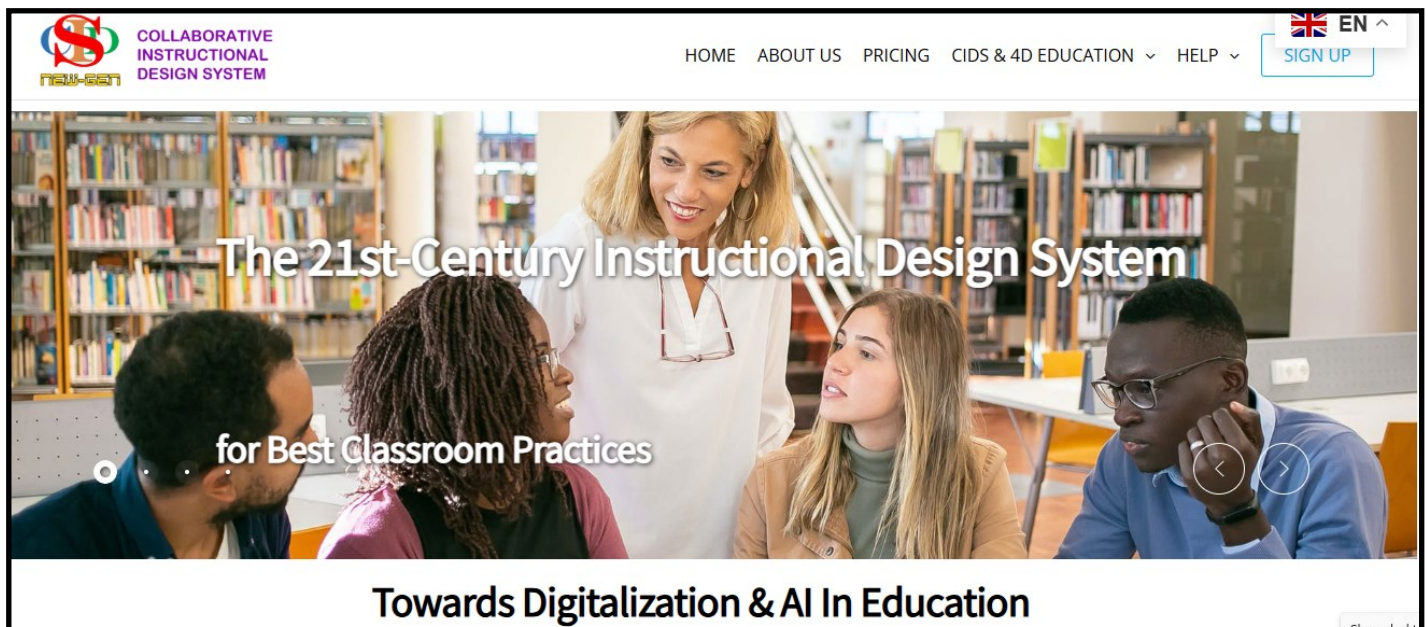




THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS New-Gen)



TRAINING MODULE REGISTRATION

Transforming teachers.....inspiring learners

REGISTRATION

Registration means - getting your ID (*Username*, and *Password*) to enable you to log in and fully use the system in creating your lesson plans.

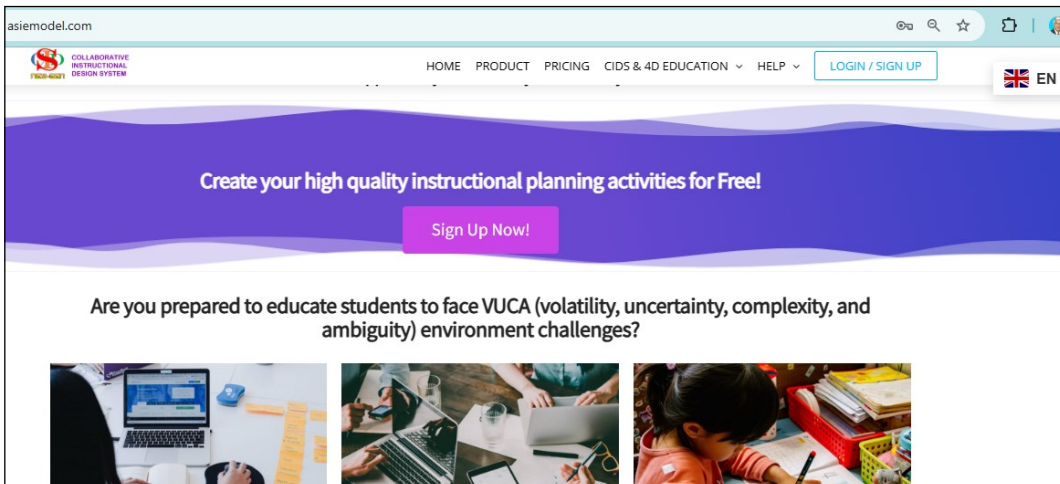
Exercise 1: Registration

- Log in to the system
- **Sign Up** for registration

For the first user in the institution

⇒ Log in to <https://asiemodel.com>

⇒ On the main page of the application website, press **Sign Up Now!**



- Follow instructions and fill in the required information.

Collaborative Instructional Design System [New-Gen]

Account Sign Up

To register, please enter your name, email, and chosen login here and click **Sign Up**. A verification email will be sent to you, please open it and read the instruction.

Email Address

Login

Name

Group

⇒ A **verification email** will be sent to you with temporary password. Please open it and read the instructions.

- Fill in all items in **"My Profile"** (*all users*) and **"Institutional (school) Profile"** (*the first user only*).

REGISTRATION

Registration means - getting your ID (*Username*, and *Password*) to enable you to log in and fully use the system in creating your lesson plans.

Exercise 2: Registration

- Fill in all items in **"My Profile"** (all users) and **"Institutional (school) Profile"** (the first user only).

Username	ismail_us	
Full Name		Fill in full name with/using capital letters
Email		Fill in email address.
Password (CIDS Password)		Leave blank to retain current password. Password must be at least 8 characters
Country	United States	Click to select
State/Province/Perfecture	Massachusetts	Press to select / Fill in the information if it is not in the selection list. Sync with other users in your institution
District/County	Suffolk	Press to select / Fill in the information if it is not in the selection list. Sync with other users in your institution
Institution Name	 Boston Test School	Press to select / Fill in the name of your institution using capital letters if it is not in the selection list. Sync with other users
Institution Code	BTS1234	Click to select / Fill in your common institution code (for administrative purposes). Example: AL1234C
Class Category	High School	

Read the information and watch the video clip before you begin to do the exercise.

You may also refer to the Help Menu.

My Profile

⇒ Choose, fill in carefully and correctly (*for all users*)

Institution Profiles		Institutional information required in implementation
Institution Name	Boston Test School	
Institution Code	BTS1234	
District/County	Suffolk	
State/Province/Perfecture	Massachusetts	
Country	United States	
Institution Logo	 Choose File No file chosen Upload your institution logo (PNG format) not more than 200kb	
Institution Stamp (Optional)	Choose File No file chosen Upload your institution stamp (PNG format) not more than 200kb	
Total Numbers of Institution Members (<i>Involve in teaching</i>)	 4	
Total Numbers of Class	31 (view)	
Number of License Subscribed		

Institution Profiles

⇒ **First user** - you need to fill in particulars in this section.

THINGS TO REMEMBER!

Congratulations you have completed this Module.

Now you are ready to move to the next module.