HCCS Online Registration System User Guide

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. Sign In to the HCCS registration system successfully, user will be directed to the registration page

Filter and Search are very useful tools

Click *REGISTER* button and go to the next step

Available seats/Class capacity

2. Review the course information and select the class
   Please pay extra attention to the class Campus (HCC or CHS) and Time

Review the course information,
click NEXT and go to the next step

3. Select the student for the course

选课/Register Course

Review

选择家庭成员/**Pick Family Member**
课本/textbook

Pick Family Member
Demo

Pick the family member for the specific course selected

☑ 二年级马立平教材/Chinese Grade 2, Ma Liping $50   Text book is selected by default. Uncheck if it is not wanted

最小年龄/Minimum Age: 7

pass

BACK   **NEXT**

Click NEXT when pass is displayed

加入购物车/Register
add to shopping cart

If the selected family member does not meet grade or age requirement for the specific course selected, Not Qualified will be displayed

4. Review and add the course to the Shopping Cart

🏠 選课/Register Course

✓ Review

✓ 选择家庭成员/Pick Family Member
课本/textbook

✏️ 加入购物车/Register
add to shopping cart

HCCS 2018-2019, fullyear, CourseID: 2018H011

二年级中文D / Chinese 2D

Campus:HCC, Sun 14:00-15:50

For: Demo

Registration Fee	$30
Textbook	$50
Tuition	$300
Total	$380

BACK   🛒 ADD   ← Review and click ADD to add the course into Shopping Cart

5. Repeat steps 1-4 until all interested courses are added into the Shopping Cart and then generate invoice

Note: Shopping cart will be cleared after 30 minutes without generating the invoice

Display the number of selected courses in the shopping cart

Repeat the above steps and register more courses of needed

When all courses have been added into the shopping cart, click GENERATE INVOICE to create the invoice and then go to the next online payment page

Before generating the invoice, user can *DROP* the course in the Shopping Cart

6. Make online payment. Registration is not completed until the invoice has been paid.

Note: Unpaid invoice and the associated courses will be removed after 14 days
Online payment is recommended. Check or cash payment need to be delivered to EC within 8 days to have time for manual processing
Make sure to write the Invoice ID on the check payable to HCCS

HCCS Web

Welcome

Pay With Credit Card:

VISA   MM / YY CVC ZIP

CANCEL   PAY $380

Fill in required credit card information and click PAY
Payment summary page will be displayed when the payment goes through

HCCS 2018-2019, fullyear semester: Invoice #2018200010

Demo

Total Invoice Amount: $380
Expire on May 3rd 2018
Balance: $380

二年级中文D (2018H011: Sun 14:00-15:50)

Demo

Registration Fee	$30
Textbook	$50
Tuition	$300
Amount:	$380

HCCS Web

Welcome,

选课 REGISTER MORE COURSES

Unpaid Invoice will be shown here

User has the option to delete the unpaid invoice (associated courses will be removed)

Invoices

Invoice ID	School Year	Amount	Balance	CreatedOn		
#2018200015	2018-2019	$470	$470	2018-05-04 09:17	PAY	DELETE