

GUIDELINE FOR REGISTRATION OF SUBJECT FOR FRESHMEN

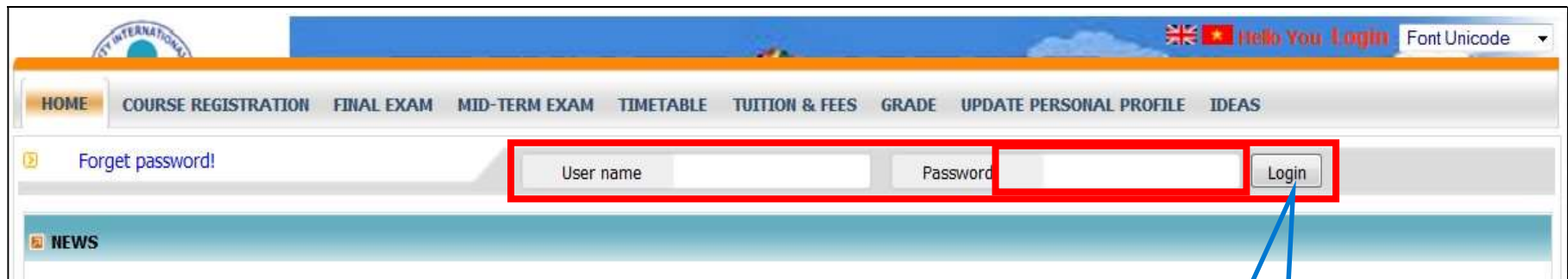
1. Login to Edusoft Web (edusoftweb.hcmiu.edu.vn)

In order to access Edusoftweb's portal, please follow below instructions.

User name: your student ID

Password:

- The default password is your date of birth representing 6 digits (ddmmyy). For example, if you were born in 10/03/2000, the password should be 100300.
- You are required to change your password to ensure the security and go to **"Update personal profile"** to change your password.



The screenshot shows the Edusoft Web interface. At the top, there is a navigation bar with a logo on the left and a language selector on the right. Below this is a menu with various options. The main content area contains a login form with two input fields labeled 'User name' and 'Password', and a 'Login' button. A red rectangular box highlights these three elements. A blue callout bubble with a pointer to the 'Login' button contains the text: 'Please click here after full fill information'.

(Figure 1)

2. Registration

Choose tab menu “Course registration” and follow instructions on the screen

The screenshot shows the 'COURSE REGISTRATION' tab selected in the top navigation bar. Below the navigation bar, there are filter options for 'Filter by subject' and 'Filter by conditions'. The 'Filter by conditions' section is highlighted with a red box and contains a dropdown menu set to 'School' and 'IU - International University', with a 'Filter >>' button next to it. A callout bubble labeled '1. Filter' points to this area.

Below the filters is a table of available courses. The table has columns: DK, Original Sub ID, Sub ID, Subject, Group, Lab Grp, Cre., Cre.T, Class, Size, Left, Lab, Day, Start slot, Period, Room, Lecturer, and Time Duration. The row for 'Physical Training 2' with Group '04' is selected, and its background is darkened. A callout bubble labeled '2.1 Check or uncheck the course registered' points to the checkbox in the 'DK' column. Another callout bubble labeled '2.2 Chosen course is darkened' points to the darkened row.

Below the table, there are three callout bubbles: '2.1 Check or uncheck the course registered', '2.2 Chosen course is darkened', and '3. Click "Save register" to confirm your register. It is required to click this button to ensure that you have successfully registered the course'. The 'Save register' button is located at the top right of the 'List of selected subjects' section.

The 'List of selected subjects' section contains a table with columns: .No, Sub ID, Subject, Group, Lab Grp, Cre., Cre.T, Tuition, Reduction, Payable, Course status, and a checkbox. The table shows one selected course: 'Physical Training 2' with Group '04', Tuition '15', Reduction '00', Payable '15', and Course status 'Not saved'. A callout bubble labeled 'Registered courses' points to this row.

At the bottom right of the 'List of selected subjects' section, there are 'Save register' and 'Delete' buttons. A callout bubble labeled '4. Click here and then click "Delete" to drop the course you have already chosen. Then, click "Save register"' points to the 'Delete' button.

(Figure 2)

Registration page includes 4 functions:

1. Filter to find the course you need to register
 - You choose the filter functions by “School”. To register Physical Training 2, in the field of filter choose “IU – International University”. It displays all groups corresponding with all kinds of course in Physical Training 2.
 - Pay attention to announcement in Home to choose right favorite course.
2. Choose the course
 - Click the group that will be suitable the course you choose at the button in first column.
 - To choose another course, uncheck old course and check to another course.
3. List of selected course (“List of selected subject”)
 - The chosen course will be shown with brief information.
 - Click the “**Save register**” (**important**) to save in the database.
4. To drop a registered course, **click button at the last column and then press “Delete” to remove** the course selected.
Then, click “Save register” (important)