

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

The screenshot shows the HCCS Web interface. On the left is a sidebar with a 'Menu' button and a 'Basic' section containing a '注册/Register' button. The main content area has a blue header with 'HCCS Web' and a 'Welcome, Demo' message. Below the header, the title '2018 ~ 2019 课程安排/Class Schedule' is displayed. A search filter bar contains two active filters: '校区: HCC (周日)' and '中文(Chinese Major)'. Below this is a search input field with the text '2'. The main section is titled '注册课程/Register Class' and shows a table of classes. The table has columns for '课程' (Course), '类别' (Category), '学费' (Tuition), '注册费' (Registration Fee), '教师' (Teacher), '人数' (Number of Students), '时间' (Time), and '校区' (Campus). The table lists four classes: '二年级中文A', '二年级中文D', '二年级中文C', and '二年级中文B'. The '二年级中文D' row is highlighted, and its '人数' (19/20) is circled in green. A green arrow points from the text 'Available seats/Class capacity' to this circled value. Another green arrow points from the text 'Click REGISTER button and go to the next step' to the 'REGISTER' button in the same row. The table also includes a 'REGISTER' button for each row.

课程	类别	学费	注册费	教师	人数	时间	校区
二年级中文A	中文课	\$300	\$30	宋东辉	20/20	Sun 10:00-11...	HCC
二年级中文D	中文课	\$300	\$30	罗南	19/20	Sun 14:00-15...	HCC
二年级中文C	中文课	\$300	\$30	未定 (TBD)	20/20	Sun 17:00-18...	HCC
二年级中文B	中文课	\$300	\$30	未定 (TBD)	20/20	Sun 15:00-16...	HCC



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**

  选课/Register Course

 **Review**

Course ID 2018H011	School Year/Semester 2018-2019 fullyear	Time Sun 14:00-15:50
Course Name Chinese 2D	课程 二年级中文D	Teacher Nan Luo, 罗南
Tuition \$300	Registration Fee \$30	
Textbook Price \$50	Title Chinese Grade 2, Ma Liping	书名 二年级马立平教材
Campus HCC	Building CL	Room 165
Remaining 19	Reserved 0	Invoiced 0

NEXT

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

3. Select the student for the course

The screenshot shows a web interface for course registration. At the top is a blue navigation bar with a home icon and the text '选课/Register Course'. Below this is a vertical sidebar with two items: 'Review' (marked with a checkmark) and '选择家庭成员/Pick Family Member' (marked with a pencil icon and labeled '课本/textbook'). The main content area is divided into three sections. The first section contains a dropdown menu with a person icon, the text 'Pick Family Member', and the name 'Demo'. A green box highlights the dropdown, and a green arrow points to it with the text 'Pick the family member for the specific course selected'. The second section contains a checkbox that is checked, followed by the text '二年级马立平教材/Chinese Grade 2, Ma Liping \$50'. A green arrow points to the checkbox with the text 'Text book is selected by default. Uncheck if it is not wanted'. The third section contains a person icon, the text '最小年龄/Minimum Age: 7', and a green box containing the word 'pass'. A green arrow points to the 'pass' box with the text 'Click NEXT when pass is displayed'. Below these sections are two buttons: 'BACK' and 'NEXT'. The 'NEXT' button is highlighted with a green box, and a green arrow points to it from the 'pass' box. At the bottom left is a shopping cart icon and the text '加入购物车/Register add to shopping cart'. At the bottom right, there is a green text block: 'If the selected family member does not meet grade or age requirement for the specific course selected, Not Qualified will be displayed'.

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



Click NEXT when pass is displayed

BACK NEXT

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

  选课/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

HCCS Web

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Welcome, Demo

选课 REGISTER MORE COURSES

生成新账单 GENERATE INVOICE

购物车/Shopping Cart							
Person	CourseID	Name	课程	Reg. Fee	Textbook	Tuition	MiddleWay Discount
演示-2	2018H035	Chinese 9B	九年级中文 B	\$30	\$50	\$310	\$0
演示-1	2018H011	Chinese 2D	二年级中文D	\$30	\$50	\$310	\$0

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

The screenshot displays the HCCS Web payment interface. At the top, a blue header bar contains the HCCS Web logo, a shopping cart icon with a red notification bubble containing the number '1', and a 'Welcome' message. Below the header, a 'Pay With Credit Card' form is shown, featuring a Visa logo, a field for 'MM / YY CVC ZIP', and buttons for 'CANCEL' and 'PAY \$380'. A green arrow points to the 'PAY \$380' button with the text: 'Fill in required credit card information and click PAY. Payment summary page will be displayed when the payment goes through'.

Below the payment form, the invoice details are listed:

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

Below a dashed line, the interface shows a blue header bar with the HCCS Web logo, a shopping cart icon with a red notification bubble containing the number '1', and a 'Welcome' message. A green arrow points to the shopping cart icon with the text: 'Unpaid Invoice will be shown here'.

Below the header, there is a blue button labeled '选课 REGISTER MORE COURSES'.

The 'Invoices' section contains a table with the following data:

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

A green arrow points to the 'DELETE' button in the table with the text: 'User has the option to delete the unpaid invoice (associated courses will be removed)'.