

## Before start

### Information for your reference:

Culture Course Information page on <http://www.acsgd.org/content/cultural-classes>.

Registration parent guide or other forms on <http://www.acsgd.org/content/registration-form>

### Account Type Summary

#### Family account or User Account

Family account can own multiple student accounts. The parent can switch easily from family account to student account, and vice versa.

#### Student account

Student can register class online.

## Login to school website

- a) Log on to <http://acsgd.org>, click Login



- b) Enter Username or email address and Password, then click “Log in”

The screenshot shows the login page of the school website. It features a header with the school's name and address. Below the header is a navigation bar. On the left, there are language selection options for 简体中文 and English. The main content area is titled 'User account' and contains two input fields: 'Username or e-mail address: \*' and 'Password: \*'. Below these fields is a checkbox for 'Remember me' and a 'Log in' button. The 'Log in' button is highlighted with a red rectangular box. Additionally, the text 'The password field is case sensitive.' is visible below the password field.

### Forget user name your password

1. If you forgot your password, log on to <http://acsgd.org/user/password>, just enter either your username, or email address.



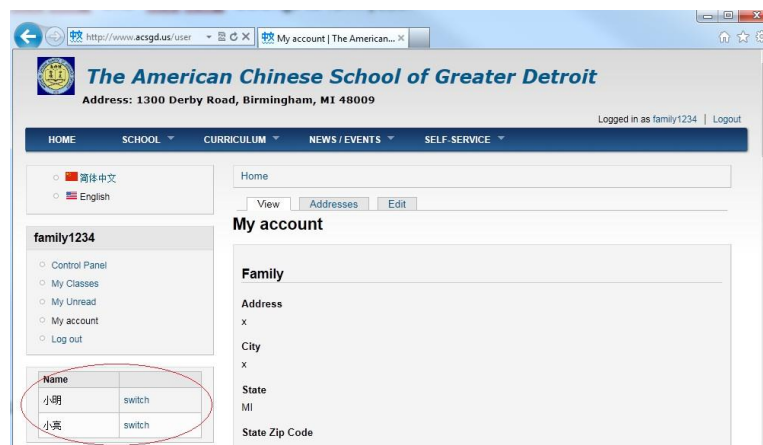
2. If you don't remember the email address you used, please contact the registration at <http://acsgd.org/contact>
3. You should receive an email to reset your password. If you did not see in the inbox, please check your spam folder from [noreply@acsgd.org](mailto:noreply@acsgd.org). Click the link in the email to log in



## Register for Classes

Once the family account logs in, the student accounts linked to this family appear on left corner.

In this case, "xiao ming" and "xiao liang" belongs to family1234. You can switch back forth between family account and student accounts by click "Switch" next to student's name.




## Registration Step by Step

Step 1 \* Select Kid's name to go inside kid's account to register for a class

### 1. Login

a) As the family 1234 logged in, the parent should see the block circled

b) The parent can click "switch" to switch to between account for kid's activity (registration, or classes, etc) |



The screenshot shows the website interface for 'The American Chinese School of Greater Detroit'. The user is logged in as 'family1234'. The 'My account' section is visible, showing a 'Family' profile. Below the profile, there is a table with two rows, each containing a name and a 'switch' button. The first row has the name '小明' (Xiao Ming) and the second row has the name '小强' (Xiao Qiang). The 'switch' buttons are circled in red.


Name	switch
小明	switch
小强	switch

Step 2 \* Select Chinese class A/B for morning and C/D for afternoon session

### 2. Choose the course

a) In dropdown box, select either by course title or ID

b) Click Register Button |



The screenshot shows the 'Register Courses' section of the website. There are two dropdown menus for 'Title' and 'SKU', both set to '<Any>'. Below these are 'Apply' and 'Reset' buttons. A table lists available courses. The first row is for 'Advanced Chinese Language' (2015-10a) with a 'Register' button circled in red. The second row is for 'Advanced Chinese Language' (2015-10c) with a 'Register' button circled in blue.

SKU	Title	Body	Room	Session	Tuition	Register It Now	Updated date	Email
2015-10a	Advanced Chinese Language	高级中文10年级	204	9:00 - 11:00 AM	\$310.00	In stock Register	2015-04-28 09:44	
2015-10c	Advanced Chinese Language	高级中文10年级	204	12:30 - 2:30 PM	\$310.00	In stock Register	2015-04-28 09:44	

Step 3

## 3. Register

a) To register another (cultural) class, click continue shopping button  
b) Otherwise, click check out button

The screenshot shows the website header with the school's name and address. The navigation bar includes links for HOME, SCHOOL, CURRICULUM, NEWS / EVENTS, and SELF SERVICE. A user is logged in as '小明' (Xiao Ming). The shopping cart is visible on the right, showing one item: 'Advanced Chinese Language' for \$310.00. The 'Continue shopping' button is highlighted with an orange box.

Step 4

## 4. Check out

Cart contents

Qty	Products	Price
1x	Advanced Chinese Language	\$310.00
		<b>Subtotal: \$310.00</b>

Payment method

Order total preview:

Subtotal:	\$310.00
Order total:	\$310.00

Payment method: \*

☒ Check or money order

Checks should be made out to:


ACSGD  
c/o registration  
P.O. BOX 1173  
TROY, MI 48099-1173

Personal and business checks will be held for up to 10 business days to ensure payment clears before an order is shipped.

Step 5

## 5. Review Order

Review the order and click “Submit Order”


**The American Chinese School of Greater Detroit**  
 Address: 1300 Derby Road, Birmingham, MI 48009
 Logged in as 小明 | Logout

[HOME](#)
[SCHOOL](#)
[CURRICULUM](#)
[NEWS / EVENTS](#)
[SELF-SERVICE](#)

☐ 简体中文  
☐ English

Home

**小明**  
[Control Panel](#)  
[My Classes](#)  
[My Unread](#)  
[My account](#)  
[Register](#)  
[Log out \(return\)](#)

### Review order

Your order is almost complete. Please review the details below and click 'Submit order' if all the information is correct. You may use the 'Back' button to make changes to your order if necessary.

Billing information	
Address:	KID1 FAMILY1234 KID1 FAMILY HOPE TROY, MI 48068

Cart contents	
1*	Advanced Chinese Language \$310.00


Payment method	
Subtotal:	\$310.00
Total:	\$310.00
Paying by:	Check
Mail to:	ACSGD c/o registration P.O. BOX 1173 TROY, MI 48069-1173

[Back](#)
[Submit order](#)

Step 6

## 6. Complete Order

Click “Print Invoice”


**The American Chinese School of Greater Detroit**  
 Address: 1300 Derby Road, Birmingham, MI 48009
 Logged in as 小明 | Logout

[HOME](#)
[SCHOOL](#)
[CURRICULUM](#)
[NEWS / EVENTS](#)
[SELF-SERVICE](#)

☐ 简体中文  
☐ English

Home

The barcode image for 2877 has been generated, using CODE39.

**小明**  
[Control Panel](#)  
[My Classes](#)  
[My Unread](#)  
[My account](#)  
[Register](#)  
[Log out \(return\)](#)

### Order complete

Your order is complete! Your order number is 2877.

[Print invoice.](#)

Thank you for registering at ACSGD.

To view your current order status and print invoice.


[Return to the front page.](#)

Step 7

## 7. Print Invoice


Click "Print Invoice"

REGISTRATION INVOICE



**ACSGD**  
Address: 1300 Derby Road, Birmingham, MI 48009

ACSGD  
P.O. BOX 1173  
TROY, MI 48099-1173




**Purchasing Information:**  
**E-mail Address:** yguo3@ford.com  
**Billing Address:**  
KID1 FAMILY1234  
KID1 FAMILY HOPE  
TROY, MI 48098  
**Billing Phone:**  
**Order Grand Total:** \$310.00  
**Payment Method:** Check  
**Order Summary:**  
**Shipping Details:**  
**Order #:** 2877  
**Order Date:** 2015-04-28 11:38  
**Shipping Method:** Standard delivery  
**Products Subtotal:** \$310.00  
**Total for this Order:** \$310.00  
**Products on order:**  
**1 x Advanced Chinese Language - \$310.00**  
SKU: 2015-10a


**Shipping Address:**  
**Shipping Phone:**

[Print invoice](#) [Close window](#)

Step 8

## 8. Back to family account

Click  to back to the screen below, then click Logout (Return)



**The American Chinese School of Greater Detroit**  
Address: 1300 Derby Road, Birmingham, MI 48009

Logged in as 小明 | [Logout](#)

HOME SCHOOL CURRICULUM NEWS / EVENTS SELF-SERVICE

☐ 简体中文  
☐ English

Home

**Shopping cart**  
There are no products in your shopping cart.

**小明**

- Control Panel
- My Classes
- My Unread
- My account
- Register
- [Log out \(return\)](#)

## Registration Guide

### Step 9

Please submit printed invoice and check or money order ONLY to registration desk located in Derby's cafeteria from 9:30 am – 11:15 am and 1:00 pm–2:15 pm on May 13<sup>th</sup> and 20<sup>th</sup> for current students and their siblings, start from May27<sup>th</sup> and after for new students. Please write down your order number on your check or money order in case it becomes separated from invoice. The order number is listed on your invoice.

Thank you!

JOHN SMITH 1234 Main Street Anytown, USA 12345 512-555-1212	1234567890	100
Date _____		
PAY TO THE ORDER OF	<b>ACSGD</b>	\$ <input type="text"/>
GlobalMegaCorp, NA 123 Main Street Anytown, USA 12345		_____ DOLLARS
for	<b>Order 1234</b>	_____
⑆0⑆2345678⑆ ⑆234567890⑆ 0⑆00		