

---

# SDHXCS 2019-20

## Continuing Student

## Enrollment Instructions

---

April 2019

# Ready for Online Enrollment ?

***Please have the following information ready for online enrollment***

## ■ ***Student username***

- This is your 6-digit student ID
- Please contact your teacher if you don't have it

## ■ ***Password***

- Your password is your EXISTING password
- Please contact Hua Xia IT Admin if you forget your password and cannot reset it by yourself

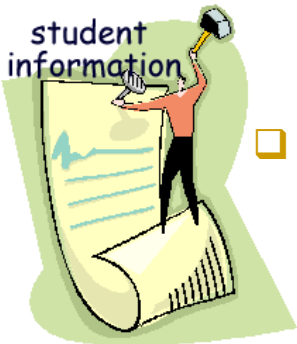


# Ready for Online Enrollment ?

***Please have the following information ready for online enrollment***

## ■ ***Student information***

- ❑ Student email, school name, school district, grade level in **2019-20** school year, parent information, family physician information ...
- ❑ Student email has to be **unique** and cannot be shared with other students, even from the same family
- ❑ Suggestions for students who don't have an email
  - Parents help set up a new Google or Yahoo email account
  - Forward student emails to a parent email account in the email account settings



---

# Ready for Online Enrollment ?

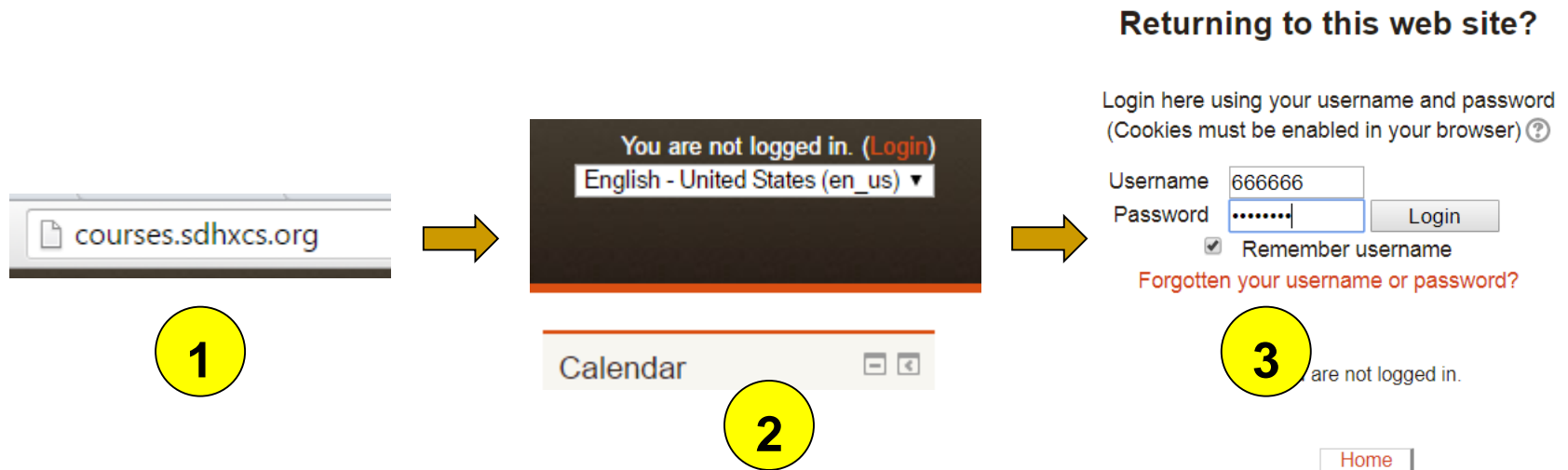
*Please have the following information ready for online enrollment*

- **Credit card**
  - VISA or MasterCard **ONLY**



# Step 1 - Student Account Login

- Type [courses.sdhxcs.org](http://courses.sdhxcs.org) into your web browser
- Click on “**Login**” in the upper right corner of the home page
- Log into your account by entering your **Username (Student ID)** and **Password**



# Step 2 – Student Profile Update (1)

- After you log into your account, you'll see the menu "***My profile settings***" under Administration



Navigation

## Home

- My home
- ▶ Site pages
- ▶ My profile
- ▶ Courses

Administration

- ▶ My profile settings

Welcome to Hua Xia S

欢迎使用

Administration

- ▼ My profile settings
  - Edit profile
  - Change password
  - Messaging
- ▶ Blogs
- ▶ Badges

- Click on "My profile settings", and then "Edit profile"

# Step 2 – Student Profile Update (2)

- Please update your **General and Personal information**
- Make sure to update your **Email Address, School District, School Name, Grade Level** in **2019-20** school year, and etc.

student email

Student Test

▼ General

First name Student

Current Test

Email address\*

Email display Allow only other course members to see my email address

Email format Pretty HTML format

Email digest type No digest (single email per forum post)

Forum auto-subscribe Yes: when I post, subscribe me to that forum

Forum tracking No: don't keep track of posts I have seen

When editing text Use HTML editor

City/town\* San Diego

Select a country\* United States

Timezone UTC-8

Preferred language English (en)

1

▼ Personal Information

Chinese Name

Date of Birth\* 6 May 2006

Gender\* Male

Home Phone Number\*

Home Address\*

Parent Name\*

Parent Phone Number\*

Parent Email\*

School District\*

School Name\*

Grade Level in 2019-20\*

Emergency Contact\*

Emergency Contact Number\*

Family Physician\*

Family Physician Number\*

Insurance Company\*

Policy Number\*

2

Update profile

3

# Step 2 – Student Profile Update (3)

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

SDHXCS Home 华夏首页 Programs 华夏课程 Classroom Assignment 教室安排 Policies & Regulations 规章制度 S

Registration 注册 User's Guide 用户指南

Home ▶ My profile settings ▶ Edit profile

### Navigation

#### Home

- My home
- Site pages
- My profile
- Courses

- General
- User picture
- Interests
- Optional
- Personal Information

### Administration

#### My profile settings

- Edit profile
- Change password
- Messaging
- Blogs
- Badges

Update profile

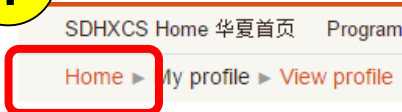
- Once you fill out all required fields and click on “Update profile”. You may also click on “Change password” **IF** you want to update your password



# 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 level based

1



\*\*\*\*\*

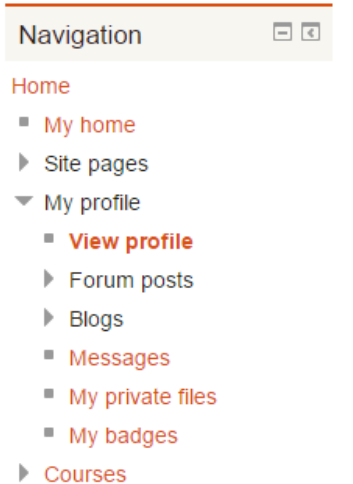
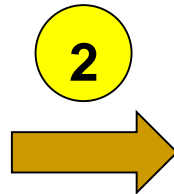
\*\* 2019-20 Online Registration Begins on 4/14/2019 \*\*

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

STOP! Please read Enrollment Instructions FIRST!

Regular Program 普通班      Bilingual Program 双语班

Credit Program 学分班      AP Chinese AP中文班



**Bilingual Program will be used as an example**

---

# Credit Card Payment

# 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

学年 ▶ Bilingual\_Program\_2019-20 ▶ Enroll me in this course ▶ Enrollment options

**Enrollment options**

Bilingual Program 2019-20

This course requires a payment for enrollment.

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

Authorize.net

Cost: USD 490.00

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 510.00, \$20 processing fee included)

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

Bilingual Program is used as an example

For check/MO payment

# Step 5 – Payment Submission (Credit Card)


**Order Information** \* Required Fields

Invoice Number: student3-20190412000

**Description:** Bilingual Program 2019-20

**Total: \$490.00 (USD)**

**Payment Information**



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

Expiration Date:  \* (mmyy)

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

**Billing Information**

Customer ID: 540-1966-2002-15776

First Name:  \*      Last Name:  \*

Address:  \*

City:  \*

State/Province:  \*      Zip/Postal Code:  \*

Email:  \*

Phone:

**Shipping Information**

First Name: Student      Last Name: Test3  
Company: student3

- 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**. **IF NOT, PLEASE CONTACT US and DO NOT RESUBMIT YOUR PAYMENT or REFRESH YOUR WEB BROWSER**
- **To prevent duplicate charges, please logout your account and close your web browser immediately**

## IMPORTANT

Make sure your email is correct !! Payment auto-receipt will be sent to this email.

Bilingual Program is used as an example

---

# Check/MO Payment

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

- You may click on “**Enroll me**” if to choose check or money order payment option

学年 ▶ Bilingual\_Program\_2019-20 ▶ Enroll me in this course ▶ Enrollment options

### Enrollment options

Bilingual Program 2019-20

This course requires a payment for enrollment.

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

Authorize.net

Cost: USD 490.00

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**

MasterCard Maestro VISA DISCOVER BANK

Check or Money Order (USD 510.00, \$20 processing fee included)

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.

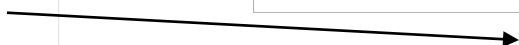
Enroll me

For credit card payment



Bilingual Program is used as an example

For check/MO payment



# 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

☰ ▶ Bilingual\_Program\_2019-20 ▶ Enroll me in this course ▶ Enrollment options

## Enrollment options

🏠 Bilingual Program 2019-20

This course requires a payment for enrollment.

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

Authorize.net

Cost: USD 490.00

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.



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 Student Test (Logout)

Regular\_Program\_2018-19

**Confirmation**

Bilingual 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.  
Check your Spam box if you cannot find it
- ***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)

- Do the transactions made by credit card stay secure?

 Secure | <https://secure.authorize.net/gateway/transact.dll>

A> Yes. We use Authorize.net as our payment gateway provider, which is one of the safest gateways out there. All transactions are made through SSL secure channel and we never store your credit card information.

---

# Common Technical Questions (2)

- There are multiple charges on my credit card!  
What should I do?

A> Take it easy. When you run into errors during enrollment, refresh web pages after payment is submitted, and etc., Authorize.net may place a pending charge on your account. Usually, pending charges are removed from your account in about three business days.

However, if your credit card is eventually charged multiple times, you may contact Hua Xia school office. Once your multiple charges are verified, we'll refund your payment(s). You don't have to file any dispute with your credit card company.

# 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: [info@sdhxc.org](mailto:info@sdhxc.org)

