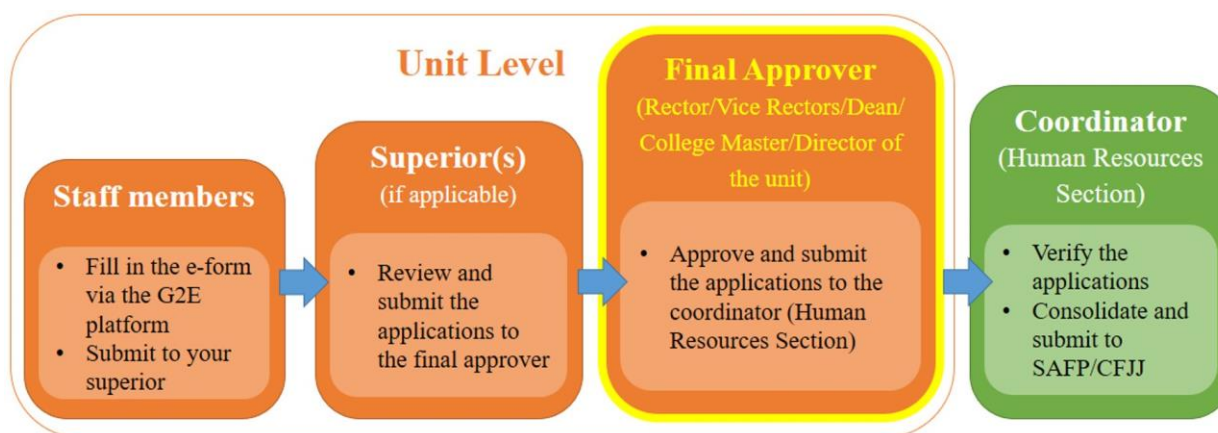


Guidance of G2E Platform

The application and approval processes of the training courses organized by SAFP and CFJJ will be done through the G2E Platform by logging in “Personnel Login Account (工作人員登入號)” with the steps illustrated below:



Please click the following PDF files and links for guidance of application and approval procedures:

- Applicants: [PDF](#) and [Video](#)
- Approvers: [PDF](#) and [Video](#)

To register “Personnel Login Account (工作人員登入號)”, please fill out the [e-form](#) and submit the signed hard copy to Ms. Josephine Wu or Ms. Cathy Lin of Human Resources Section (ext. 8696/8583). SAFP will then confirm the registration by sending the “activation code” via SMS. Please follow the instructions in the SMS to activate your account by then.

Enquiries:

- Ms. Yoyo Lau (ext. 8591, hr_training@um.edu.mo), HRS
- Mr. Tony Cheong (ext. 8680, hr_training@um.edu.mo), HRS

G2E 平台之操作指引

報讀由行政公職局 (SAFP) 或法律及司法培訓中心 (CFJJ) 舉辦之培訓課程時，需透過「工作人員登入號」登入到“公務人員管理及服務平台(簡稱 [G2E 平台](#))”進行。申請及審批程序如下圖：



可進入以下鏈結參考申請及審批之教學：

- 申請培訓之人員：[PDF](#) 及 [短片](#)
- 審批培訓之人員：[PDF](#) 及 [短片](#)

如需開啟「工作人員登入號」，可填寫[網上報名表](#)，將填妥表格列印並簽署後交到人力資源處胡小姐或林小姐 (內線:8696/8583) 收。行政公職局會以短訊形式確認登記並發送「啟動碼」到登記人的手提電話，屆時請按照短訊內的指示啟動登入號。

查詢：

- 人力資源處劉小姐 (內線 8591, hr_training@um.edu.mo)
- 人力資源處張先生 (內線 8680, hr_training@um.edu.mo)