

To register for summer course

如何报读暑期课程

Prior to the registration day, you need to open an account in the student's name with Continuing Education

注册前必须用学生的名字在列治文延续教育部的网页设立一个个人专属账号。

What information do you need?

注册时需要哪些信息？

1. Your Child's name 孩子的姓名
2. Home address 家庭地址
3. Home, work phone number and Cell phone number
家庭座机电话号码，家长工作电话号码，手机号码
4. Cell carrier(which company your cell phone was signed from)
手机服务商（您的手机是在哪个电讯服务公司登记注册的）
5. Your email address.(Please use Gmail, Hotmail or Yahoo.com)
您的电邮地址（请选用 Gmail， Hotmail， 或者是 Yahoo.com）
6. Please check the Box to consent the future information
请在方框内打勾，为提供更多信息给予知情同意
7. Gender (Male or Female)
性别（男性或者女性）
8. Your child's Birthday
您的孩子的生日
9. Customer Type (Cdn Cit / PR/ BC Work Permit, or International / Study Permit)
客户类别（加拿大公民 / 永久居民卡 / 卑诗省工作许可 / 国际学生 / 学生签证）
10. Emergency Contact
紧急联络人
11. Alternate ID (Child's name / Password)
其他身份证明（孩子的名字 / 密码）

How to open a Continuing Education account 如何设立账号：

You need to have 您需要准备：

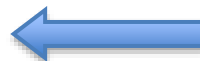
- Student's PEN number(9 digit) 学生的学号（九位数）
- Your email address 您的电子邮件地址
- A parent's Visa or Master card 家长的信用卡（维萨卡或者是万事达卡）

Step 1 –Go to <http://ce.sd38.bc.ca/> or www.richmondce.ca

第一步：请登录以下网页 <http://ce.sd38.bc.ca/> or www.richmondce.ca



Step 2- Click on **Login or Create a New Account** on your right hand side
第二步：请点击页面右边 **Login 或者是 Create a New Account**



Step 3: Click on **Create New Account** button
第三步：请点击 **Create New Account** 键



Step 4- You will find a Client page. Please fill out **all** information as requested. Client is the student who will be taking a course.

第四步：这一步是有关用户（Client）的信息，您需要填入所有要求的信息。用户Client是指将要上这门课的学生。

Create Account

> Home Page > Create Account

- 1 name & address
- 2 contact information
- 3 personal information
- 4 emergency contact

1. Create a new account (only one per student). Once you create a new account, you can login.
2. It is recommended that you use either Internet Explorer or Firefox during the registration process.
3. Please use a gmail, hotmail or yahoo email account. Our system is having problems sending emails to qq.com or

Name & Address

To create an account, please provide the student's name and home address and other related information per student.

* First Name
Middle Name
* Last Name

[Next >](#) ←

Personal Information

Please enter your personal details.


* Gender
* Date of Birth
* Customer Type

◀ Back [Cancel & Return Home](#) [Next >](#) ←

Contact Information

Please enter your contact information, including email preferences.

* Home Phone Extension
* Work Phone Extension
Cell Phone
Cell Carrier
 Yes, I agree to receive text messages
 Yes, I am the main contact for my family
* Email address
 PLEASE CHECK this box to consent to receiving emails about upcoming courses or events, or program information.

Next ▶ 

Emergency Contact

For children, please enter Emergency Contact information, ideally this should NOT be the parent or guardian.


First Name

Last Name

Relationship

Home Phone Extension

Other Phone Extension

◀ Back [Cancel & Return Home](#) **Next ▶** 

Step 5- Read *Terms of Use & Privacy Policy*

第五步：请阅读使用条款和隐私条例

Terms of Use

Terms of Use for School District No. 38 (Richmond)

Located at: 7811 Granville Avenue
Richmond, BC V6Y 3E3

Phone: 6046886123
Fax: 6042330152
Email: roe@sd38.bc.ca
Web Site: www.RichmondCE.ca

Richmond Continuing Education's registration system utilizes a 3rd party software application provided by The Active Network, Ltd.

I ACKNOWLEDGE THAT I HAVE CAREFULLY REVIEWED AND CONSENT TO THE [TERMS OF USE](#) SET FORTH ABOVE AND THE [PRIVACY POLICY](#)

Step 6- You can now click on the button

第六步：填好后可以按“**Create Account**”键

* Alternate Login ID


* Password

* Confirm Password

By creating an account, you are agreeing to [terms of use](#) and [privacy rights](#).

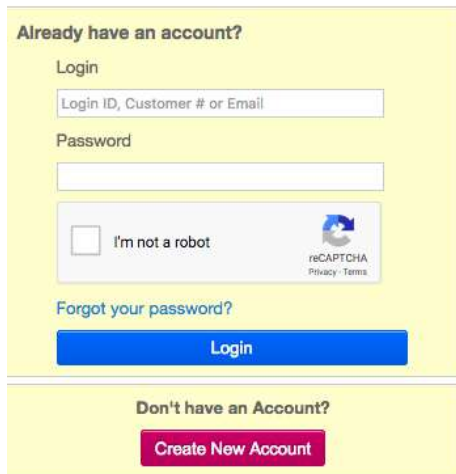
School District No. 38 (Richmond):
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

Create Account 

How to register for courses 如何注册报读课程

- **Go to** Go to <http://ce.sd38.bc.ca/> or www.richmondce.ca 请登录这些网页
- **Login to your account** 请登录您的账号



Already have an account?

Login

Login ID, Customer # or Email

Password

I'm not a robot

Forgot your password?

Login

Don't have an Account?

Create New Account

- **Click 'Course Search'** 点击“课程搜索”



- **My Courses**
 - [Show My Course Schedule-Calendar](#)
 - [List of My Receipts](#)
- **My Services**
 - [Course Search](#)
 - [View My Shopping Cart](#)
 - [Logoff](#)

- **Click on your choice of course** 点击你要报读的课程
- **Check the date, time and location** 请看清楚日期、时间地点
- **Click 'Add to Cart'** 选定课程后点击放入购物车 “Add to Cart”
- (If registration is not open, wait for the time as specified to complete the process)
如注册时间未到，需要等候才能完成整个注册程序。
- **Complete the process (You need the student's 9-digit PEN number to register)**
必须填上九位数学生号码 (9-digit PEN number)
- **If needed, pay with your credit card** 如需付款，请用信用卡。
- **Check your email and print your Registration Receipt!** 请查阅您的电邮，打印收据。

YOU MADE IT ! ___

