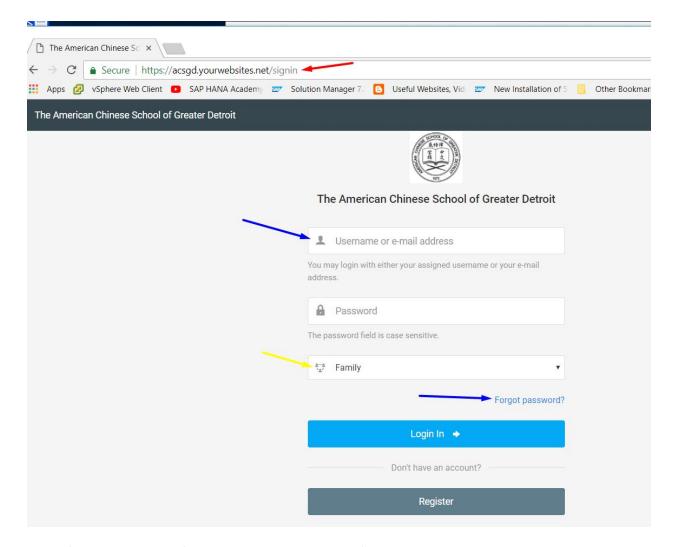
# **ACSGD** new registration system parents manual

# Reset password in new registration site

First login <a href="http://acsgd.net">http://acsgd.net</a>, it will automatically forward to our partner's website https://acsgd.yourwebsites.net

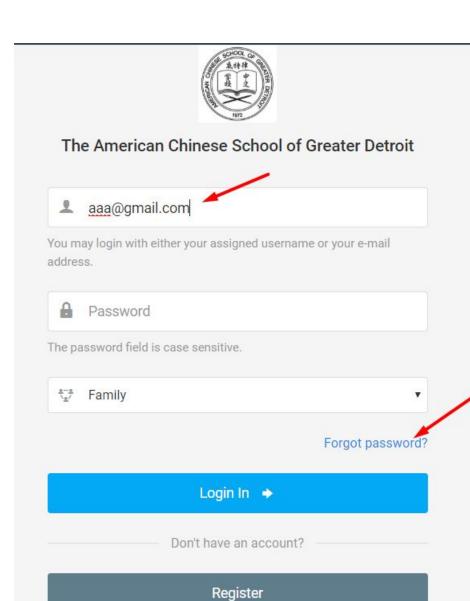


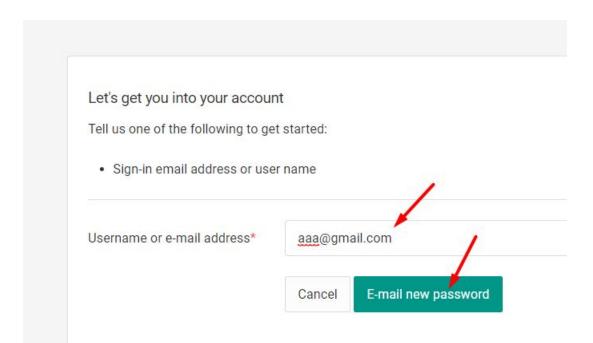
As you can see, it forwards to <a href="http://acsgd.yourwebsites.net">http://acsgd.yourwebsites.net</a> automatically.

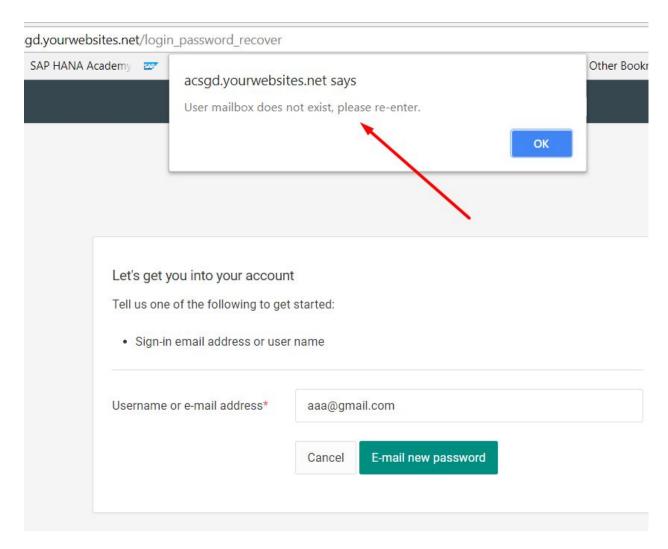


Most of our old acsgd.org family account has been transferred to the new site. But you need to reset your password on the new site before you start to use in the new site. The username is your email address which you used in old acsgd.org site. Your account is your email, or your spouse's email. If you not sure which email address you used, you can try to type in one, then click "Forgot password".

For example, I typed in an email address in this system, and this email was not a registered user in this system, you will get error message.

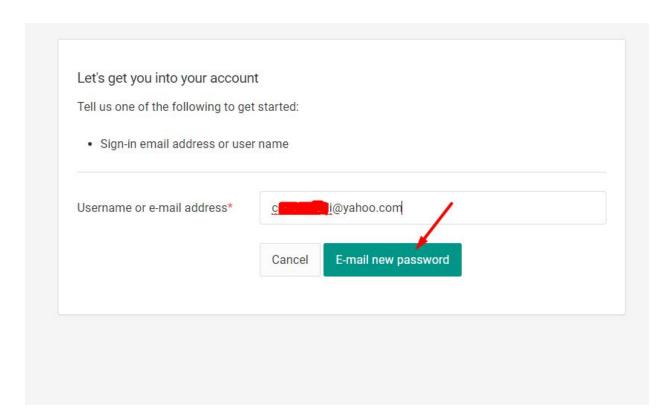




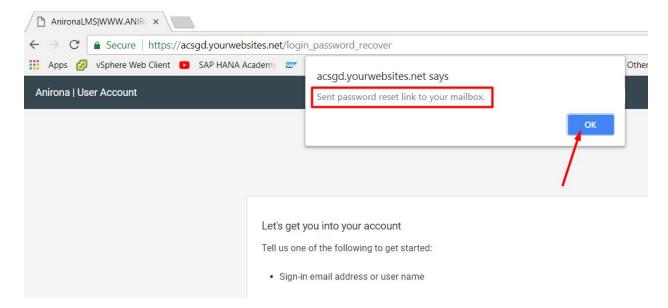


This can prove your typed in email address is not in our system yet.

If you typed in your correct email address which is already in our system, when you click "Email new password" button



You will receive an email to reset your password. Once you received that email, you can reset the password and then login.



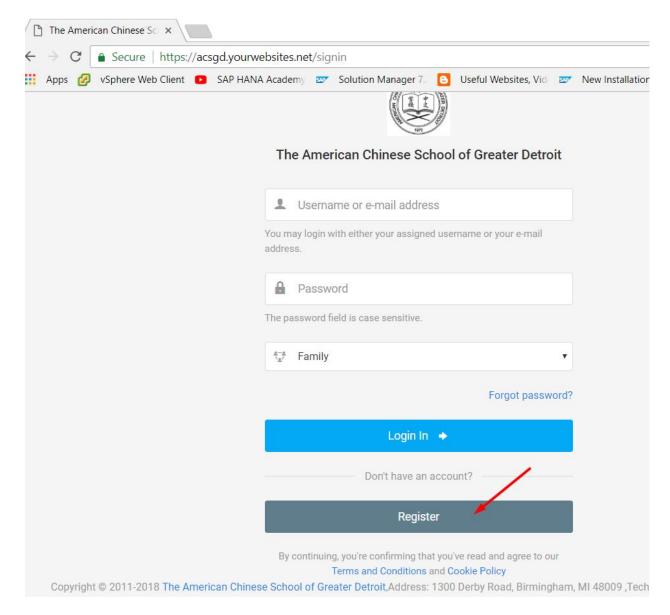
### **New registration for ACSGD family**

If you tried your several possible email, but system still report

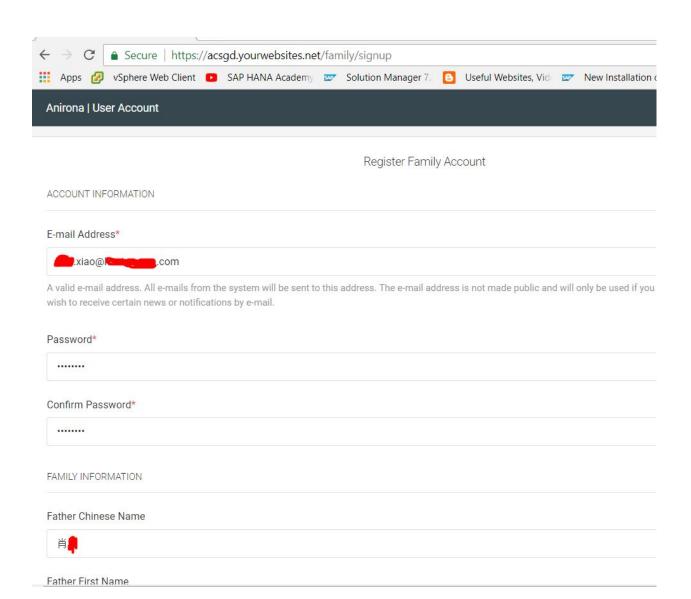
acsgd.yourwebsites.net says

User mailbox does not exist, please re-enter.

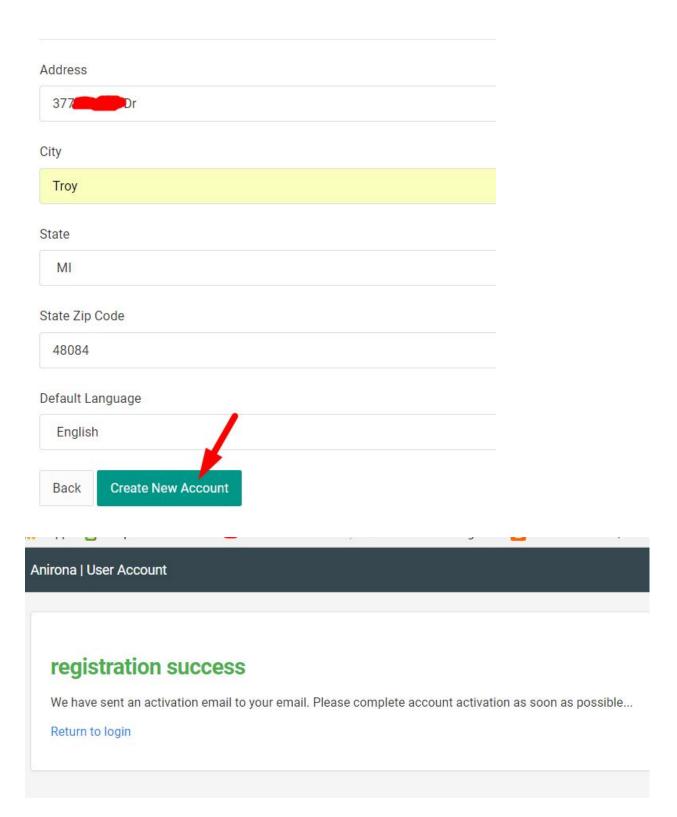
Then your family information was not transferred into the new system, or your family is new to ACSGD, in this case, you need to register a new account.



Then fill in the information



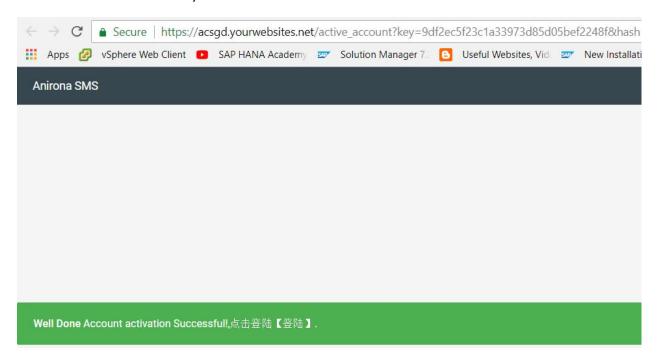
# Father First Name Father Last Name Xiao Father Cellphone 248-The content of this field is kept private and will not be shown publicly. Father E-mail Mother Chinese Name Mother First Name Beautiful Mother Last Name Mother Cellphone 248-7777



Then you will receive an email from <a href="mailto:acsgd@yourwebsites.net">acsgd@yourwebsites.net</a> about your new account



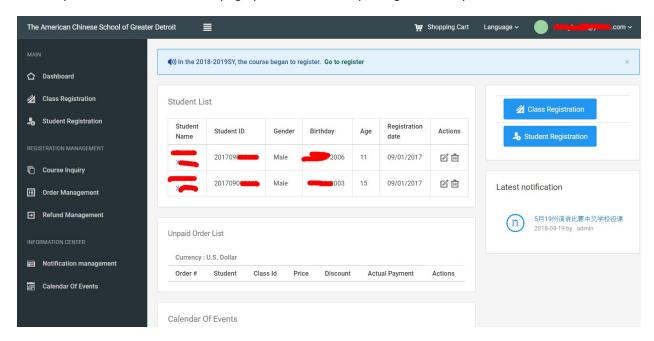
Then click the link to activate your account.



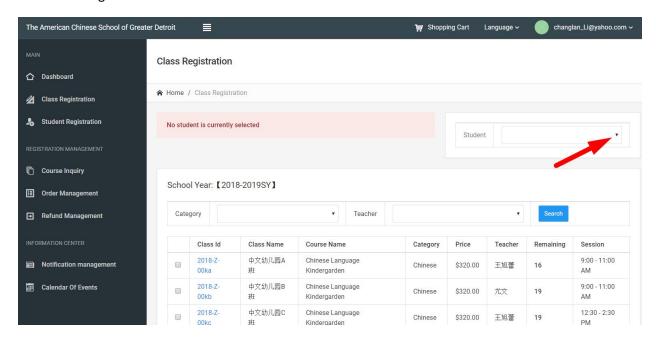
## **Start to registration**

After you login, and if your kids information have already been transferred into the new system, congratulations, you can start to registration now. If you have not get kid added into this system and need to add, please see next section about "Adding new student"

As family account, here is the first page you will see after you login as family account

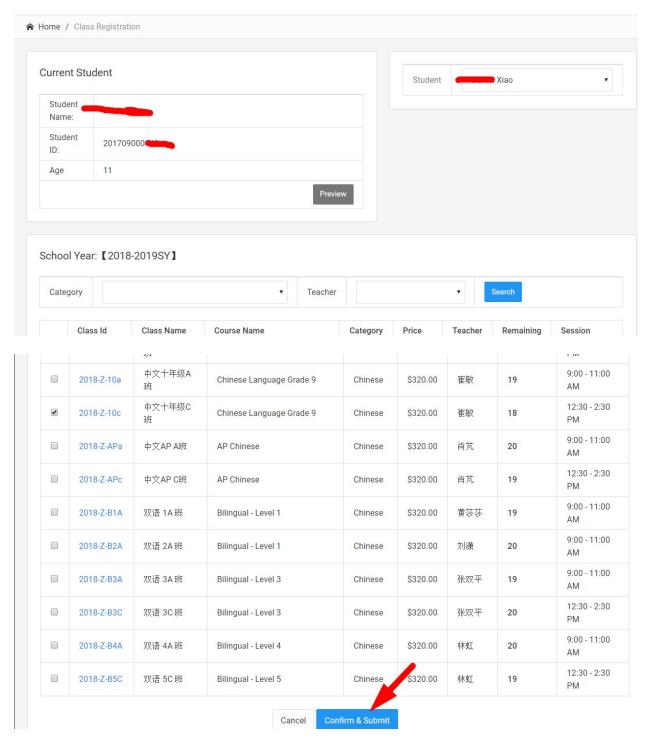


#### Click "Class registration"

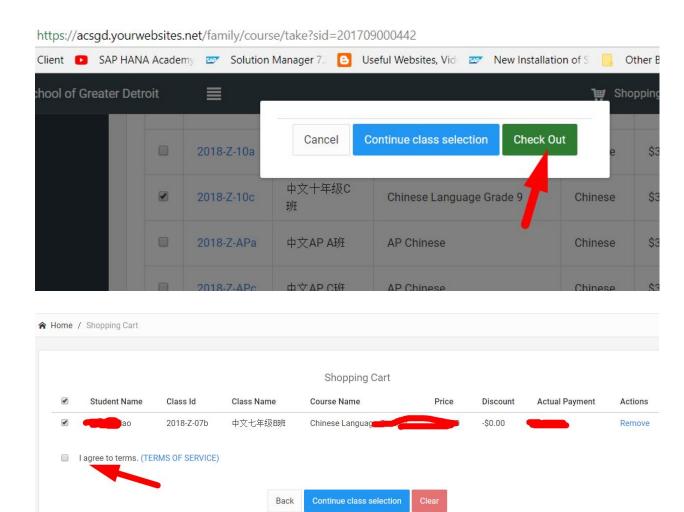


Choose a students from drop down

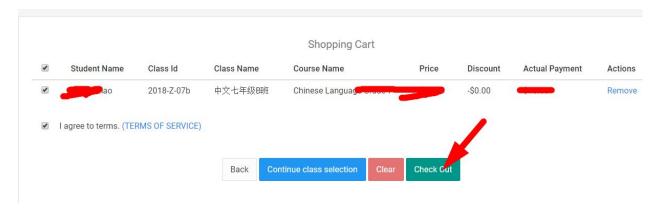
#### **Class Registration**



Choose a course, and "Confirm & Submit"

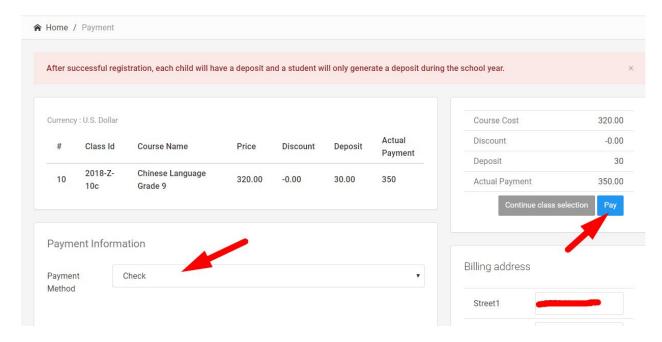


Before you click "I agree to terms", the check out is now enabled. So click "I agree to terms"



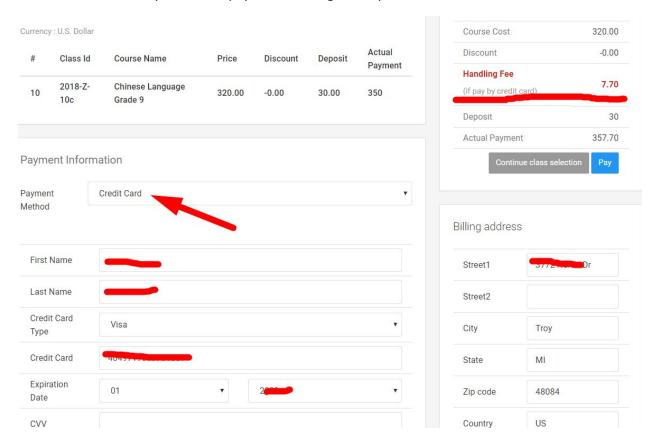
Now you can see the "Check Out" button and you can check out.

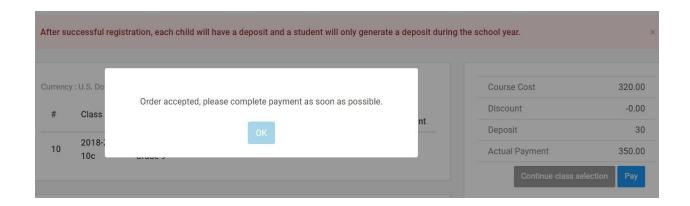
#### **Payment**



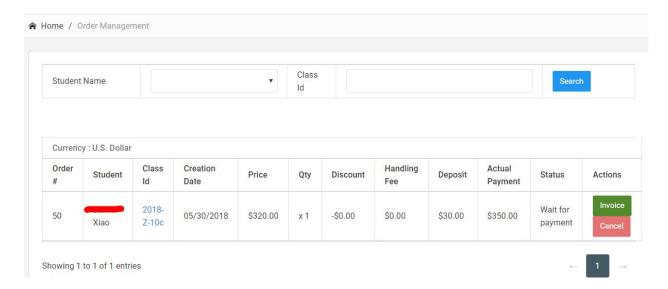
#### You can choose Check to pay,

Or choose credit card, you need to pay the "handling fee" if you use credit card method.





#### **Order Management**



Click "Invoice", you will see the invoice. Please print the invoice and bring it to ACSGD office to finish the payment by check.

#### Add new student

If your kid has not existing in this system yet, you can add it here

