

CONTINUING EDUCATION

How to register Mandarin Language Program or Youth/Children Program

報讀國語中文課程或青少年課程

(For Registering Sept to June Mandarin or Youth/Children programs)

(Fee Paying Program 收費課程)

學生開啟帳戶及網上報名提示 ##假如您已有帳戶，可參考第4頁，報名提示。

If you have your account, just go to page 4 for registration hints.

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

註冊前必須用學生的名字在列治文持續教育部的www.RichmondCE.ca 網頁開設一個個人專屬帳號。

What information do you need? 註冊時需要哪些資料？

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 紧急聯絡人
11. Alternate ID (Child's name / Password) 其他身證明（孩子的名字 / 密碼）

B . How to open a Continuing Education account 如何開設帳號：

You need to have 您需要準備：

- Your email address 您的電邮地址
- A parent's Visa or Master card 家長的信用卡

註冊前須開設個人的帳號（提示）

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

第一步：請登陸以下網頁 <http://ce.sd38.bc.ca/> or www.richmondce.ca

Step 2- Click on Login or Create a New Account on your right hand side

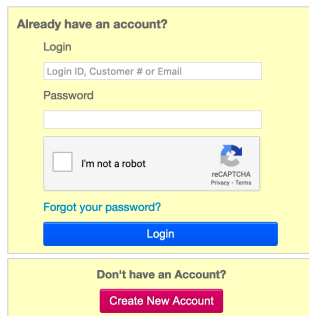
第二步：請點擊頁面右邊 Login 或者是 Create a New Account



Please select 2021 Fall This time

Step 3: Click on Create New Account button

第三步：請點擊 Create New Account 鍵

A screenshot of a login and account creation form. The top section is titled 'Already have an account?' and contains a 'Login' button, a text input field for 'Login ID, Customer # or Email', a 'Password' input field, a reCAPTCHA checkbox labeled 'I'm not a robot', and a 'Forgot your password?' link. Below this is a blue 'Login' button. The bottom section is titled 'Don't have an Account?' and contains a pink 'Create New Account' button.

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：這一步是有關用戶（Client）的信息，您需要填入所有要求的信息。用戶 Client 是指將要報讀這個課程的學生。

A screenshot of a 'Create Account' form. At the top, it says 'Create Account' and '1 of 4 Steps to Create Account'. Below this is a progress bar with four steps: 'Name & Address', 'Contact Information', 'Personal Information', and 'Emergency Contact'. The 'Name & Address' step is highlighted. Below the progress bar, there are three instructions: 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 good, valid or yahoo email account. Our system is having problems sending emails to qq.com or'. The 'Name & Address' section has a sub-heading and a note: 'To create an account, please provide the student's name and home address and other related information per student.' Below this are three input fields: 'First Name', 'Middle Name', and 'Last Name'. At the bottom, there is a blue 'Next >' button with a blue arrow pointing to the right.

Personal Information

Please enter your personal details.

* Gender Please select your gender.

* Date of Birth MM/DD/YYYY

* Customer Type Please select appropriate option.

[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 Center

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

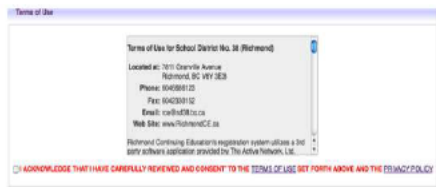
Home Phone Extension

Other Phone Extension

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

Step 5: Read Terms of Use & Privacy Policy

第五步：請參閱使用條款和隱私條例



Step 6: You can now click on the button

第六步：填寫所有資料後，可以按“Create Account”鍵

* Alternate Login ID

* Password

* Confirm Password

By creating an account, you are agreeing to terms of use and privacy rights.

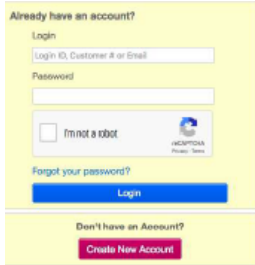
School District No. 98 (Richmond):
[Terms of Use](#) | [Your Privacy Rights](#)

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

[Create Account](#)

How to register for courses 如何註冊報讀課程

- Go to <http://ce.sd38.bc.ca/> or www.richmondce.ca 請登錄這些網頁
- Login to your account 請登錄您的帳號



The screenshot shows a login interface with the following elements:

- Section: "Already have an account?"
- Section: "Login" with a text input field for "Login ID, Customer # or Email" and a "Password" input field.
- A checkbox labeled "I'm not a robot" with a reCAPTCHA logo.
- A link: "Forgot your password?"
- A blue "Login" button.
- Section: "Don't have an Account?" with a pink "Create New Account" button.

Click 'Course Search' 點擊“課程搜索”

- Click on your choice of course 點擊你要報讀的課程
- Check the date, time and location 請清楚細閱上課日期、時間地點
- Click 'Add to Cart' 選定課程後點擊放入購物車“Add to Cart”
- (If registration is not open, wait for the time as specified to complete the process)
如註冊時間還沒有到，需要等候才能完成整個註冊程序。
- If needed, pay with your credit card 如需付款，請用信用卡。
- Check your email and print your Registration Receipt! 請查閱您的電郵，打印收據。

