### Guide on how to sign-up for free trial account

1. Press on "Sign up for trial" button

## Sign Up for Trial Now!



2. You will be presented with the sign-up form. Fill in your email address, create a login id (username), enter your full name and make sure you are in the appropriate group. For most of the new users who are new to the system, just choose the "International Users" group. Lastly press the Sign Up button to submit the form.



### Collaborative Instructional Design System [New-Gen]

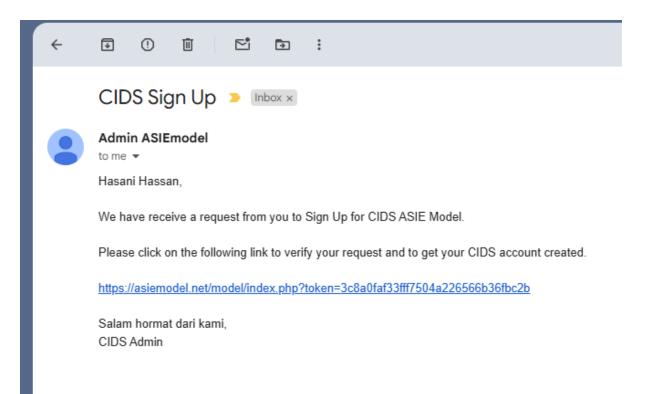
# To register, please enter your name, email, and choosen login here and click Sign Up. A verification email will be sent to you, please open it and read the instruction. Email Address Enter your Email address Login Create you Login ID / Username Name Enter Your Full Name Group International Users

Account Sign Up



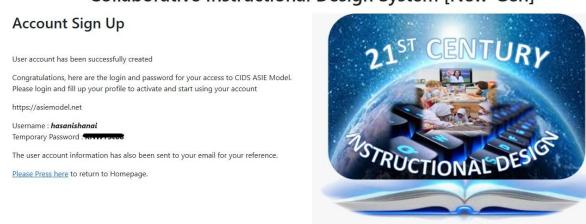
3. You will receive an email from CIDS at the address you entered in the form. It might take a few minutes. Check your inbox or spam folder for the email. If it goes to spam folder, please move it to your inbox and save our email address to ensure that future email is not marked as Spam.

In the email, you will be given a link to verify your request and confirm your email address. Press on it and your will be taken back to our website to complete the registration.

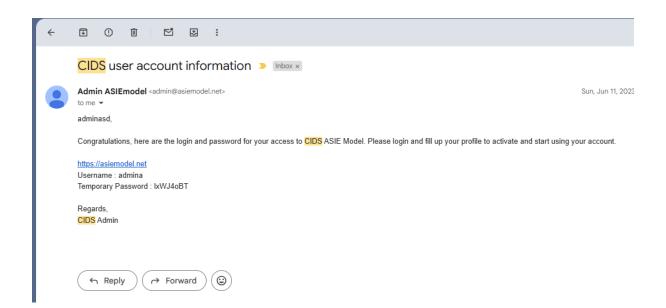


4. You will be give a temporary password. Use this password and the login you created previously to login into CIDS. You can login from our homepage or through the link provided in the email.

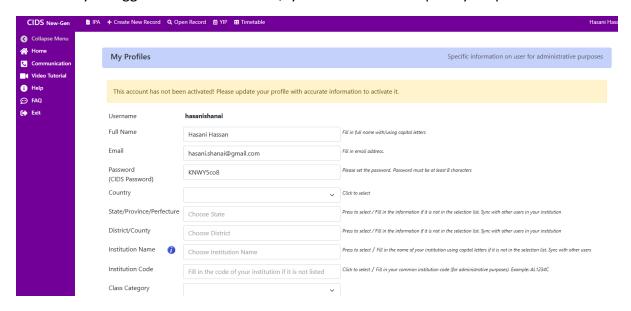
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5. A copy of the information will also be email to you for your reference.



6. When you logged in for the first time, you will need to complete your profile and Save it.



- 7. **Congratulation**, your registration is now complete!
  You may logout and login again to ensure everything is in good condition.
- 8. From the main CIDS page, you can press on "Lesson Planning" section and you will be presented with a guided step-by-step what to do for new users.



#### Happy planning!

