





Last updated: 19/11/2020

A Step-by-Step Guide – To Register a New Account

- 1. Open a web browser (preferably Google Chrome or Firefox) on your computer or other electronic devices, and enter the below URL on the location bar of the browser: <u>https://isw.um.edu.mo/ceas_ci/faces/login</u>
- 2. Click "Register as a new user" to create a new account.

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3. You are required to fill-out all the mandatory fields (those with an asterisk*) on the registration form. After filling in the form, click "Submit" to submit the registration form or click "Reset" to clear out all fields.

Please DO NOT include a comma or bracket when you enter ID number, and make sure you enter a valid email address to receive emails to activate your account.

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4. Click "OK" to proceed if you confirm that the information you entered are correct or click "Cancel" if you would like to edit your information.

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5. The following window will pop out upon successful submission, and click "OK" to proceed.



6. The following email will be sent to the email address you entered on the registration form. To activate the account, click onto the URL in the email.

Please note that some mailbox may take longer to receive this account activation email, and make sure you check your "Junk Mailbox" if you cannot receive the email 15-30 minutes after you submit the application.

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7. The following window will pop out once you successfully activate the account. Then click "Login" to proceed.









8. Enter your ID number and password and click "Login".



9. If you would like to retrieve your password, return to the login page and click "Forgot Password?" and enter your ID Number and Email Address, and click "Submit".

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10.You will receive an email and click onto the URL on the email to reset your password.

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Last updated: 19/11/2020

<u>A Step-by-Step Guide – To Enroll a Course</u>

- 1. Open a web browser (preferably Google Chrome or Firefox) on your computer or other electronic devices, and enter the below URL on the location bar of the browser: https://isw.um.edu.mo/ceas_ci/faces/login
- 2. Enter your ID number (i.e. your Macau ID or Visa Permit number that you entered on the registration form) and password and click "Login"









3. To enroll a course, click the course name on the "Course Catalog" to view the detailed course information.



4. You can view the course details and/or download the course flyer on this page. It is important that you read carefully the "Notice" section on this page. Once you decide to enroll to this course, click "Enroll Class A" (only Elementary Mandarin I has two sections – Class A and B) to proceed or alternatively, click "Back" to return to the "Course Catalog" page.









5. The following window will pop out upon successful submission. Click "Go To Submit" to proceed.

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6. To complete the enrollment process, click "Next" to proceed.

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7. You can review your personal information and fill-out some other mandatory fields (those with an asterisk*) to complete your profile. It is not necessary to fill-out the bank account information, as our Mandarin courses are currently free-of-charge.

Please be reminded to read carefully the "General Enrollment and Guidelines for Students" before proceeding.

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9. The following window will pop out upon successful submission of your application form.









10.You will also receive a confirmation email with a reference number of your application. Please note that some mailbox may take longer to receive this account activation email, and make sure you check your "Junk Mailbox" if you cannot receive the email 15-30 minutes after you submit the application.



11. You may also check your application and its' status by clicking "Personal" >> "Enroll History"



