

## INSTRUCTIONS FOR A TEACHER REGISTRATION

- Registration of a **new teacher**
- Registration of a new student **using Teacher ID**
- Pre-registration of a new student **using Student ID and Reference code** provided by the teacher



### Registration of a New Teacher

1 Go to <https://hi-lingua.org/> homepage and click the REGISTER button to start the registration process of a new teacher.

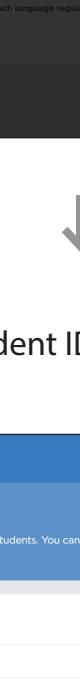
2 Select REGISTER

3 Select the SUPERVISOR REGISTRATION.

4 Enter the Supervisor's Personal and School Information.

5 You will be provided with a Teacher ID after your registration is complete. You can also use this ID instead of your email address to log in to your account later. Also you can:

- see all the new announcements from competition board;
- add and remove new students;
- make payment for the selected exams on behalf of your students;
- get information about exam results and certificates;
- follow the information on the competition calendar;
- edit your profile details via "My Profile" menu.



### Registration of a New Student Using Teacher ID

1 To find your Teacher ID, log into your Teacher Panel with your e-mail address and the password you submitted during the registration.

2 Your unique Teacher ID can be found next to the teacher's name. Students can self-register using your Teacher ID.

3 The student starts the registration process by clicking the REGISTRATION button via the previous3 steps. The student should enter the Teacher ID on the 4th step after completing the previous3 steps.

4 The information of the student who has registered with the Teacher ID can be found in the teacher panel now.

5 Each student is assigned a unique Student ID and Reference Code by the system.

6 To complete the registration process, the student must Log in using the credentials (Student ID and Reference Code) provided by the teacher.

7 After the student completes his/her registration using the Student ID and Reference Code provided by the teacher, the red circle will turn green.