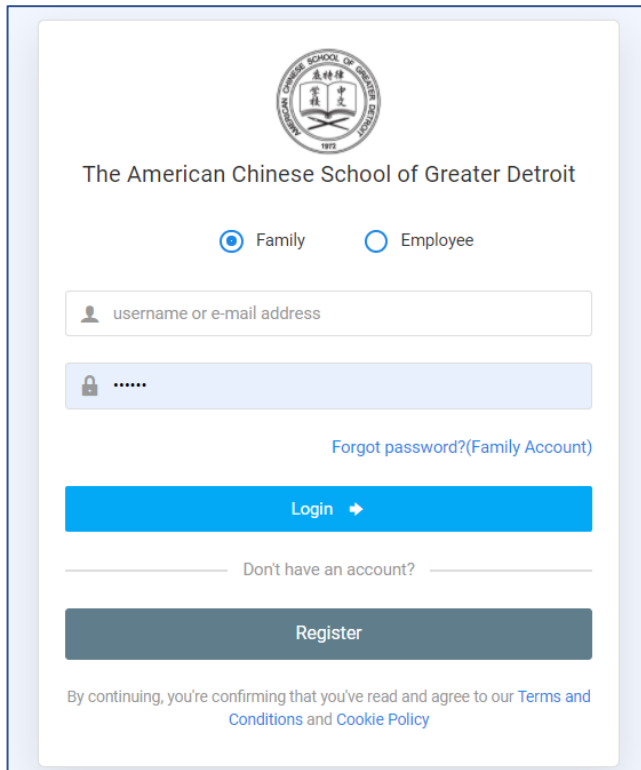


# ACSGD 2022-2023 School Year Registration Guide

June 19, 2022

acsgd.org



The screenshot shows the ACSGD website's login and registration interface. At the top is the school's logo and name, 'The American Chinese School of Greater Detroit'. Below this are radio buttons for 'Family' (selected) and 'Employee'. There are input fields for 'username or e-mail address' and a password field with a lock icon. A 'Forgot password?(Family Account)' link is present. A blue 'Login' button with a right arrow is below the password field. Below the login button is a link 'Don't have an account?'. At the bottom is a dark grey 'Register' button. A footer note states: 'By continuing, you're confirming that you've read and agree to our Terms and Conditions and Cookie Policy'.



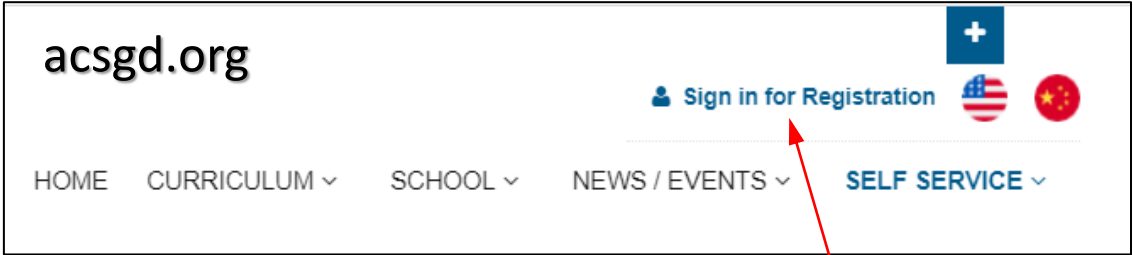
Registration and Tuition Payment are two separate steps:

1. Register class to get Order Number.  
(You can't pay tuition online.)
2. Use Order Number to pay tuition with one of the flowing two methods.
  - 1) Chase QuickPay/Zelle
  - 2) Check



The screenshot shows the 'Payment Methods' page. At the top, a green box contains the text '付费方式如下:'. Below this is a green box with a graduation cap icon and the text '您可以通过以下任何一种方式交费:'. The page lists two payment methods: 1) QuickPay/Zelle, with email 'finance.cashier@acsgd.org' and username 'ACSGD (付费后会显示学校全称)'. 2) Check payment, with instructions to include order number, discount code, student name, and class name on the check, and to mail it to 'ATTN: CAIWU ACSGD P.O Box 1173, Troy, MI 48099-1173'. A box on the right says 'Make check payable to ACSGD'.

# 1. Login to School System



(1) Click here

(2) Login

A screenshot of the login page for 'The American Chinese School of Greater Detroit'. At the top is the school's circular logo. Below it is the school's name. Step 1: Two radio buttons for 'Family' (selected) and 'Employee'. Step 2: A text input field labeled 'username or e-mail address'. Step 3: A password input field with a lock icon and masked characters. A link 'Forgot password?(Family Account)' is to the right. Step 4: A blue 'Login' button with a right arrow. Below the login button is a link 'Don't have an account?'. At the bottom is a dark grey 'Register' button. A red arrow points from the text '(2) Login' to the 'Login' button.

Home / Dashboard

Register for a new courseRegister a new student

Unpaid Order

Order #	Student	Class Id	Class Name	Price	Discount	Actual Payment	Actions
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Registered Class

Student	Class Name	School Year	Teacher	Session	Room
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Note:

1. The early bird tuition price is \$365 and the regular tuition price is \$395. If you want to pay the early bird price, you need to pay the tuition on or before the early bird due day.

2. Before the due day, the tuition price shown in the system is the early bird price. After the due day, shown in the system is the regular price.

3. Tuition includes \$30 registration fee & \$10 book fee. Some grades have extra book fee.

\* 退课/退款细则

• 退款必须填写退课申请表，由中文课副校长、校长，注册副校长以及财务副校长批准

• 注册费不可退还

• 开学第一周上课以前，学费可以全额退款

• 在每年第二周课程结束以前，学费可以全额退款

• 第二周课程结束以后，不再办理学费退款

File Management

ACSGD Letter of Authorization\_v4.pdf

ACSGD Letter of Authorization

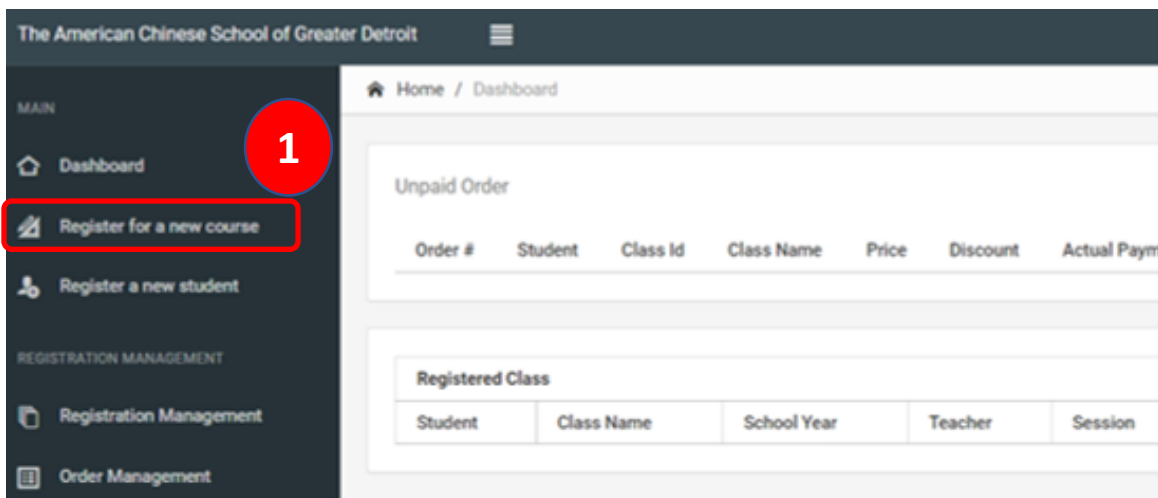
2018-W-Ski\_attachment.pdf

SkiWaiverForm1819

Student List

Student Name	Student ID

## 2. Select Class



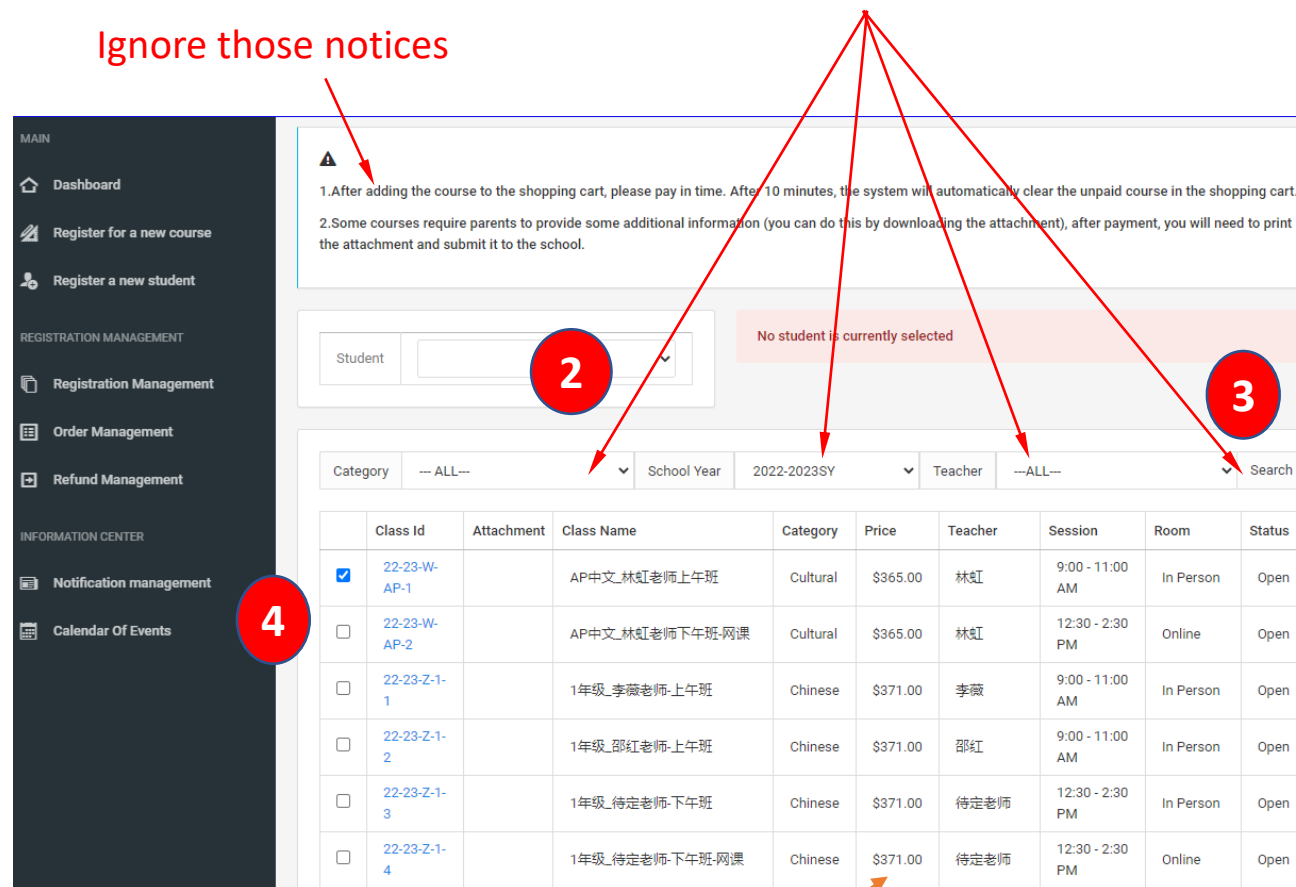
- 1) Click “Register for a new course”.
- 2) Select the student.
- 3) Select: “Chinese or Cultural”, “2022-2023SY”, “--ALL--” to narrow the search range. Click “Search”.

*Note: AP Chinese class is a Cultural class.*

- 4) Find the class you’d like to register and check the box on the left.

Use those options to reduce the search range of the classes

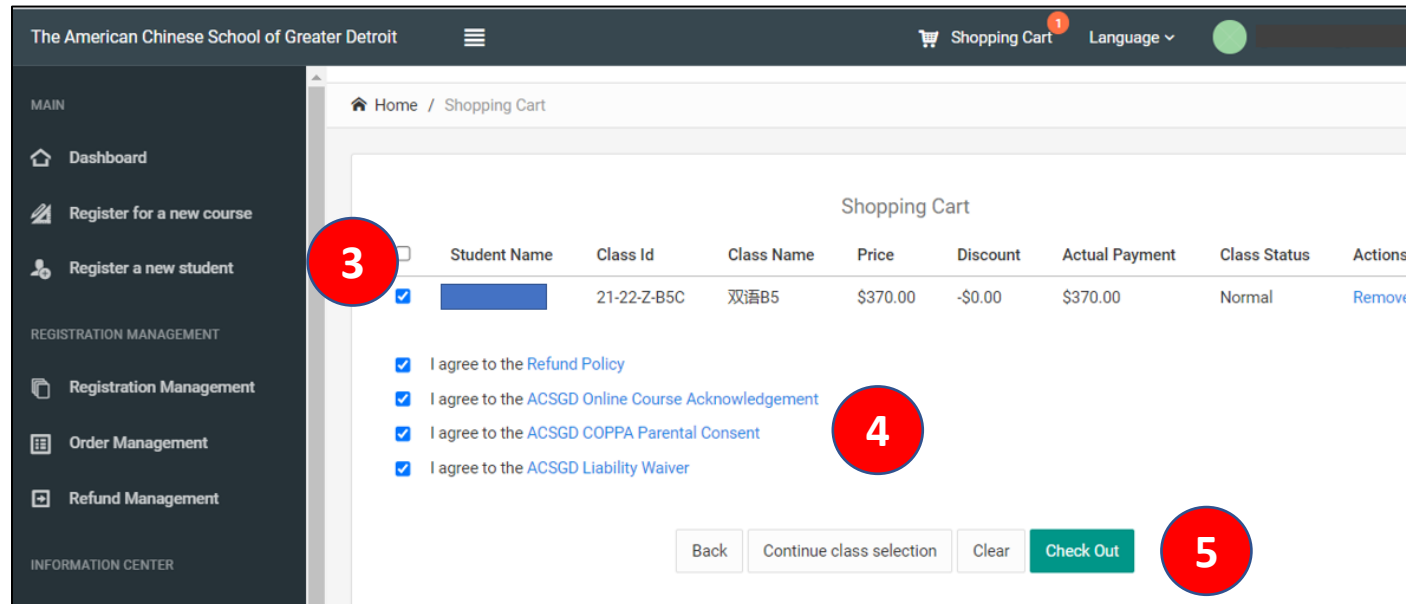
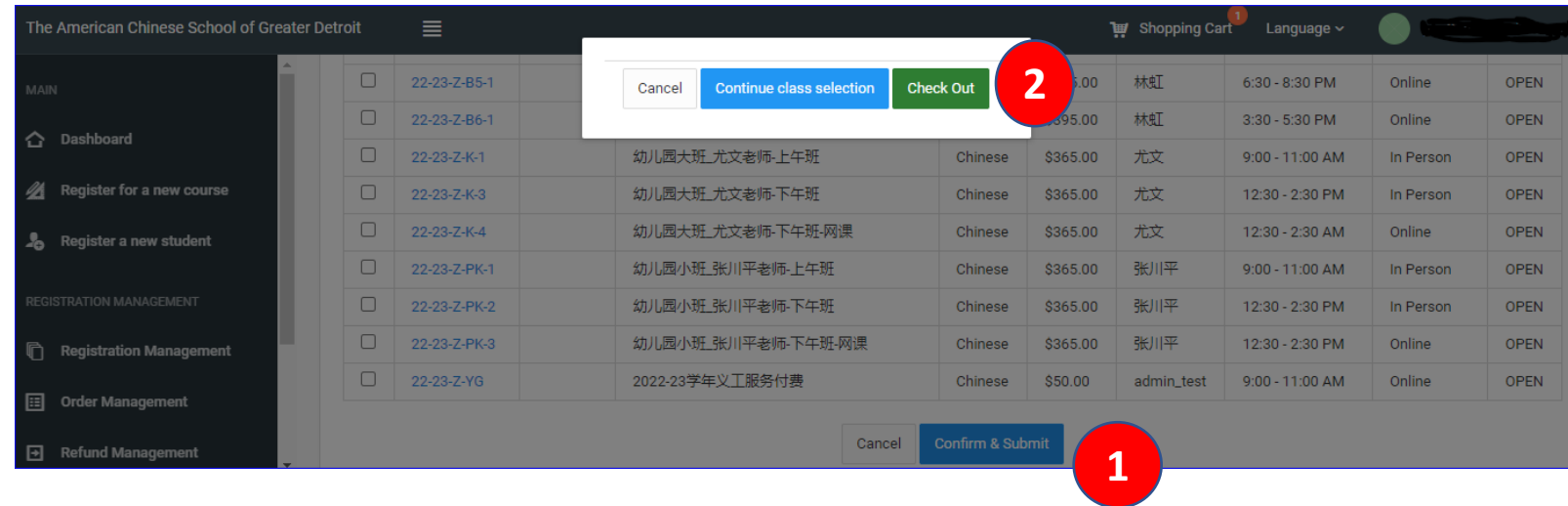
Ignore those notices



Before the due day, the tuition price shown in the system is the early bird price. After the due day, shown in the system is the regular price.

### 3. Read and Agree Four Documents

- 1) Click “Confirm & Submit”
- 2) Click “Check Out”
- 3) At a new window, select student.
- 4) Read and agree 4 documents.
- 5) Click “Check Out”.



## 4. Review the Course and Tuition

- 1) Check if the class and tuition are right. (Early bird tuition is \$365, regular tuition is \$395).
- 2) Read and agree Registration Policy.
- 3) Click “Pay”

MAIN

- Dashboard
- Register for a new course
- Register a new student

REGISTRATION MANAGEMENT

- Registration Management
- Order Management
- Refund Management

INFORMATION CENTER

- Notification management
- Calendar Of Events

### Payment

Home / Payment

After successful registration, each child will have a deposit and a student will only generate a deposit during the school year.

Currency : U.S. Dollar

#	Class Id	Course Name	Price	Discount	Deposit	Actual Payment
			365.00	-0.00		365.00

1

#### Payment Information

Payment Method: Check Ignore

☐ Use Balance \$0.00

Course Cost	365.00
Discount	-0.00
Deposit	0
Actual Payment	365.00

☒ I agree to the [Registration Policy](#)

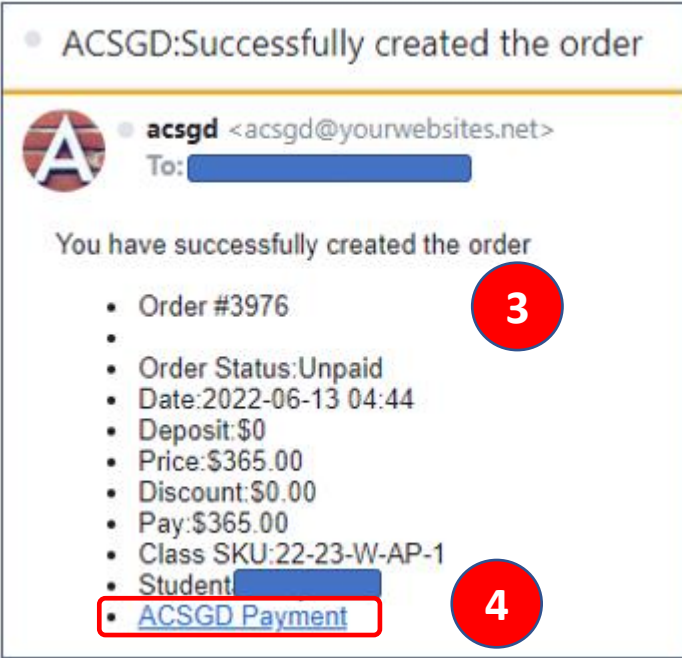
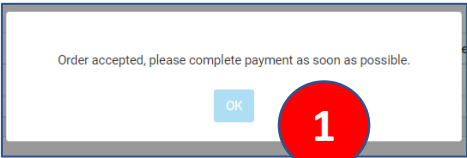
2

Continue class selection Pay 3

# 5. Obtain Order Number

- 1) Click “OK” on a new pop-up window.
- 2) System will generate your Order #. The Order # can also be found in the Order Management.
- 3) At the same time, you’ll receive an invoice email.
- 4) Click the last line “ACSGD Payment” of the invoice, you will see the payment information shown on the next page.

5) Registration is done.



MAIN

- Dashboard
- Register for a new course
- Register a new student

REGISTRATION MANAGEMENT

- Registration Management
- Order Management**

### Order Management

Home / Order Management

Filter: Status

Student Name  Class Id

Order #	Created Date	Class Id	Student	Price	Discount	Handling Fee	Deposit	Actual Payment	Status	Actions
3976	06/20/2022	22-23-W-AP-1	[redacted]	\$365.00	-\$0.00	\$0.00		\$365.00	Wait for payment	<input type="button" value="Invoice"/> <input type="button" value="Cancel"/>



## 6. Pay Tuition

1. Once you have the order #, you can use it to pay tuition with one of the following two methods.
  - 1) QuickPay/Zelle
  - 2) Check
2. Please write follow information on the Memo (QuickPay) or Check:
  - 1) ***Order Number***
  - 2) ***Student name***
  - 3) ***The class you registered.***

***Note : You can pay early bird tuition if you pay it on or before the due day. No discount code is needed.***

# Done

付费方式如下:

您可以通过以下任意一种方式交费:

• 如果通过 QuickPay/Zelle 付费:  
Email: [finance.cashier@acsgd.org](mailto:finance.cashier@acsgd.org)  
用户名 Name: ACSGD (付费后会显示学校全称)

请备注: 订单号码(order number), 折扣码, 学生姓名, 班级名称

• 如果通过支票付款, 请在支票上标明订单号码(order number), 折扣码, 学生姓名, 班级名称以及付款日期, 支票请邮寄至:  
ATTN: CAIWU  
ACSGD  
P.O Box 1173,  
Troy, MI 48099-1173

Make check payable to  
ACSGD