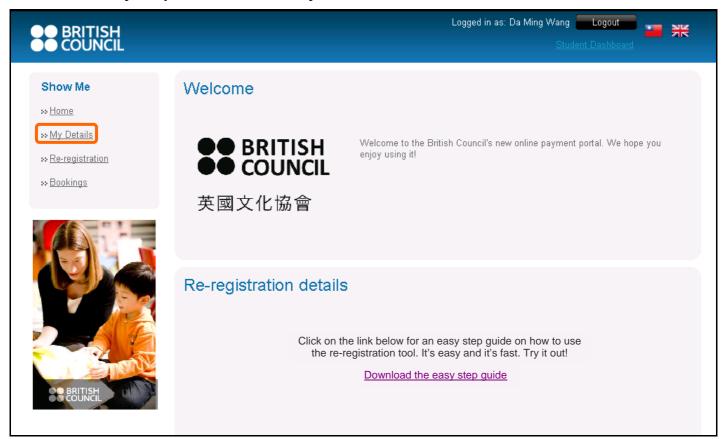


# Step 1:

Please choose the language then log in with the username (email address) and password provided in the email sent by the British Council.



Step 2: Please check your personal data in 'My Details' under the 'Show Me' list.

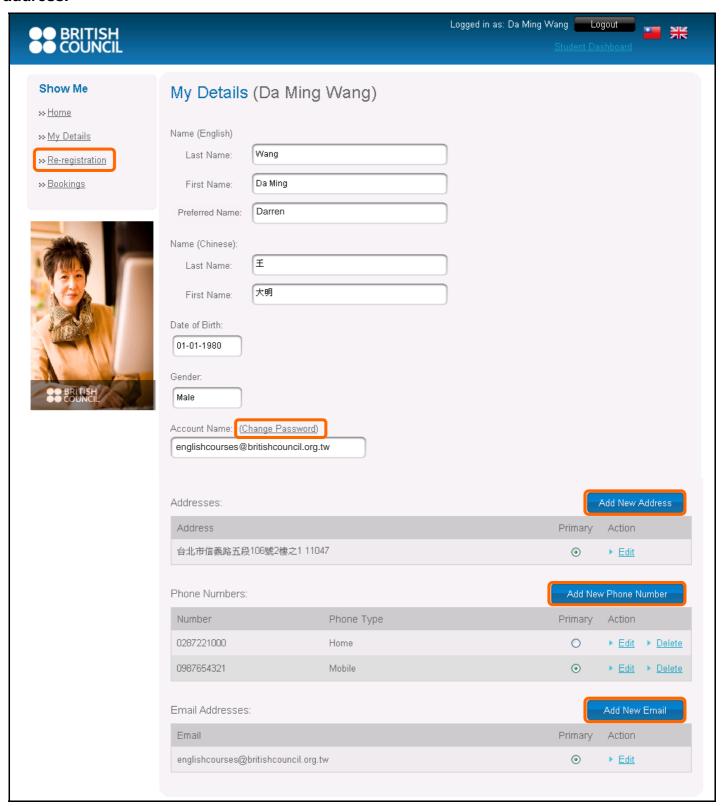




# Step 3:

If you need to correct your name, date of birth, or gender, please contact us (<a href="mailto:englishcourses@britishcouncil.org.tw">englishcourses@britishcouncil.org.tw</a> / T: 02 87221000#9 / or in person).

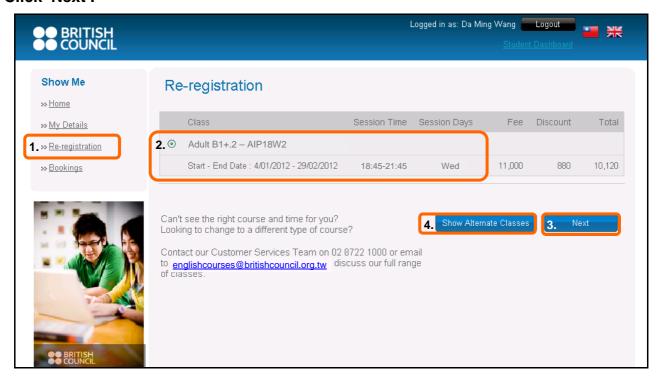
When you log into the system for the first time, please re-set your password (for security reasons). In this page, you can also update or add a new address, phone number and email address.

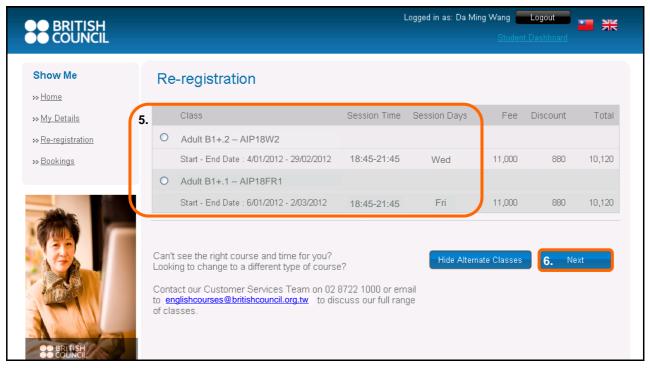




#### Step 4:

- 4-1. Click 'Re-registration' on the left of the page to register for your next course.
- 4-2. The system will automatically show the next level according to your current course time (please check that the class information is correct).
- 4-3. If you would like to continue with the same course at the same time, click 'Next'.
- 4-4. If you would like to register in a class at your level but at a different time, please click 'Show Alternate Classes'.
- 4-5. Choose the course you prefer.
- 4-6. Click 'Next'.



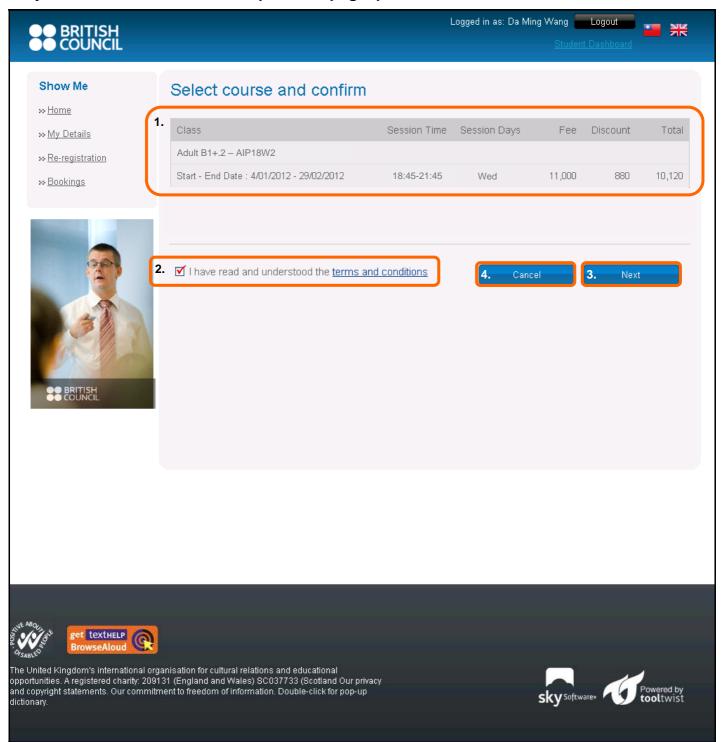






# Step 5:

- 1. Please double check your course information, including the fee.
- 2. Before payment, please read the 'terms and conditions' and tick the box to confirm your agreement.
- 3. Click 'Next' to make the payment.
- 4. If you would like to back to the previous page, please click 'Cancel'.

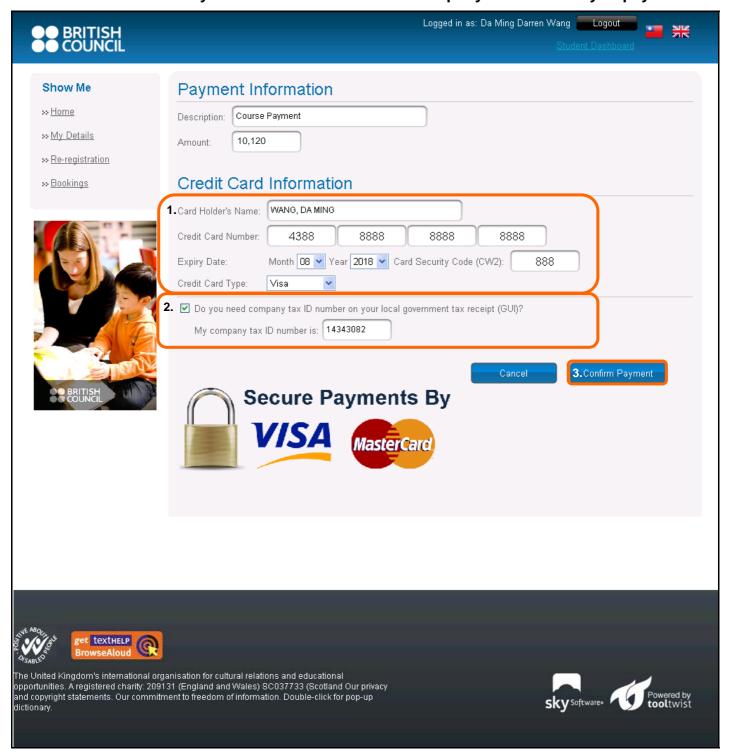






# Step 6:

- 6-1. Please fill in your credit card details.
- 6-2. If you need your company tax ID shown on the local government tax receipt, please tick the box and input your company tax ID.
- 6-3. Please double check your credit card details and company tax ID before you pay.



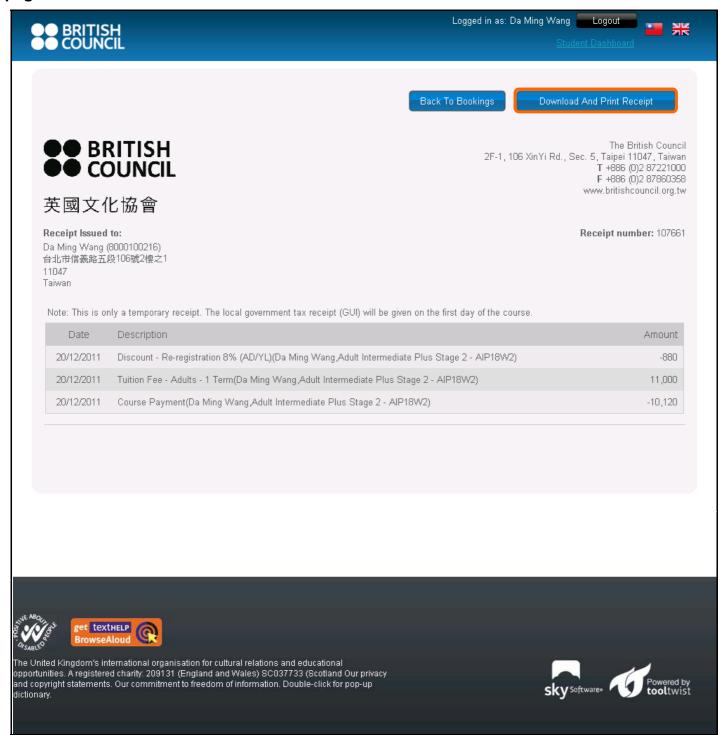




#### Step 7:

After you complete the registration procedure, you will see the receipt.

Please note this is only a temporary receipt. The local government tax receipt (GUI) will be given on the first day of the course. You can also download and print the receipt from this page.





# User Guide for Online Re-registration - Other Functions

英國文化協會

# **Bookings:**

By clicking 'Bookings', you can see your course history.

