



THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS NEW-GEN)

REGISTRATION, SUBSCRIPTION



Transforming teachers....inspiring learners...

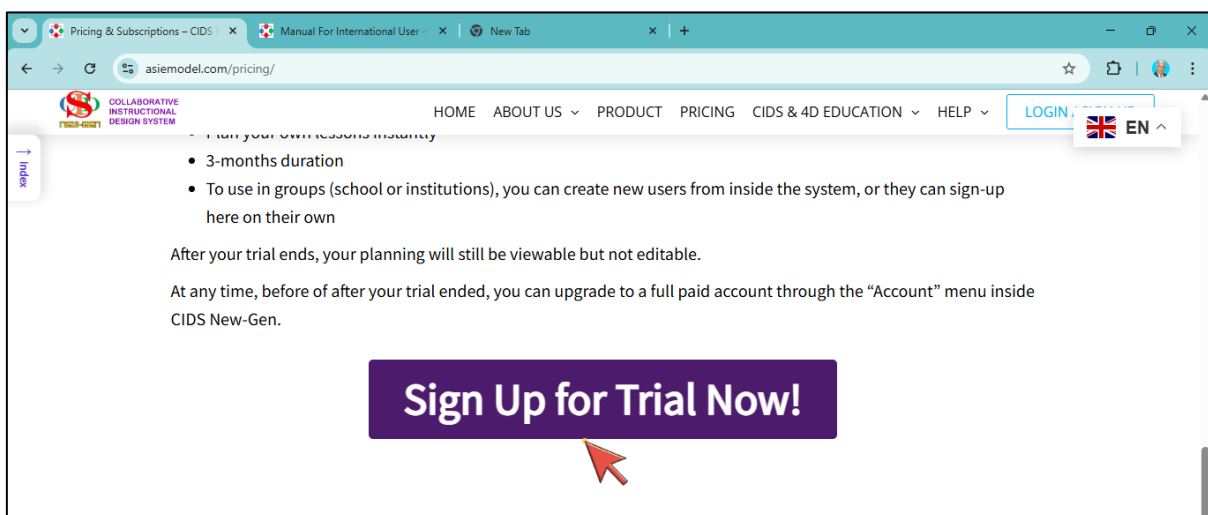
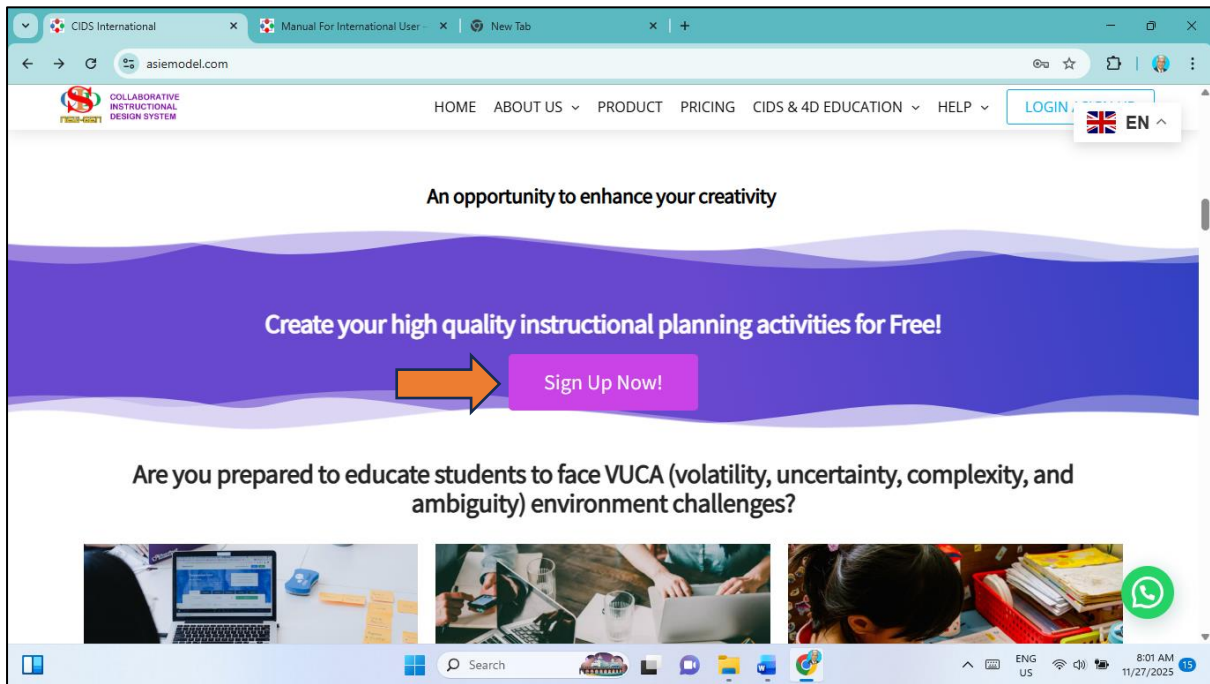
You may refer the following topics for guidance:

- A. REGISTER FOR NEW USERS (pg. 3 – 6)
- B. ADDING NEW USERS (pg. 7)
- C. MANAGING SUBSCRIPTION PAYMENTS – OBTAINING LICENSE (pg. 8 – 10)

A. REGISTER FOR NEW USERS

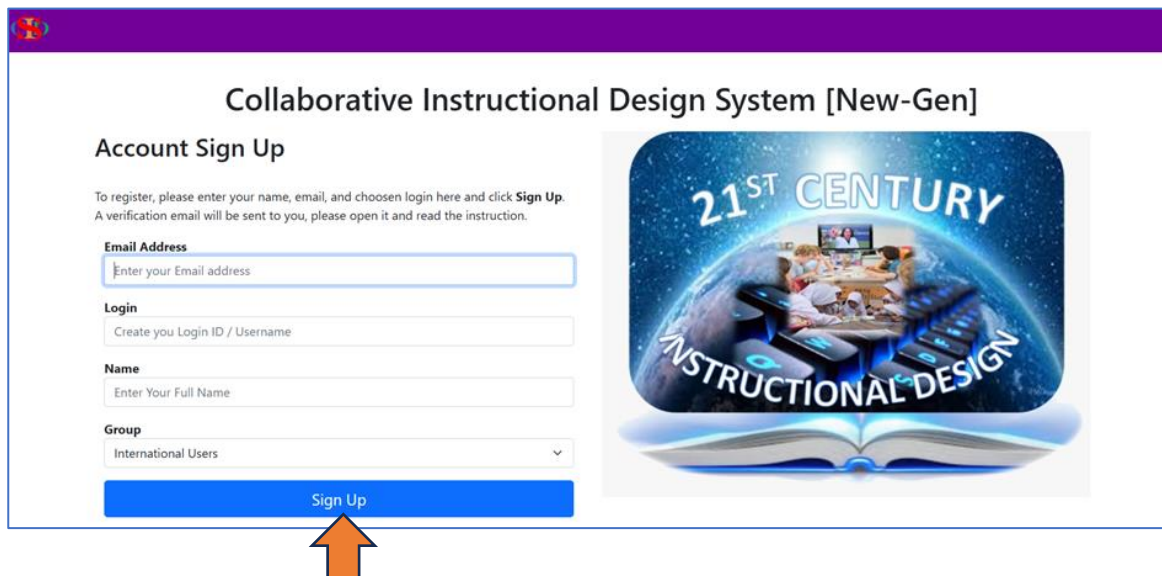
Follow instructions

- Log in to <https://asiemodel.com>
- On the main page of the application website, press Sign Up Now!
- Scroll down and press **Sign Up for Trial Now!**

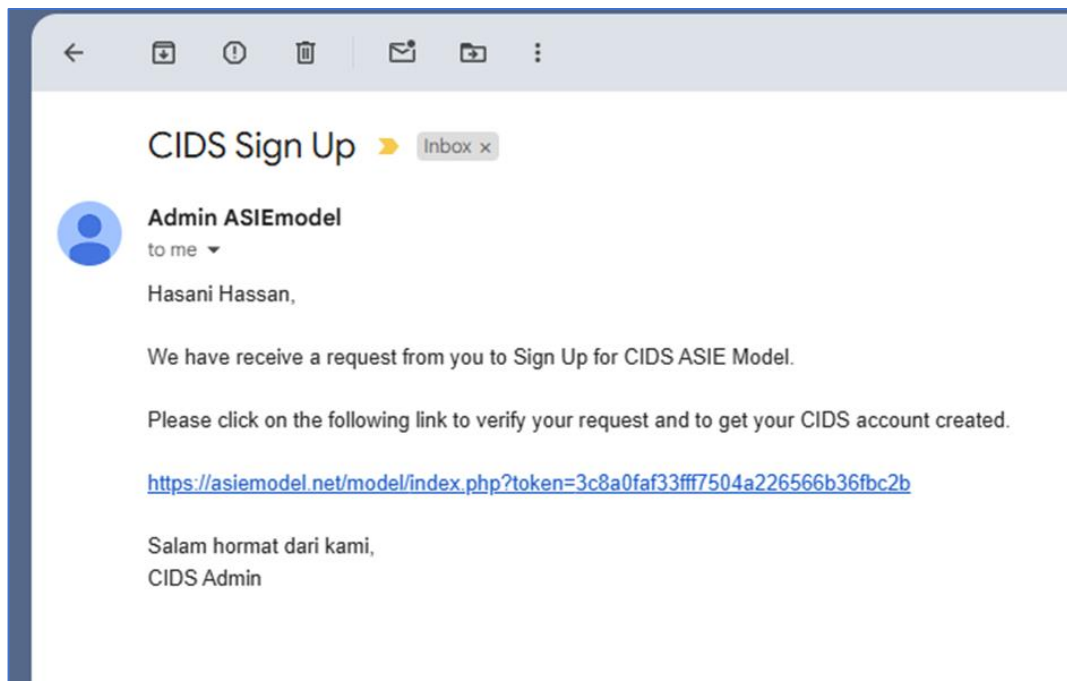


- Fill in the required information
- Email address

- Your full name
- Choose /write your login ID/Username
- Choose group – **International User**
- Press **Sign Up**



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



Collaborative Instructional Design System [New-Gen]

Account Sign Up

User account has been successfully created

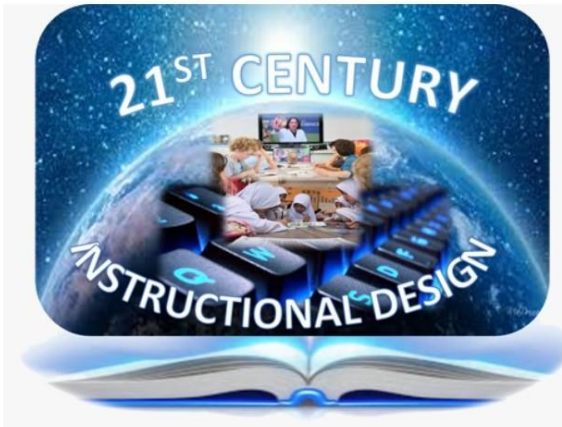
Congratulations, here are the login and password for your access to CIDS ASIE Model.
Please login and fill up your profile to activate and start using your account

<https://asiemodel.net>

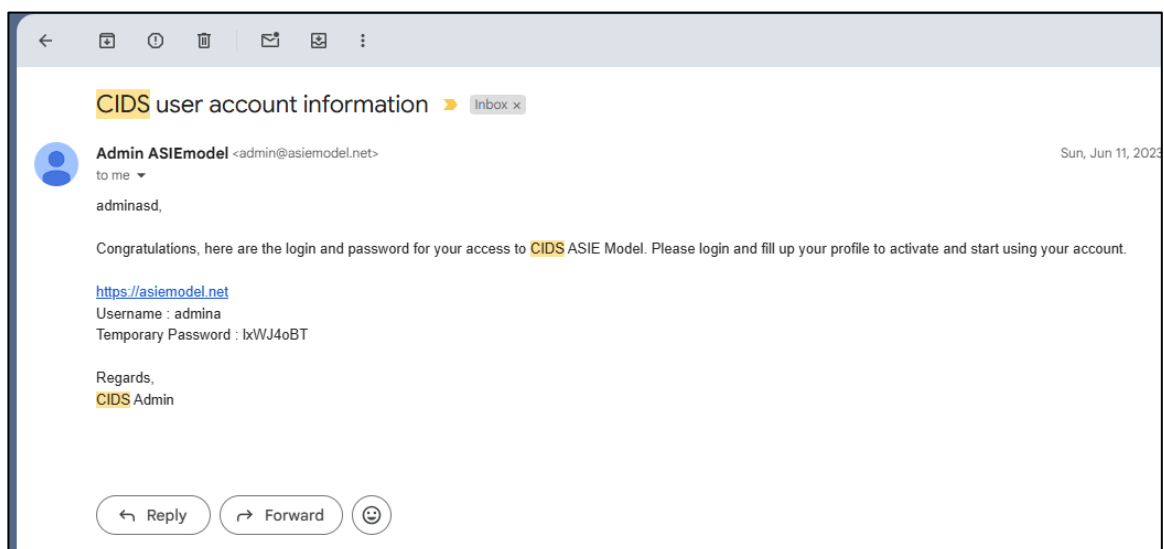
Username : **hasanishanai**
Temporary Password : *********

The user account information has also been sent to your email for your reference.

[Please Press here](#) to return to Homepage.



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



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

- Fill in all items in “**My Profile**” (all users) and “**Institutional (school) Profile**” (the first user only) and **Save**. Refer to the information provided.

Example:

The screenshot shows the 'My Profile' form in the CIDS New-Gen system. The form is titled 'My Profile' and includes a subtitle 'Specific information on user for administrative purposes'. It contains the following fields:

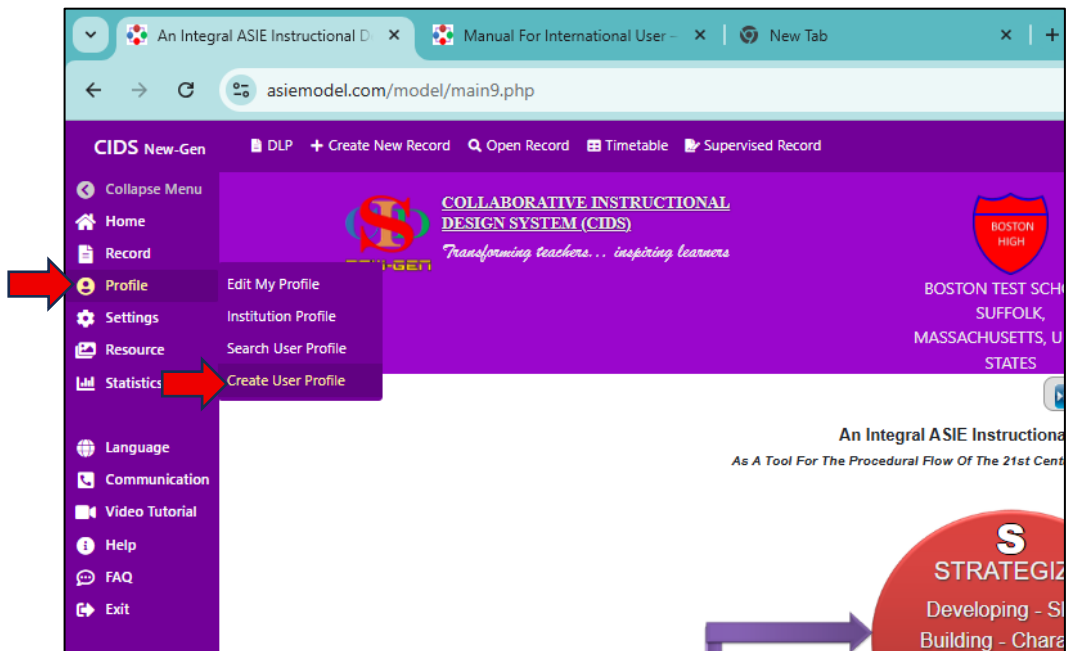
- Username: [Text input field]
- Full Name: [Text input field] *Fill in full name with/using capital letters*
- Email: [Text input field] *Fill in email address.*
- Password (CIDS Password): [Text input field] *Leave blank to retain current password. Password must be at least 8 characters*
- Country: [Dropdown menu] *Click to select*
- State/Province/Perfecture: [Text input field] *Press to select / Fill in the information if it is not in the selection list. Sync with other users in your institution*
- District/County: [Text input field] *Press to select / Fill in the information if it is not in the selection list. Sync with other users in your institution*
- Institution Name: [Text input field] *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: [Text input field] *Click to select / Fill in your common institution code (for administrative purposes). Example:*

- If you are the first user of your institution, you will be assigned as **Coordinator** at the Secondary Role menu.
- **As a Coordinator, you can create an ID for others for your institution (see page 7).** There is no need for them to register and follow this procedure.

B. ADDING NEW USERS

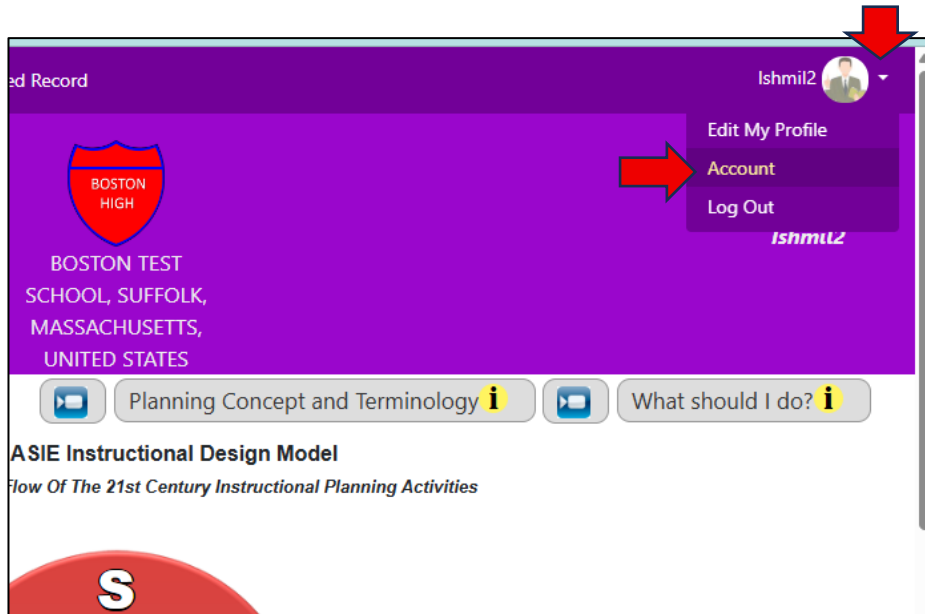
Create ID /register for other member of your institution.

- After completing your registration – it will bring you to the application page
- Complete other task – example – **create classes and your timetable**. (refer to the menu **Help – User Manual**).
- As a coordinator – you will be able to register other members of your institution
- They don't have to follow the registration procedures
- At the main menu press **Profile – Create User Profile** and follow instruction
- You will create their ID one after the other
- They will use the ID and temporary password to login to the system and edit their profile as required.

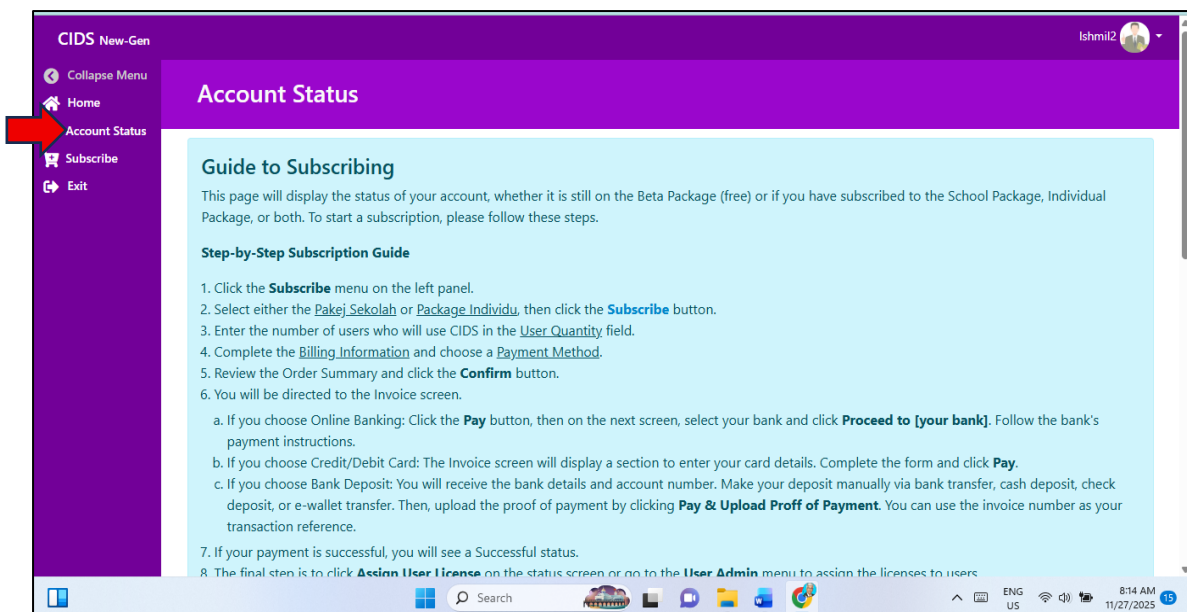


C. MANAGING SUBSCRIPTION PAYMENTS – OBTAINING LICENSE

- On the top left of the application page press **Account**



- Read carefully information provided and follow instruction
- Press **Subscribe** at the left menu bar
- Please choose your preferred subscription package.
- Press **Subscribe**



The screenshot shows the 'Account Subscription' page in the CIDS New-Gen system. The left sidebar contains links for 'Collapse Menu', 'Home', 'Account Status', 'Subscribe', and 'Exit'. The main content area displays two subscription options:

- Super Package (Institutions)**: A group package for school or institution users. It costs \$48 \$18 per user, requires a minimum of 5 users, and is valid for 365 days. A red arrow points to the 'Subscribe' button.
- Premium Package (Individual)**: An individual package for teachers. It costs \$60 \$18 per user, requires a minimum of 1 user, and is valid for 365 days. It also has a 'Subscribe' button.

The top navigation bar shows the user is logged in as 'Ishmil2'. The browser address bar shows the URL 'asiemodel.com/model/akaun.php?action=upgrade'.

- Complete the form and press **Confirm**

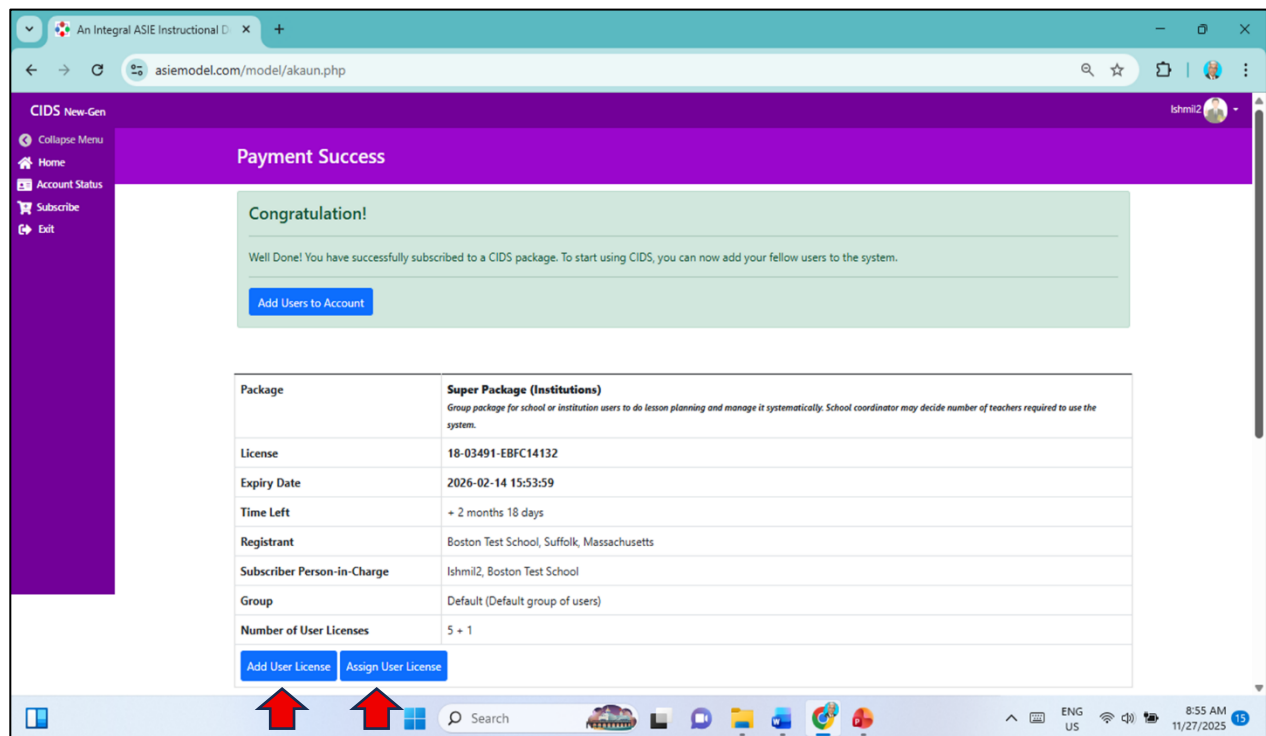
The 'Subscribe Package' form is shown with the following details:

- Package Selection**: Super Package (Institutions) is selected. The 'Institution' field is filled with 'Boston Test School'. The 'Price' is \$48 \$18, and the 'User Quantity' is 5, resulting in a 'Total' of \$90.
- Order Summary**:

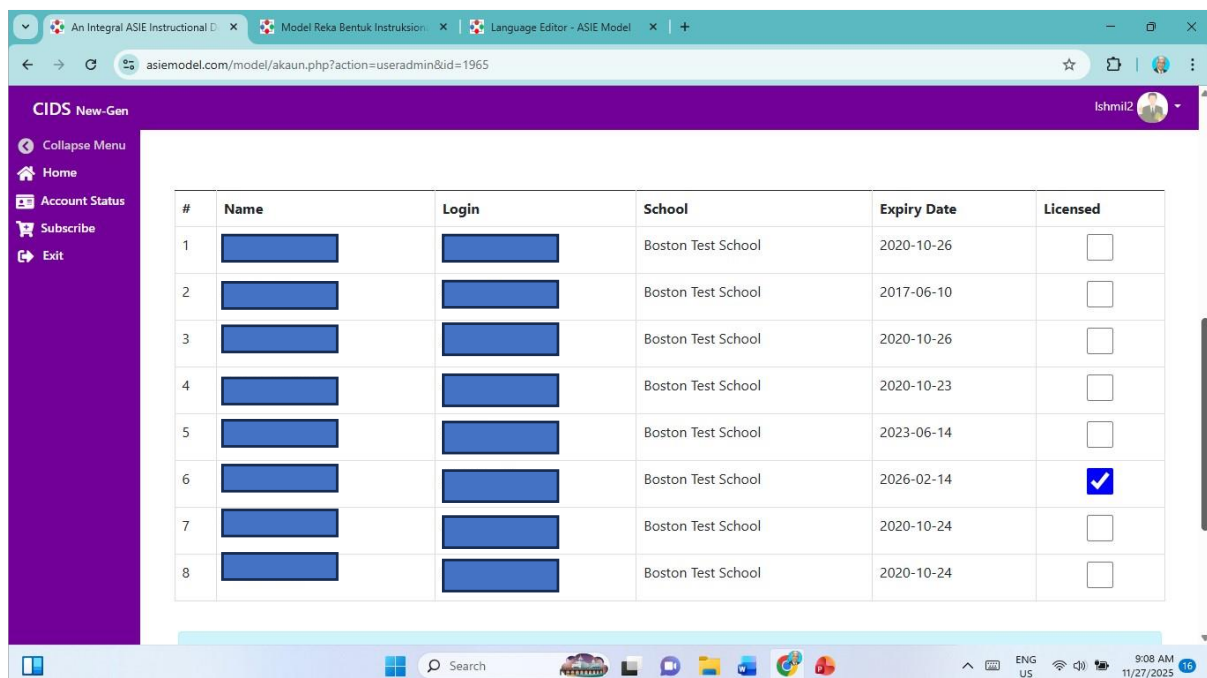
Sub Total:	\$240
Discount:	- \$150
Total :	\$90
Quantity Ordered:	5
Total Users:	5
- Billing Info**: Fields for Name (Ishmil2), Email Address (ishmil2@gmail.com), Phone (Enter Phone no.), Address (Boston Test School), Zip / Postal code (Enter Postal code), City (Enter City), and Country (United States).
- Payment Info**: The 'Payment method' is set to 'Credit/Debit Card'.

A red arrow points to the 'Confirm' button at the bottom right of the form.

- You may subscribe other user – press **Add User License**



- Press **Assign User License** – to allocate license to others



Inquiries / Technical assistant:

+60 19 663 0769

+60 19 5713745