
SDHXCS 2017-18

Current Student

Enrollment Instructions

April 2017

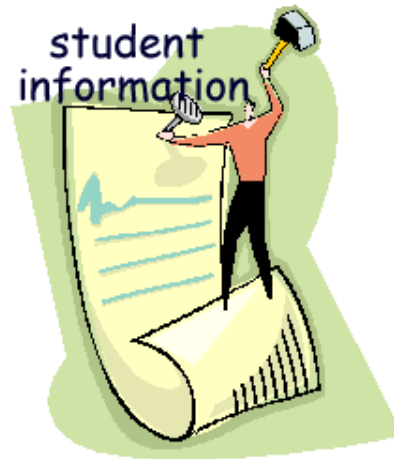
Ready for Online Enrollment ?

Please have the following information ready for online enrollment

- Student username and password
- Student information
- Credit card (Visa or MasterCard)



A screenshot of a login form. The 'Username:' field contains the text 'admin'. The 'Password:' field contains eight asterisks '*****'. The form has a light blue background and rounded corners.



Step 1 - Student Account Login

- Type courses.sdhxcs.org into your web browser to go to school website
- Click on “**Login**” in the upper right corner of the home page
- Log into your account by entering your **Username** and **Password**

courses.sdhxcs.org

You are not logged in. (Login)
English - United States (en_us) ▼

Calendar

Returning to this web site?
Login here using your username and password
(Cookies must be enabled in your browser) ⓘ

Username 345678
Password Login

Remember username
Forgotten your username or password?

You are not logged in.
Home

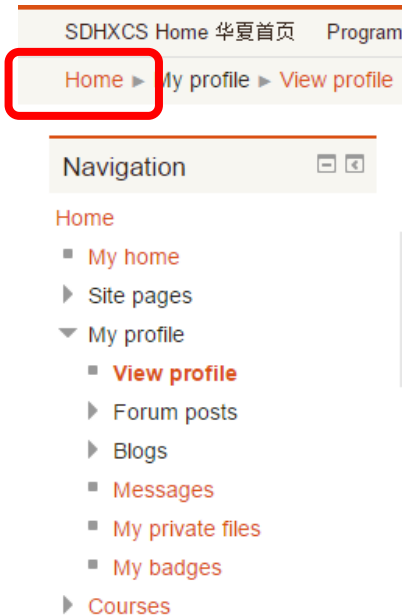
Step 2 – Student Information Update

- On your personal home page, click on “***My profile settings***” and then “***Edit profile***”
- Please update your **General and Personal information**
- Make sure to update your **School District, School Name and Grade** in **2017-18** school year

The screenshot shows a user interface for updating profile information. On the left, a navigation menu includes 'Home' (My home, Site pages, My profile, Courses) and 'Administration' (My profile settings, Edit profile, Change password, Messaging, Blogs, Badges). A yellow arrow points from the 'Edit profile' link to the main form. The form is divided into 'General' and 'Personal Information' sections. The 'General' section includes fields for First name (Jonathan), Last name (Washington), Email address* (Required), Email display (Hide my email address f), Email format (Pretty HTML format), Email digest type (No digest (single email p)), Forum auto-subscribe (Yes: when I post, subscri), Forum tracking (No: don't keep track of p), When editing text (Use HTML editor), City/town* (San Diego), Select a country* (United States), Timezone (UTC-8), Preferred language (English - United States ()), and Description (?). The 'Personal Information' section includes Chinese Name, Date of Birth* (1 January 2000), Gender* (Male), Home Phone Number* (8585551212), Home Address* (123 A Street, San Diego, CA 92111), Parent Name* (John Washington), Parent Phone Number* (8585551212), Parent Email* (parent@email.com), School District* (My School District), School Name* (My School), Grade* (10), Emergency Contact* (N/A), Emergency Contact Number* (N/A), Family Physician* (Dr. Wang), Family Physician Number* (6195551212), Insurance Company* (Blue Cross), and Policy Number* (1234567). A red box highlights the 'School District*', 'School Name*', and 'Grade*' fields. A yellow arrow points from these fields to a red box around the 'Update profile' button at the bottom.

Step 3 – Program Selection

- After your **Student Profile** is updated, please click on “**Home**” to go back to the course front page
- On the front page, select your enrollment program
 - Please be aware that the enrollment is “**Program**”, NOT class, grade or level based



**** 2017-18 Online Registration Begins on 4/16/2017 ****

**** Credit Card Payment Recommended ****

Enrollment Instructions

Regular Program 普通班

Bilingual Program 双语班

Credit Program 学分班

AP Chinese AP 中文班

Regular Program will be used as an example

Step 4 – Course Payment Form (**Credit Card**)

- Now you can access **Enrollment Payment Options**
- Please read and accept “**Terms & Conditions**” before clicking on “**Pay Now**” to go to the credit card payment form

Enrolment options

Regular Program 2017-18
Teacher: Yi Cai

This course requires a payment for enrollment.

By click on Pay Now, I acknowledge that I accept the **Terms & Conditions**

Authorize.net

Cost: USD 470.00

Please double check credit card holder's email address when payment is submitted.

Important! Please only click the "Pay Now" button ONCE on the next payment form. Otherwise, you could be double billed. Please be patient as this process can take up to a minute.

Pay Now

Check or Money Order (USD 470.00)

If you wish to pay by check or money order, please click on "Enroll me". Your registration will be pending until payment is received. Please print out this page after your application is submitted, and bring it to school office with your payment.

Enroll me

For credit card payment



Regular Program is used as an example

For check/MO payment



Step 4 – Course Payment Form (**Check/MO**)

- Now you can access **Enrollment Payment Options**
- Please read and accept “**Terms & Conditions**” before clicking on “**Enrol me**” for check or money order payment

Enrolment options

Regular Program 2017-18 A
Teacher: Yi Cai

This course requires a payment for enrollment.


By click on Pay Now, I acknowledge that I accept the **Terms & Conditions**

Authorize.net

Cost: USD 470.00

Please double check credit card holder's email address when payment is submitted.

Important! Please only click the "Pay Now" button ONCE on the next payment form. Otherwise, you could be double billed. Please be patient as this process can take up to a minute.



Check or Money Order (USD 470.00)

If you wish to pay by check or money order, please click on “**Enroll me**”. Your registration will be pending until payment is received. Please print out this page after your application is submitted, and bring it to school office with your payment.

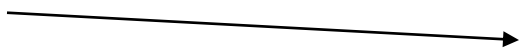
Enrol me

For credit card payment



Regular Program is used as an example

For check/MO payment




Step 5 – Payment Submission (**Credit Card**)

Order Information * Required Fields

Description: Regular Program 2017-18 Invoice Number: 201704152331

Total: \$470.00 (USD)

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Card Code: * [What's this?](#)

Billing Information

Customer ID: 355-43-1259-9145

First Name: * Last Name: *

Address: *

City: *

State/Province: * Zip/Postal Code: *

Email: *

Phone: *

Make sure your
email is correct

Shipping Information

First Name: Last Name:

Company:

Pay Now

- Please filled out **Payment Form** and click on “**Pay Now**” to submit your enrollment and payment
- If your registration is successful, you’ll be directed to the **Course Welcome Home Page**

Regular Program is used as an example

Step 5 – Pending Enrollment (**Check/MO**)

- Your enrollment application will be **pending** upon approval
- Please print out the application confirmation page and bring a copy to school office along with your payment

Enrolment options

Regular Program 2017-18 A
Teacher: Yi Cai

This course requires a payment for enrollment.

By click on Pay Now, I acknowledge that I accept the [Terms & Conditions](#)

Authorize.net

Cost: USD 470.00

Please double check credit card holder's email address when payment is submitted.

Important! Please only click the "Pay Now" button ONCE on the next payment form. Otherwise, you could be double billed. Please be patient as this process can take up to a minute.

Pay Now



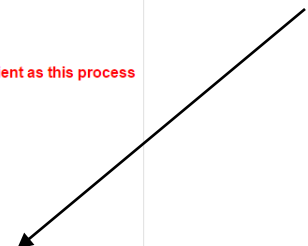
Enrollment Application successfully sent.

You will be informed by email as soon as your enrollment has been confirmed. If you want to enroll to other courses, please click "course catalogue" in the top menu.

You are logged in as (Logout)

Regular Program 2017-18

Confirmation



Regular Program is used as an example

Step 6 – Auto Receipt / Enrollment Confirmation

- Credit Card Payment
 - An auto-receipt will be sent to **credit card holder's** email account
 - ***Save and keep the receipt till the end of the school year***
- Check/Money Order Payment
 - Once your payment is received, your registration will be completed and a confirmation email will be sent to student email account
 - ***Save and keep the confirmation email till the end of the school year***

You are
ready to go !

Thank
you 

Common Technical Questions (1)

- I don't know my username, how can I find it?

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser) ?

Username
Password

Remember username

Forgotten your username or password?

You are not logged in.

San Diego Hua Xia Chinese School 圣地亚哥华夏中文学校

You are not logged in. ([Login](#))

Home ▶ [Login](#) ▶ [Forgotten password](#)

Navigation

Home

[Site news](#)

▶ [Courses](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

You are not logged in. ([Login](#))

A> Go to login page and click on **“Forgotten your username or password?”**, then enter your student email to search your username. An email with your username should be sent to your email address. *However, if multiple student accounts share one same email address, you need to send an email to enroll@sdhxc.org to get your username.*

Common Technical Questions (2)

- I forget my password, how can I reset it?

Returning to this web site?

Login here using your username and password (Cookies must be enabled in your browser) ?

Username
Password

 Remember username

Forgotten your username or password?

You are not logged in.

[Home](#)

San Diego Hua Xia Chinese School 圣地亚哥华夏中文学校 You are not logged in. ([Login](#))

Home ▶ [Login](#) ▶ [Forgotten password](#)

Navigation

Home
[Site news](#)
▶ [Courses](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username
Username

Search by email address
Email address

You are not logged in. ([Login](#))

[Home](#)

A> Similar to username retrieval, go to login page and click on **“Forgotten your username or password?”**, then enter your username to reset your password. An email with reset instructions should be sent to your email address. *However, if multiple student accounts share one same email address, you need to send an email to enroll@sdhxc.org to reset your password.*

Common Technical Questions (3)

- I can't find Profile settings menu on my home page



A> The menu bars may have been docked in the upper left corner of the web browser. Please click on them to undock the menus

Common Technical Questions (4)

- Do you take Discover or American Express?

A> No, Visa and MasterCard only.



Technical Support Contact

- Email: enroll@sdhxc.org

