDB Portal by non EDB Portal Users”;
2. Type in the Username and Password and then click “Log On” button.

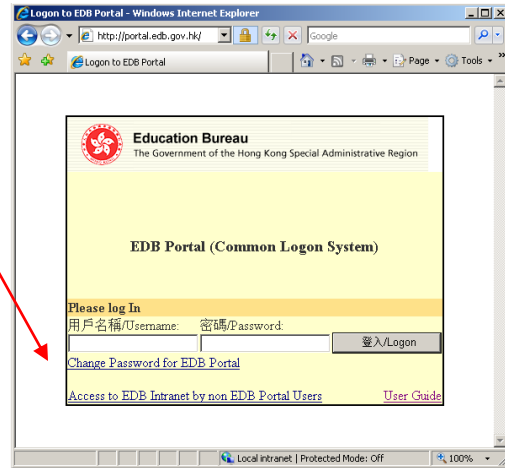


NOTE: A change password checkbox is available. You may refer to the next chapter on Change Password for details.

Change Password

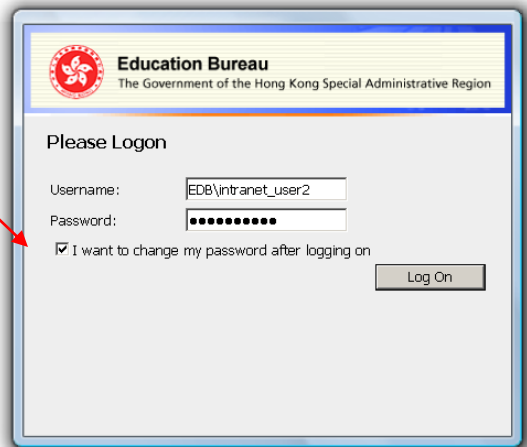
EDB Portal Users can change password by :

1. Click "[Change Password for EDB Portal](#)" in logon page of EDB Portal (Common Logon System);
2. Follow the steps to type in the required information;
3. Upon completion, you will be informed that your password has been changed successfully.



Non EDB Portal Users can change password by :

1. Type in the Username and Password and tick the checkbox for "[I want to change my password after logging on](#)" in logon page;
2. Follow the steps to type in the required information;
3. Upon completion, you will be informed that your password has been changed successfully.



Major changes of the revamped EDB Intranet

Highlighted changes:

- New Look and Feel;
- Group A-Q columns of the “Dept Info” under “Information Directory”;
- “News” section with more News feeds;
- Provision of “My Site” and “My Links” to manage and store your favorite sites, contents, documents and contacts. For details, please see “User Guide for My Site on EDB Intranet” available at EDB Intranet.
- Enhanced Search function.

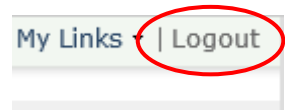
The screenshot shows the EDB Intranet homepage with several callout boxes highlighting key features:

- Navigation Menu:** Shows the sections that you can access (Home, News, Information, Directory).
- Intranet Tips:** Show tips on intranet usage and/or EDB working life.
- Top Links:** Show language switch, login information and shortcuts.
- Search Bar:** Enhanced search with more relevant and accurate result.
- Announcements:** Shows the 3 latest EDB announcements / news at homepage.
- User Services:** Shows user-selected user services (services can be selected in user's profile).
- Hot Spots:** Shortcuts to useful information / applications.
- Banner Area:** Promotes relevant / hot sites to EDB users.

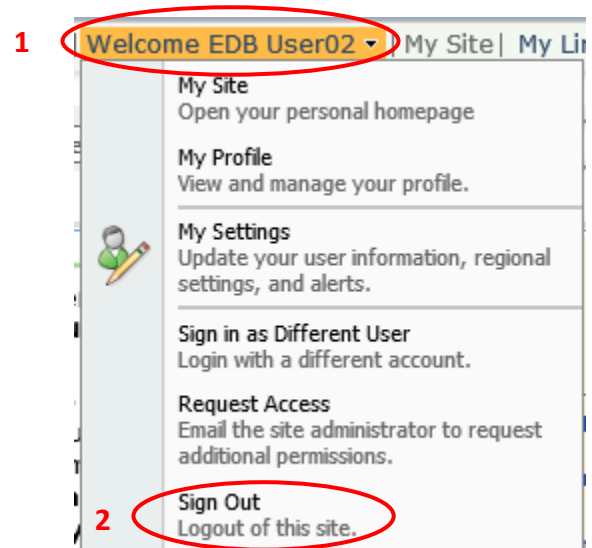
The screenshot also includes a top navigation bar with 'Home', 'News', 'Information', and 'Directory' tabs, a search bar, and a main content area with sections for 'Announcements', 'User Services', 'Check My Email', 'Room Booking', 'Telephone Directory', 'G2E Applications', 'Applications and Quick Links', 'Training and Development', and 'Hot Spots'.

Logout

To logout from the EDB Intranet, click the Logout at the “Top Links”, or



1. click the login name at the “Top Links” sections (at the top);
2. click “Sign Out” to logout from the EDB Intranet.



Points to Note

1. To fully enjoy the functions and features of the intranet, you are suggested to access the intranet through **Internet Explorer 7.0** or above.
2. In case you have configured the home page of your browser as “<https://intranet.edb.gov.hk>”, please update the address to “<https://portal.edb.gov.hk>” instead.

(A relevant procedure can be referenced in the document “Guide to Set the EDB Portal Logon Page / EDB Homepage as the Default Home Page when opening the Internet Explorer” in the section “Guidelines -> Information System -> General” on the intranet.)

Hotline Support

Should you have any queries on the above, please feel free to contact OS Help Desk on 3540 7305 / 3540 7366 / 3540 7367 / 3540 7371.