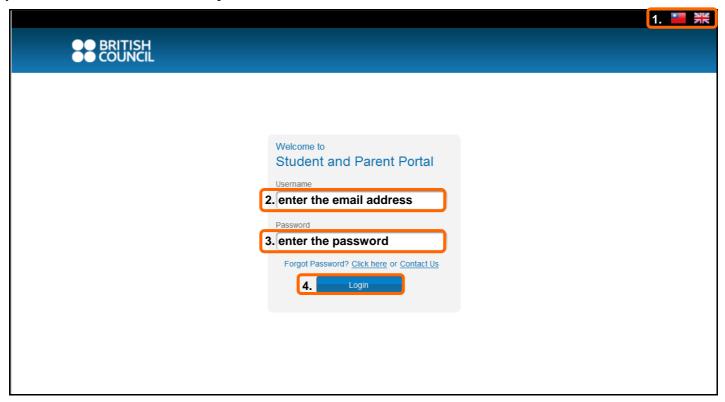


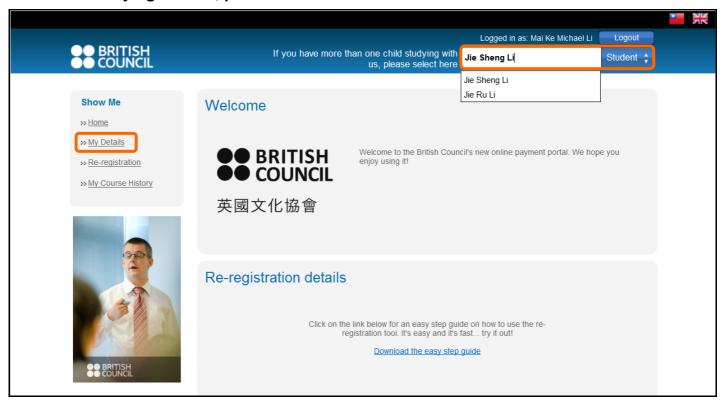
Young Learner Parents' User Guide for Online Re-registration

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 personal data in 'My Details' under the 'Show Me' list. If you have more than one child studying with us, please click the box to switch student's name.



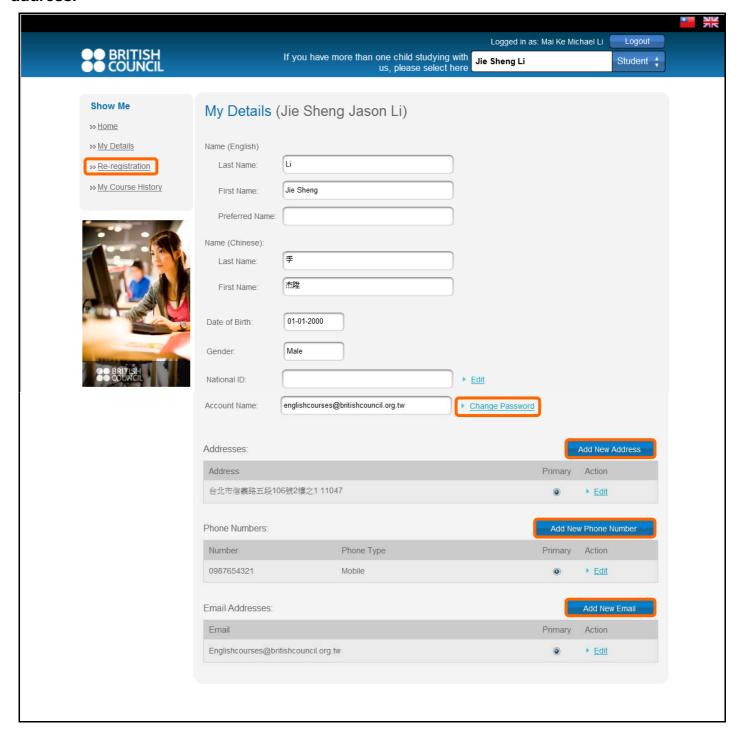


Young Learner Parents' User Guide for Online Re-registration

Step 3:

If you need to correct the name, date of birth, or gender, please contact us (englishcourses@britishcouncil.org.tw / 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.

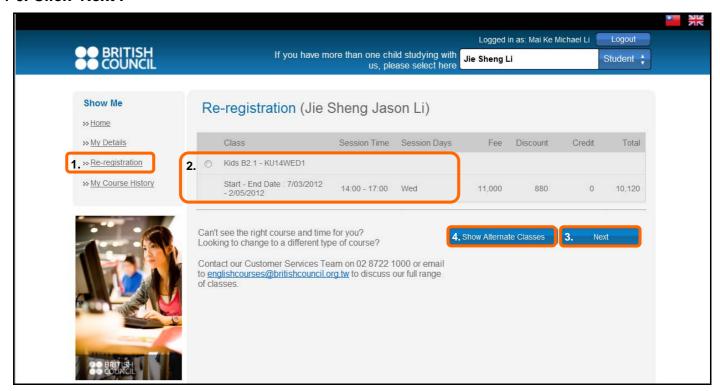




Young Learner Parents' User Guide for Online Re-registration

Step 4:

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



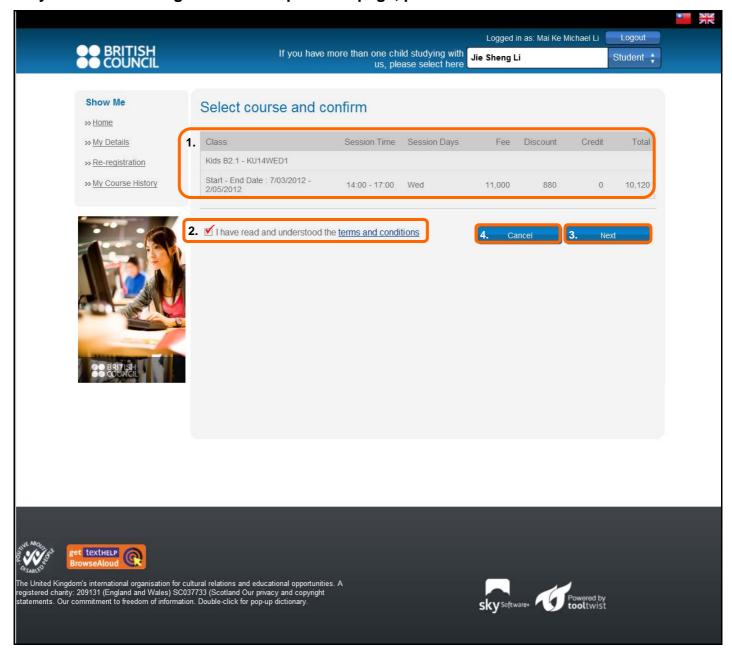




Young Learner Parents' User Guide for Online Re-registration

Step 5:

- 1. Please double check the 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 go back to the previous page, please click 'Cancel'.



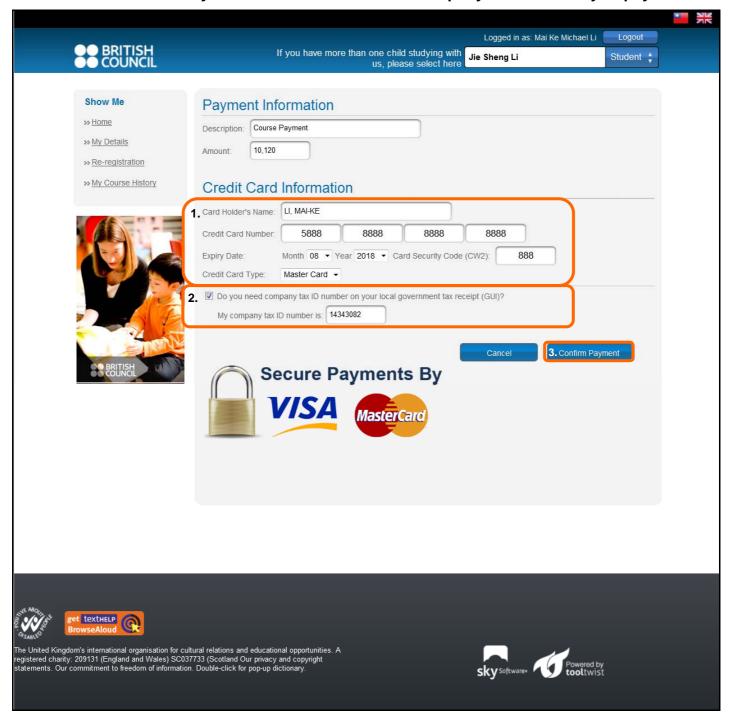




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Step 6:

- 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.





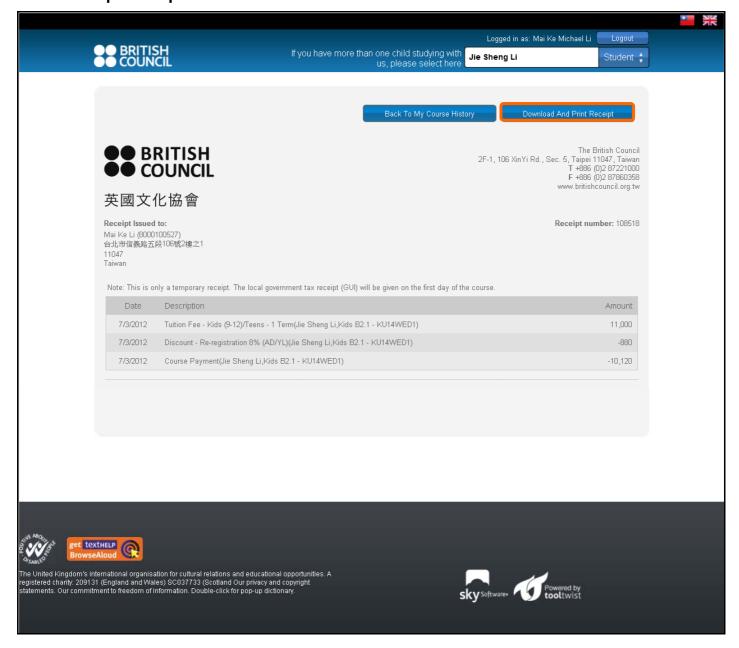
Young Learner Parents' User Guide for Online Re-registration

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.

If you have more than one child studying with us, please click the box to switch student's name and repeat Steps 2 to 6.

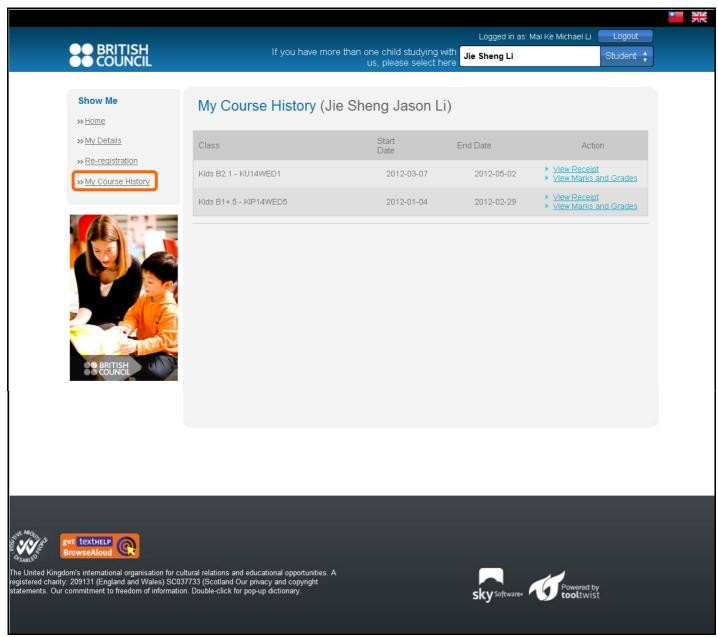




Young Learner Parents' User Guide for Online Re-registration Other Functions

Bookings:

By clicking 'Bookings', you can see your child's course history, marks and grades.



Thank you for choosing the British Council