

HuaXia Chinese School , NY

How to Use HXNY
On-Line Registration System

<https://reg.hxcsny.org/>

HuaXia Chinese School, NY On-Line Registration System

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The system provides:

- Central information data warehouse
- Access to the system from anywhere with Internet ability
- Ability for family to maintain people/contact information, register course, view account balances, and communicate with school
- Ability for school to maintain student information, teacher information, schedule classes, apply accounting functions, and more
- Ability for teachers to produce class list

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On-Line Registration Steps:

1. Log into the system
2. Update family account information
3. Update student information
4. Enroll courses for student
5. Verify courses and amounts
6. Print copies of receipts
7. Mail out the receipt and check
8. Log out from the system

HuaXia Chinese School, NY On-Line Registration System

First Thing First, Login via HXNY Home Page or at <https://reg.hxcsny.org> Next Page

<https://reg.hxcsny.org>

登录网上注册系统
Online Registration Sign On

请输入用户名和密码, 然后按'登录'。
Enter User Name and Password then click "Login".

用户名 Email:

密码 Password:

Show the webpages in English

记住密码 Remember Password

[● 如果您是新用户请点击这里建立新帐号](#) [● 忘记密码?](#)

[● Create new account for first time user.](#) [● Forget Password?](#)

Log into the system with ID (email address) and password.
The ID is the family guardian email address.

HuaXia Chinese School, NY On-Line Registration System

Function Buttons

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家庭信息 Family Information

Father / Legal Guardian: Xiao-Fei Tien 田晓飞

Mother / Legal Guardian: Yuan-Yuan Jiang 江媛媛

Mailing Address: 25 Parker Drive, White Plains, NY 10603

Phone: 9145551212, 9143201212 (cell)

Email: jeep@hotmail.com
iceskaters@yahoo.com (secondary)

Edit Family Info

Edit Login Info

学生信息 Student Information

Last Name	First Name	中文姓名	性别	年龄	生日	注册日期
Tien	Sean	田向恒	Male	Child	XXXXXXXX	5/12/2007

Manage Student Info

07 春季班和07 秋季班注册纪录 Current Registration Information

您家庭里的学生在当前学期(年)还没有注册课程。要注册课程请按Register Class。

You have not registered any class for the student in your Family yet. Please click the button to register classes.

Register Class

已提交的注册记录 Pending Registration

- 暂时没有已提交的注册记录 No pending registration available

已付款注册记录及收据 View Processed Registration and receipts

- 没有相关记录 No record found.

Family Information

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Function Buttons:

- Edit Family Info
- Edit Login Info
- Manage Student Info
- Register Class

Allows you perform different tasks

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Edit Family Info:

Maintains the following information:

- Parent names (enter both Chinese and English)
- Mailing contact (indicates the user account email is either mother's or father's)
- Home address
- Home phone number
- Cell phone number (emergency contact use)
- Additional email address

Self-Service of Personal Information

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How to Type in Chinese (怎样设置微软中文输入系统)?

<http://www.hxny.org/Docs/Chinese-IME-Guide.pdf> Next Page

Update Family Account 更新家庭资料

Please fill out the appropriate information below, then press the "Update" button.

Father / Legal Guardian	Mother / Legal Guardian
First Name <input type="text" value="Xiao-Fei"/>	First Name <input type="text" value="Yuan-Yuan"/>
Last Name <input type="text" value="Tien"/>	Last Name <input type="text" value="Jiang"/>
Chinese Name <input type="text" value="田晓飞"/>	Chinese Name <input type="text" value="江媛媛"/>

Mailing Contact Father/Legal Guardian Mother/Legal Guardian

Address Line 1*

Address Line 2

City/State/Zip*

Phone*

Cell Phone *for emergent contact in school hour*

Secondary Email

必须输入中文父母姓名

Update Family Account Information

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Edit Login Info:

Allows changes of the following information:

- Login Account ID/Email Address
- Password

Self-Service of Login/Password Information

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Update Family Account Login Info 更新登录资料

Please fill out the appropriate information below, then press the "Update" button.

Current Email (Login ID) jeep@hotmail.com

New Email (New Login ID) * jeep@hotmail.com

Current Password * ●●●●●●●●

New Password * ●●●●●●●●

Confirm New Password * ●●●●●●●●

Update

Update Login Account/Password Information

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Manage Student Info:

Student can be either adult or child. In order for a student to register courses, the individual has to be added into this list within your family account.


You can:

- Add new child/adult student
- Change existing student information
- Not remove existing student from the list

Student Information


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如果这是您第一次登录到本系统, 您所看到的学生名单是从以前的数据库导入的。请您**务必修改**这些学生的资料特别是学生的年龄和中英文姓名以反映真实情况。我们需要知道该学生是成年人 (Adult, 18岁以上) 还是小孩 (Child); 如果是小孩, 您必须填写学生的出生日期。如果您没有提供这几项资料, 您将可能无法选读课程。请点击列表里的  更改学生资料。

Add Student

Register Course

LastName	FirstName	Chinese Name	Gender	Age	Birthday	Update
Tien	Sean	田向恒	Male	Child	XXXXXXXX	

Student Information

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Update Student Record 更新学生信息

FirstName 名 LastName 姓

Chinese Name 中文姓名 Gender 性别 Male 男 Female 女

This student is 该学生是 Adult 成年人 Child 小孩 Birthday 出生日期  (Format: mm/dd/yyyy)

LastName	FirstName	Chinese Name	Gender	Age	Birthday	Update
Tien	Sean	田向恒	Male	Child	xx/xx/xxxx	

Student Information

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Register Class:

Enroll class for students in your family account list.

You can:

- Look up courses offered
- Add or drop class for student(s)
- View school tuition and fee policy

Class enrollment

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相关链接 Help Links : [添加学生](#) [课程表](#) [收费规定](#) [求助与建议](#) [查看注册记录](#)



注册课程

Register Classes

请先选择学生, 然后依次选择学期(年)、课程类别和课程。如果您或您的小孩想选课却没有在学生名单中, 请按[这里](#)添加学生。完成所有课程选择后请按 **提交**。在提交之前如果想取消其中一门课程, 只要选择 **取消** 即可。按 **X** 取消已提交的课程。如对课程名称有疑问请查询[课程表](#)。您在使用本系统时如碰到任何问题或有任何意见建议请按 [这里](#) 跟我们联系。

选择学生:

课程1	<input type="text" value="07-08 学年班"/>	<input type="text" value="中文课(两节)"/>	<input type="text" value="三年级(3) 班"/>	<input type="checkbox"/> 取消	上课时间: 9:30-11:30, 一学年学费: \$317.00
课程2	<input type="text" value="07-08 学年班"/>	<input type="text" value="少儿文体课"/>	<input type="text" value="国际象棋小(1)班"/>	<input type="checkbox"/> 取消	上课时间: 11:30-12:30, 一学年学费 \$159.00
课程3	<input type="text" value="07-08 学年班"/>	<input type="text" value="--选择课程类别--"/>	<input type="text" value="-- 选择课程 --"/>	<input type="checkbox"/> 取消	
课程4	<input type="text" value="07-08 学年班"/>	<input type="text" value="--选择课程类别--"/>	<input type="text" value="-- 选择课程 --"/>	<input type="checkbox"/> 取消	

全部取消

提交

退出注册

Pick "**07-08 学年班**" for Language and Activity Classes.
Pick "**07 秋季班**" for Adult Classes.

Class enrollment

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相关链接 Help Links : [添加学生](#) [课程表](#) [收费规定](#) [求助与建议](#) [查看注册记录](#)

注册课程 Register Class

如要注册更多课程请按右边 **注册课程** 按钮。

下面列表是您在本学期(年)到目前为止的注册记录, 所列各种费用包括您在本学期(年)内所有已注册尚未付款及之前的帐号结余或欠款的情况。如有疑问请先查看学校的**收费规定**, 到学校教务处查询或与网站管理员联系。请在**网上注册后两周内**(如邮寄则以邮戳时间为准)支付所列费用, 如果您没有在规定的时间内付款, 您的注册将被取消。多谢合作。

Student	Course	Schoolltime	Classroom	Semester	Reg Date	Tuition	Delete
Sean Tien 田向恒	二年级(3)班	9:30-11:30	待定	07 秋季班	5/16/2007	\$317.00	X
Sean Tien 田向恒	国际象棋小(1)班	11:30-12:30	待定	07 秋季班	5/16/2007	\$159.00	X

Tuition Subtotal 学费小计: \$476.00

Registration Fee 注册费: \$36.00

Management Fee 管理费: \$40.00

Total of Current Registration 本次注册学杂费合计: \$552.00

Total Due 应付款合计: \$552.00

打印注册凭据

Class enrollment

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华夏中文学校纽约分校注册凭据

Huaxia New York Chinese School Registration Notice

感谢您使用华夏中文学校纽约分校在线学生注册系统。请在支票的右上角写上注册号，连同此注册凭据一起寄到下列地址。支票抬头请写 **Huaxia New York Chinese School**。请在**网上注册后两周内**(如邮寄则以邮戳时间为准)支付所列费用，否则您的注册将可能被取消。

Thank you for using the online registration system. Please print this notice and attach it with your payment. Please send out your payment **within two weeks of your registration** (postmark check if using mail) otherwise your registration might be canceled. Please mail your payment with this notice to the following address:

Make Check Payable to **Huaxia New York Chinese School** and send the check to:

Huaxia Chinese School, (N.Y.)
P.O. Box 1236, Scarsdale
NY 10583-9236

校方填写 <i>School Use Only</i>	
收到日期 Recieve Date	
签收人 Received By	

家长 Parent: Yuan-Yuan Jiang
注册号 Reg#: 17385
电话 Phone: 9145551212
日期 Date: 5/16/2007

家长填写 <i>Parent Use</i>	
支票号 Check No.	
付款额 Amount	

Student	Course	School Hour	ClassRoom	Semester	Tuition
Sean Tien 田向恒	二年级(3)班	9:30-11:30	待定	07 秋季班	\$317.00
Sean Tien 田向恒	国际象棋小(1)班	11:30-12:30	待定	07 秋季班	\$159.00

Tuition Subtotal 学费小计: \$476.00

Registration Fee 注册费: \$36.00

Management Fee 管理费: \$40.00

Total of Current Registration 本次注册学杂费合计: \$552.00

Enroll Class
(Printing Receipt)

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[查看和打印入学通知书](#) Check Admission Notice

欢迎您! 请点击打印入学通知书. Welcome, Please

家庭信息 Family Information

Father / Legal Guardian: Xiao-Fei Tien 田晓飞

Mother / Legal Guardian: Yuan-Yuan Jiang 江媛媛

Mailing Address: 25 Parker Drive, White Plains, NY 10603

Phone: 9145551212, 9143201212 (cell)

Email: jeep@hotmail.com
iceskaters@yahoo.com (secondary)

Edit Family Info

Edit Login Info

学生信息 Student Information

Last Name	First Name	中文姓名	性别	年龄	生日	注册日期
Tien	Sean	田向恒	Male	Child	3/16/1999	5/12/2007

Manage Student Info

07 秋季班和07-08 学年班注册纪录 Current Registration Information

Manage Pending Registration

英文姓名	中文名	课程名	上课时间	教室	学期(年)	注册日期	注册状态	注册号
Sean Tien	田向恒	二年级(3)班	9:30-11:30	待定	07 秋季班	5/16/2007	提交	17385
Sean Tien	田向恒	国际象棋小(1)班	11:30-12:30	待定	07 秋季班	5/16/2007	提交	17385

Family Info

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Things to do next ---

Send Payment The Old Fashion Way:

- Print two copies of the receipt
- Write a check with the amount indicated on the receipt
- Write the check number and the bank name on the receipt
- Send the check and receipt to the address indicated on the receipt

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What you can do afterwards:

- Check registration status
- Check family account balance
- Change the culture class when it is still in “pending” status
- Add new student to the list
- Maintain changes on address, phone numbers, and emails
- Send feedback to school administration

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Done!

Finally...

- The system provides you access to the school system in real time (24/7)
- Be supportive and patient when things are not working as expected
- Keep your family/personal information up-to-date
- Provide feedback to the school for improvement
- And ...

Thank You!!!