

HCCS Online System Manual

This new online IT system is designed to integrate the HCCS management (student, teacher, management team, registration, tuition, etc) into the old HCCS website. This new system requires a unique ID (your email address) to access the restricted information. Before you create your HCCS ID, you need a working email address. If you don't have one, please register one free from gmail.com, yahoo.com or other providers.

Create HCCS account

1. Go to www.hccs-md.org
2. Click the signin button at the up-right corner of your browser window. Now you are at the HCCS Sign In page.
3. Click the “Continue” link at the right side of the window.
4. Now you are in HCCS Create Account page. Please fill in this form. The input field led by red “*” indicates mandatory information and you have to provide it. Chinese name is optional but I highly recommend you to provide it. The password is not readable to anybody. Only the encrypted text is stored in the backend database.
5. Click the “Submit” button at the bottom of the form. If all information you provided are valid (valid email address, the two passwords match each other, all required information are provided), then a notice will be popped up in a small window and it reads “Dear <your first name>: You have successfully created your HCCS account. A confirmation email has been sent to you. Please click the link in your email to activate your account.”
6. Go to your email account and find this confirmation email. For instance, if use abc@gmail.com to register your HCCS account, you should go to www.gmail.com and check your email.
7. The email should read as:

From HCCS Webmaster <hccs.webmaster@gmail.com>
to <Your email address here>
date Wed, May 7, 2008 at 12:39 PM
subject Your HCCS account confirmation

Your Confirmation link

Click on this link to activate your account

<http://www.hccs-md.org/private/online/registration/confirmation.php?passkey=XXXX>

8. Click on the link in this email. If your email reader does not support the direct click, you need to copy this link and paste it in your internet browser address field and press enter.
9. You will be told you have successfully activated your account.

Login HCCS

1. Go to www.hccs-md.org
2. Click the signin button at the up-right corner of your browser window. Now you are at the HCCS Sign In page.
3. Fill in your email address used to create HCCS account and your password and click Login button.
4. If the email address / password are correct, you will be in the HCCS online system.

Forget Your Password

If you forget your password, you can get it back as follows:

1. Go to <http://hccs-md.org/signin.php>
2. Click the “Forget Password?”
3. Enter your HCCS ID (your email address) and click “Get Password” button
4. Your new password will be sent to your email address.

Change Your Password

You can change your password as follows:

1. After you login, click the “MyAccount” from the menu bar (below HCCS logo),
2. Click “Change Password”
3. You are prompted to enter your current password (the old one or the one sent to your email if your forgot), your new password, your new password again, and click update.
4. Your password has been changed.

Revisit My Invoices

You can re-visit your invoices after you generated them.

1. After you login, click the “MyAccount” from the menu bar (below HCCS logo),
2. Click “My Invoice”
3. Select one of the invoices under your name
4. The specified invoice is generated.

Enrolled Your Children

1. Log into HCCS by following Step II
2. Click “MyAccount” from the menu bar under the HCCS logo
3. Click “Create Student Account” that is just under the menu bar
4. You are in the page HCCS Student Sign Up. Fill in this form:
 - a. Student DOB is student date of birth. We collect this information to distinguish students with identical names.
 - b. If this registration school year (2008-2009) is the first year your child stay with us, please check the “New Student”. If not, please ignore this field.
5. Click “Submit” button to register your children.

Online Registration

1. Log into HCCS using your user ID and password
2. Click “Registration” from the top menu bar
3. Courses registered under your name will be displayed in this page
4. Register Chinese or bilingual courses (student only)
 - a. Click “Chinese/Bilingual” menu from the registration menu bar
 - b. Select the student from the top section (one student a time)
 - c. Select the course from the course list (one course a time)
 - d. Click “Register” button
5. Register subsidiary course (student only)
 - a. Click “Student Subsidiary” from the registration menu bar
 - b. Select the student from the student list (top section)
 - c. Select the course from the course list
 - d. Click “Register” button
6. Register adult subsidiary course
 - a. Click “Adult Subsidiary” from the registration menu bar
 - b. Select the subsidiary course from the list
 - c. Click “Register” button
7. Drop course
 - a. You can only drop courses online before you generate your invoice. After your invoice has been generated, you can drop them at HCCS EC on duty desk.
 - b. Click “Drop Course” from the registration menu bar

- c. Check the course you want to drop and click “Drop” button
8. Download registration form
 - a. The use of registration forms is limited. Please consult EC member at HCCS EC On Duty desk for detail information
9. Generate Invoice
 - a. Click “Generate Invoice” from the registration menu bar
 - b. Your invoice is displayed in the next page
 - c. Print your invoice and bring it to EC On Duty desk with your payment or mail it to: Howard County Chinese School P. O. Box 1547 Ellicott City, MD 21041”

Sign Out

Click “Sign Out” from the Menu Bar.

More functionality will be progressively added for management team and teachers.

Should you have any comments, find any bugs, or encounter any difficulties please feel free to notify the HCCs webmaster through hccs.webmaster@gmail.com.