

HCCS Online Registration System Account Management

Note: Current registration system **does not support Internet Explore (IE)**

But works well on other popular browsers (Chrome, Safari) with good mobile device experience

Access the registration system from the school website (www.hccs-md.org) Login tab ([LINK](#))

1. LOGIN with Username and Password. If successful, the user will be directed to the registration page

HCCS Sign In

Username
Demo_HCCS2018

Password
.....

[Forgot Password?](#) [Forgot Username?](#)

LOGIN **SIGNUP**

By login into HCCS, you are accepting the [Terms of Use](#)

HCCS Web

2018 ~ 2019 课程安排/Class Schedule

分类/Search Filter
校区: HCC (周日) X 校区: CHS (周六) X

Q Search

注册课程/Register Class 1-20 / 117 1 / 6

课程	类别	学费	注册费	教师	人数	时间	校区	
幼小一班中文	中文课	\$310	\$30	张羽	16/16	Sun 10:00-11:50	HCC	REGISTER
幼小二班中文	中文课	\$310	\$30	张羽	16/16	Sun 12:00-01:50	HCC	REGISTER

Click and go to the account management page

2. Check and update account holder Information

Note: It is important to have the accurate email address, phone number and home address in the system for time sensitive communications

Name	e-mail and Phone Number	Address
<div><div>User Name</div><div>Demo_HCCS2018</div></div> <div><div>PersonID</div><div>2000034</div></div> <div><div>Chinese Name</div><div>演示</div></div> <div><div>First Name</div><div>Demo</div></div> <div><div>Middle Name</div><div></div></div> <div><div>Last Name</div><div>Demo</div></div> <div><div>Roles</div><div></div></div> <div><div>UPDATE</div></div>	<div><div>Email</div><div>Demo_HCCS2018@gmail.com</div></div> <div><div><input checked="" type="checkbox"/> Subscribe to HCCS mailing list</div></div> <div><div>Cell Phone</div><div>4101234567</div></div> <div><div>Home Phone</div><div>4107654321</div></div> <div><div>Work Phone</div><div>4431234567</div></div> <div><div>Fax</div><div></div></div> <div><div>UPDATE</div></div>	<div><div>Street address</div><div>1234 Street Address</div></div> <div><div>City</div><div>Ellicott City</div></div> <div><div>State</div><div>MD</div></div> <div><div>Zip code</div><div>21043</div></div> <div><div>UPDATE</div></div>

3. Check and update family member Information

Note: For the **child** member, at least one of the **Date of Birth** and **Grade** fields is required to be at verified state to register the Chinese Major class. OK to have only one verified but at least one.

HCCS Web

Welcome, 演示账号

Account

家庭成员/Family Members

姓名	Name	Type	ID	Date of Birth	Grade	
演示账号	Demo_0 Demo	adult	2000034	Verified DOB	Verified Grade	<input type="button" value="SEARCH"/> <input type="button" value="UPDATE"/>
演示-1	Demo_1 Demo	child	2000043	2013-05-04	幼大/K2/Kindergarten	<input type="button" value="SEARCH"/> <input type="button" value="UPDATE"/> <input type="button" value="DELETE"/>
演示-2	Demo_2 Demo	child	2000111	2007-05-08	unverified	<input type="button" value="SEARCH"/> <input type="button" value="UPDATE"/> <input type="button" value="DELETE"/>

Add family member

Unverified Date of Birth

Unverified Grade

Registration History

Update Name

Delete Member

4. Add new family member

< Add New Family Member

Chinese Name
演示账号

First Name
Demo_3

Middle Name

Last Name
Demo

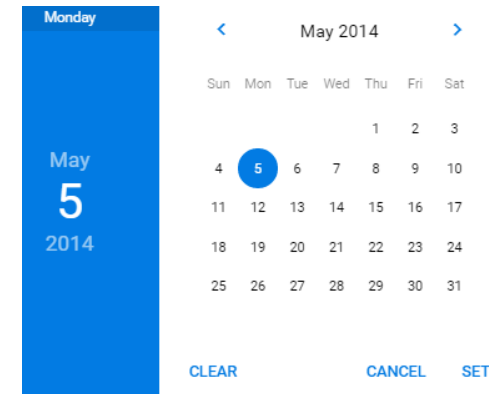
成人/小孩 Adult/Child ☐ Adult 成人 ☒ Child 小孩

性别 Gender ☒ Female 女 ☐ Male 男

生日 Date of Birth 2014-05-05

CANCEL + ADD

Fill in the Date of Birth for the Child member



Note: To register the Chinese Major class, it is required to present the proof of the child Date of Birth to EC to verify and activate the child member in the system

5. Display account invoice history or change password

Display Account Invoice History



Invoice

2018-2019 fullyear Semester - #2018200017 \$470 (Paid)

HCCS 2018-2019, fullyear semester: Invoice #2018200017

Demo, 演示

Total Invoice Amount: \$470

Paid on May 4th 2018

Change Password



Change Password

Current Password

.....

New Password

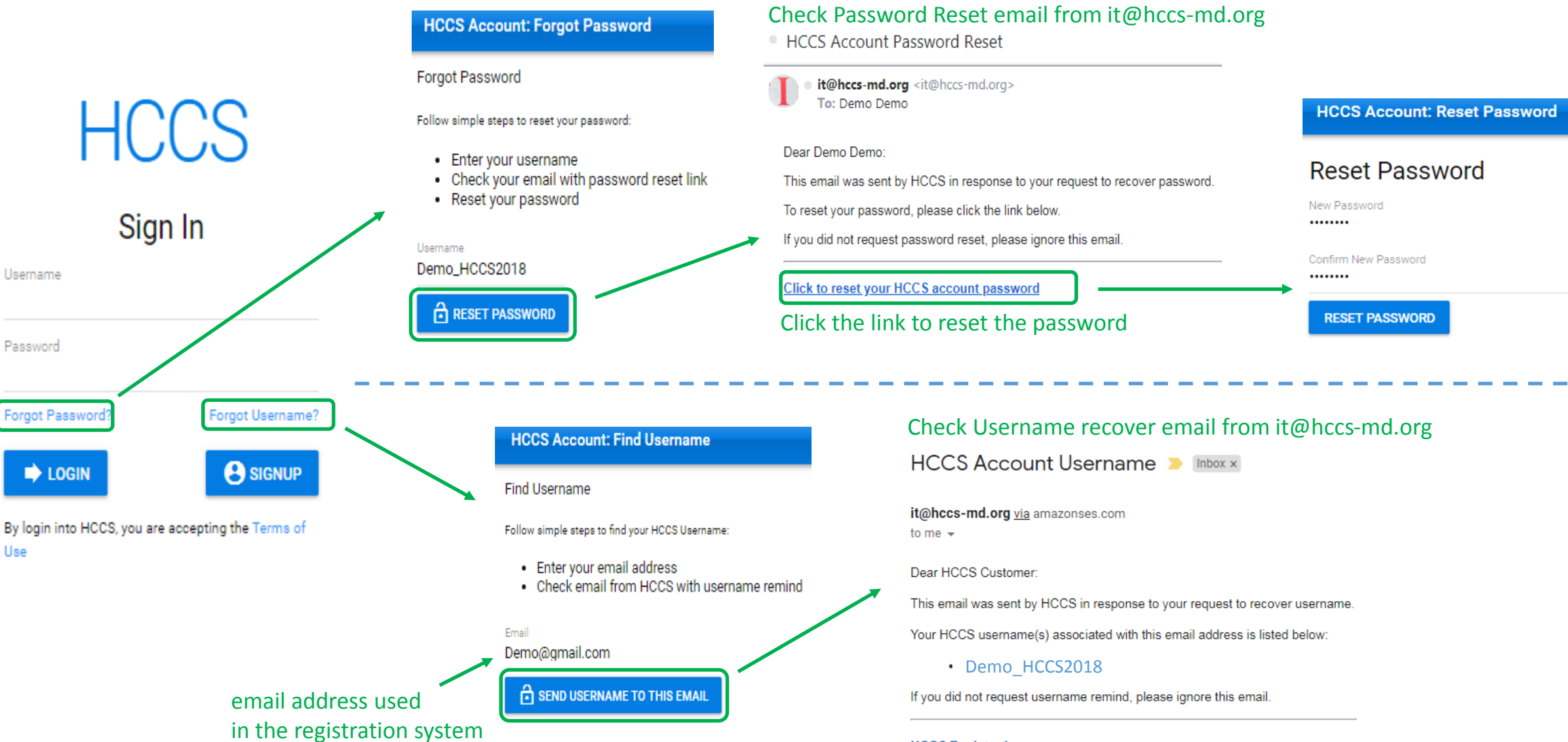
.....

Confirm New Password

.....

SUBMIT

6. Reset Password or Recover Username



7. Account Signup

HCCS

Sign In

Username
Demo_HCCS2018

Password
.....

[Forgot Password?](#) [Forgot Username?](#)

By login into HCCS, you are accepting the [Terms of Use](#)

HCCS Account SignUp

*User Name
Demo-4

Chinese Name
测试账号

*First Name
Demo

*Last Name
Demo

Middle Name

*Password
.....

*Confirm Password
.....

Contact

*Email
Demo_HCCS2018@gmail.com

☒ Subscribe to HCCS mailing list

*Cell Phone
3011234567

Home Phone

Work Phone

Address

*Street address
1234 Street Address

*City
Ellicott City

State
Maryland

*Zip code
21043

Confirmation

Congratulations. Your account has been created successfully. A confirmation email has been sent to Demo_HCCS2018@gmail.com. Please check your email to activate your account.

OK