

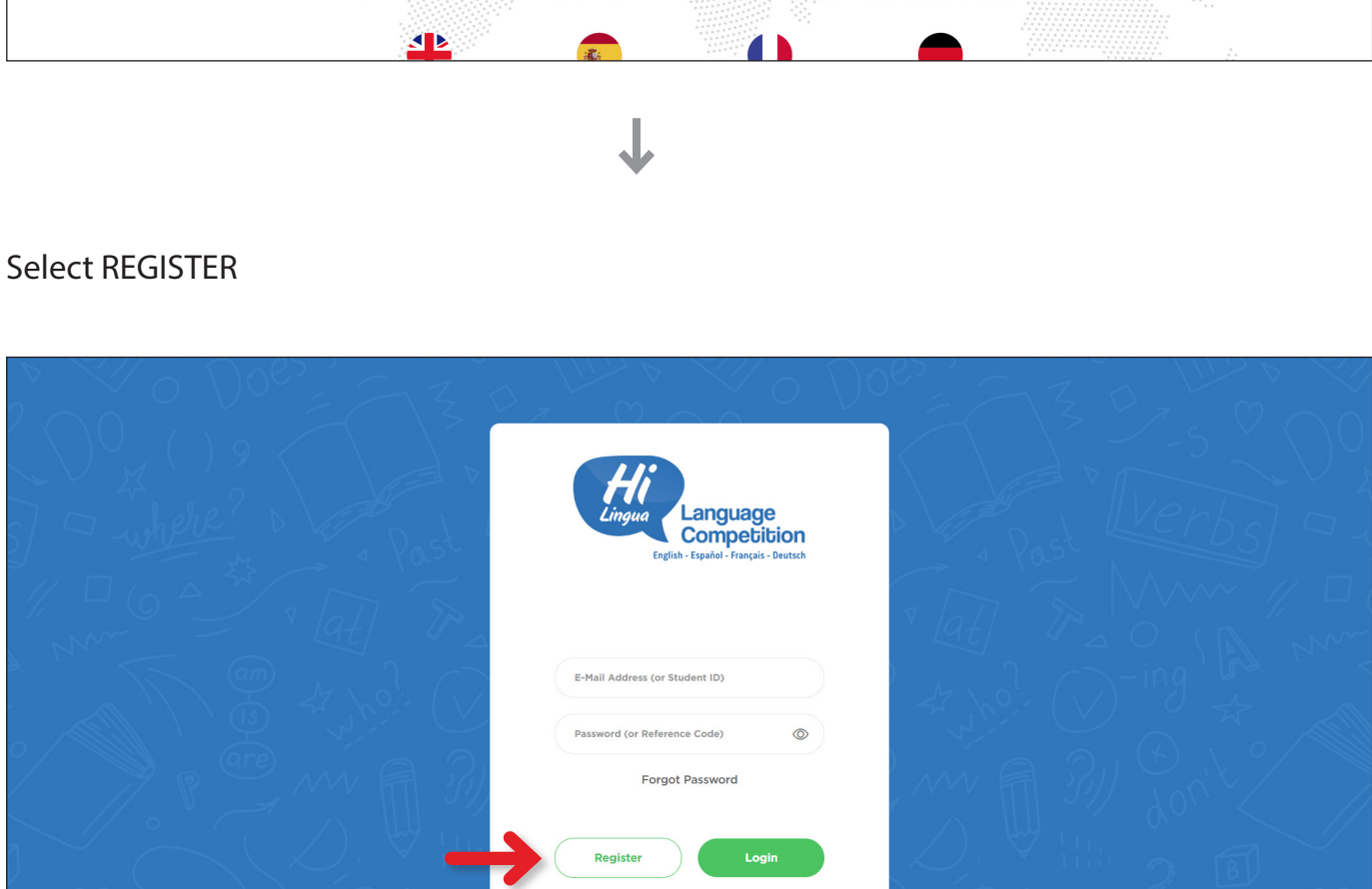
INSTRUCTIONS FOR A TEACHER REGISTRATION

- 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

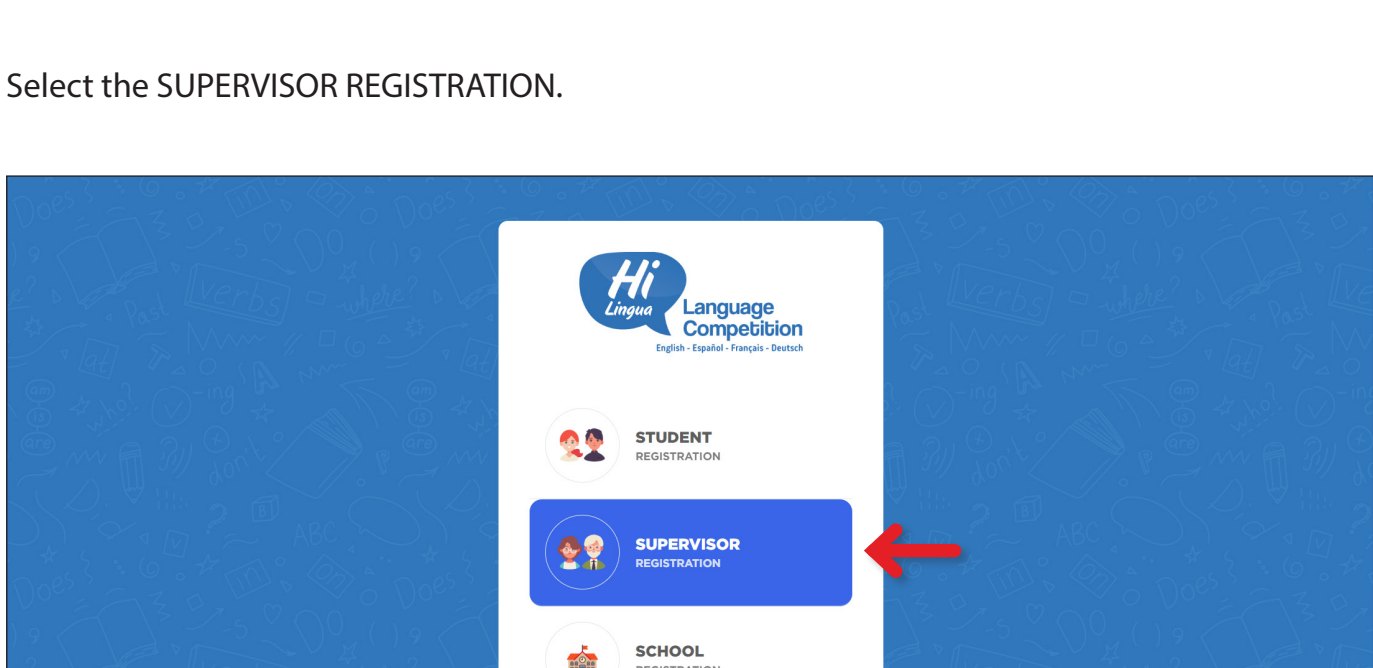
A

Registration of a New Teacher

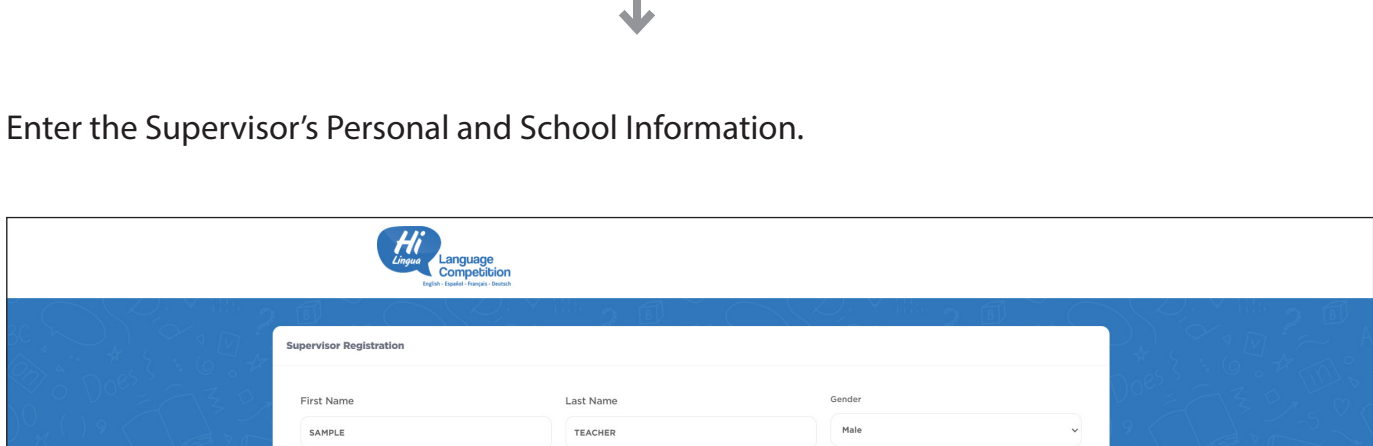
- Go to <https://hi-lingua.org/> homepage and click the REGISTER button to start the registration process of a new teacher.



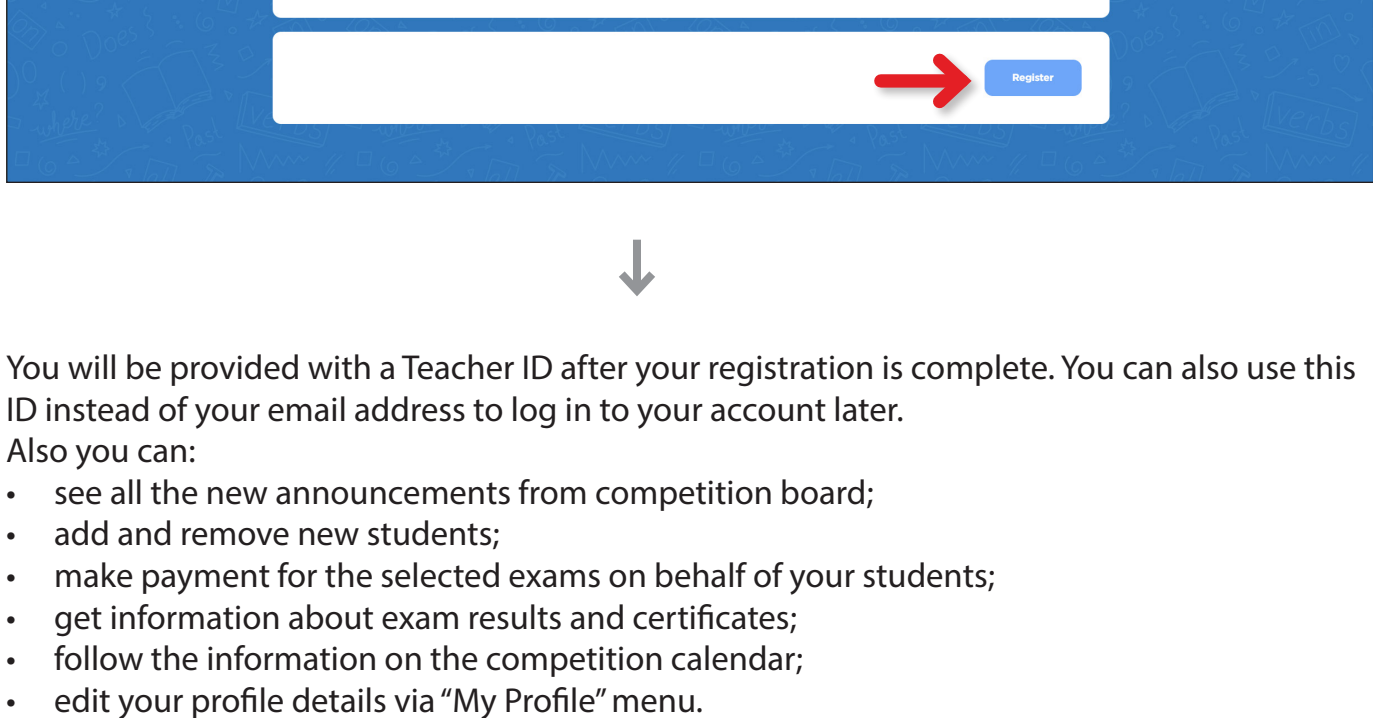
- Select REGISTER



- Select the SUPERVISOR REGISTRATION.



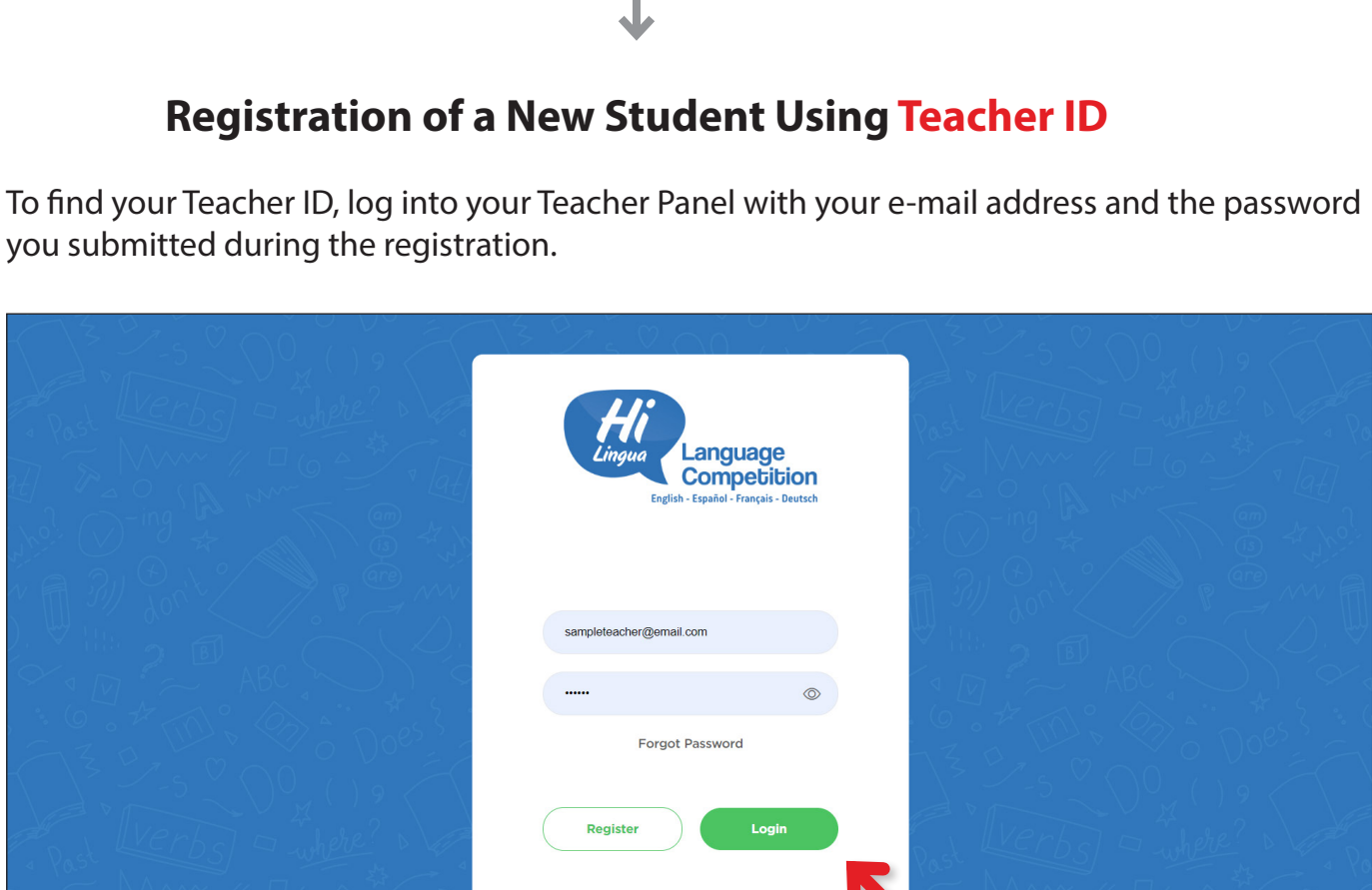
- Enter the Supervisor's Personal and School Information.



- 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:

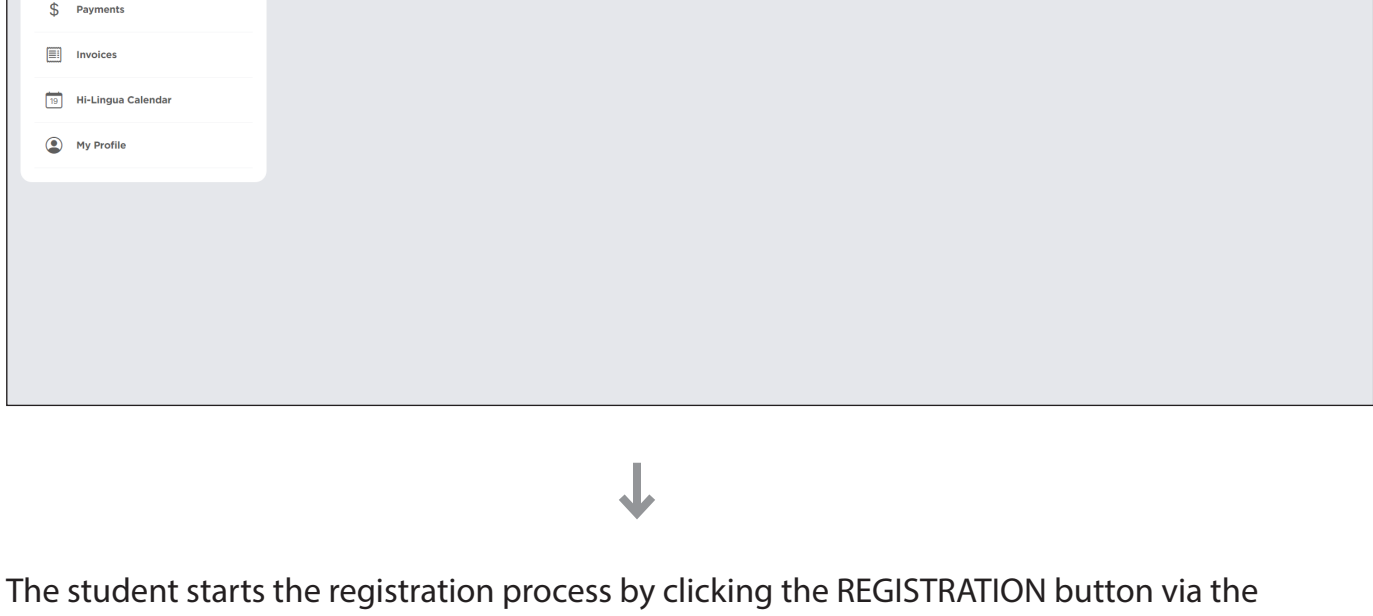
- see all the new announcements from competition board;
- add and remove new students;
- make payment for the selected exams on behalf of your students;
- get information about exam results and certificates;
- follow the information on the competition calendar;
- edit your profile details via "My Profile"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



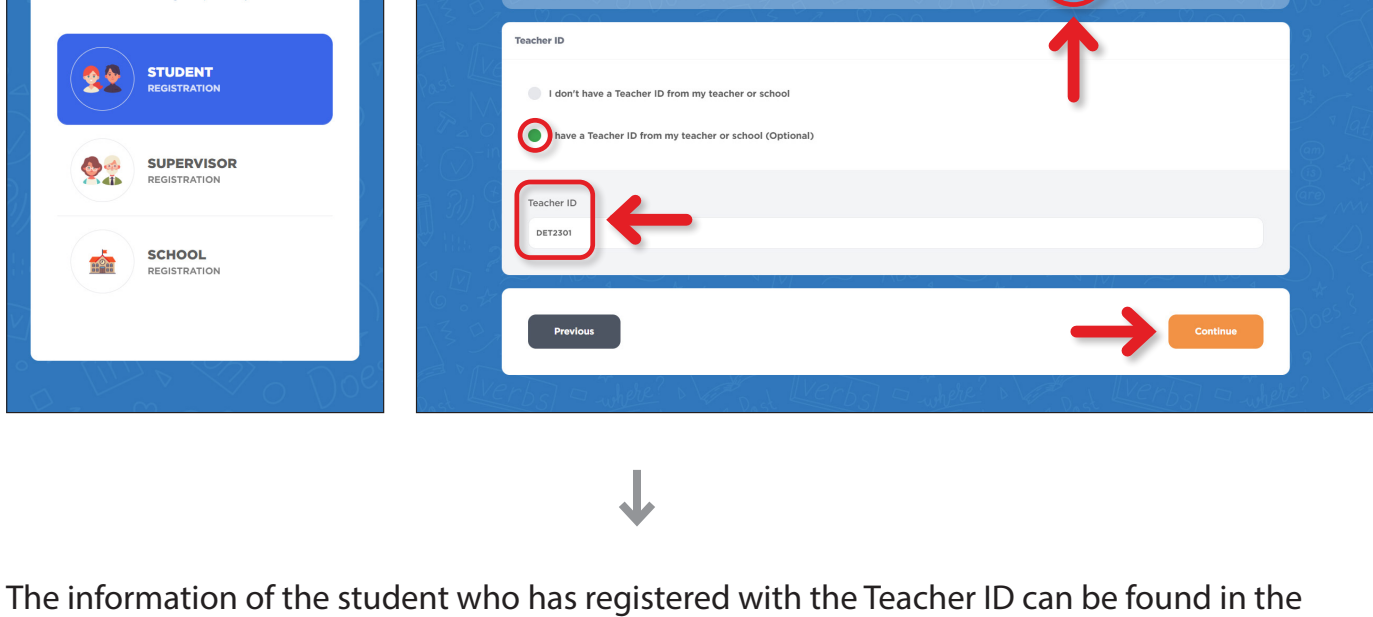
B

Registration of a New Student Using Teacher ID

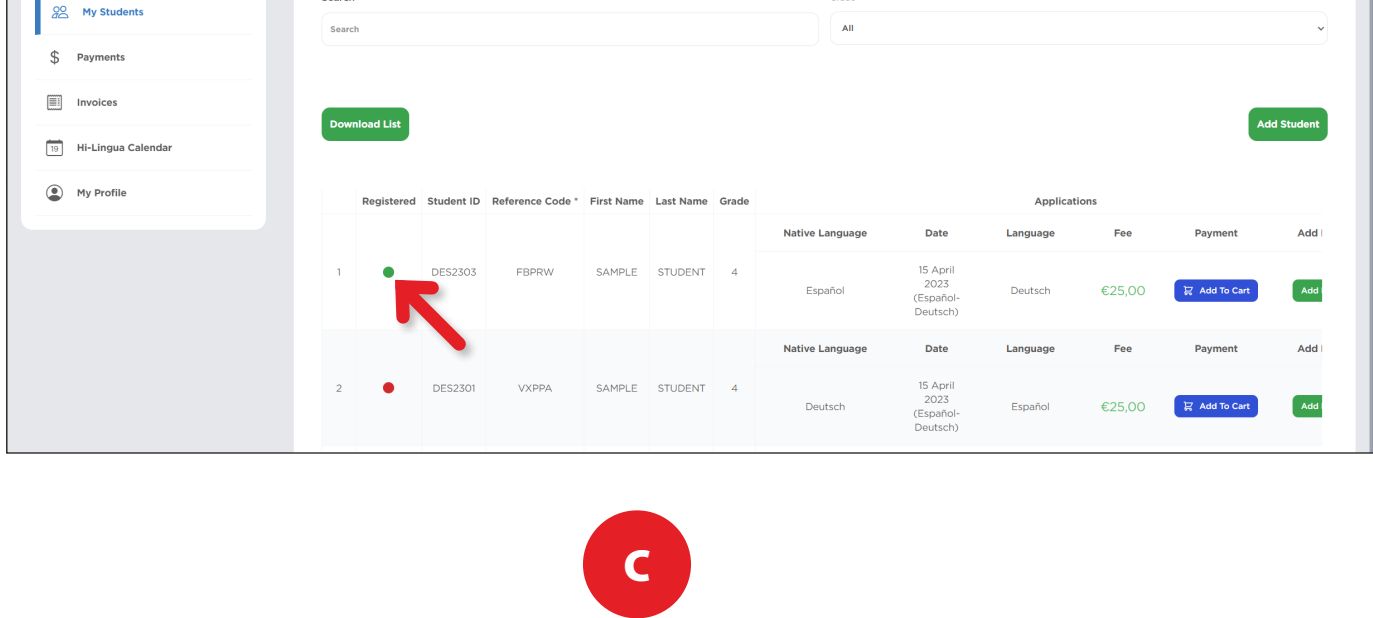
- To find your Teacher ID, log into your Teacher Panel with your e-mail address and the password you submitted during the registration.



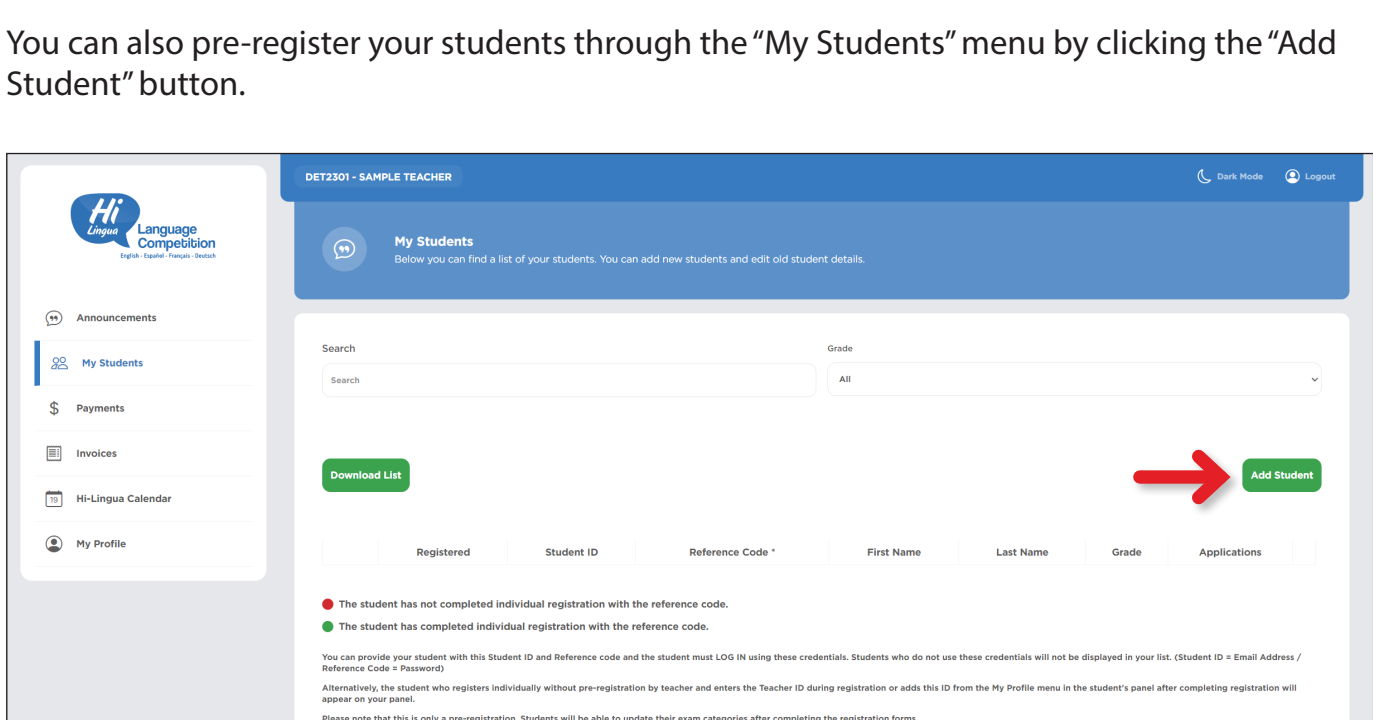
- Your unique Teacher ID can be found next to the teacher's name. Students can self-register using your Teacher ID.



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



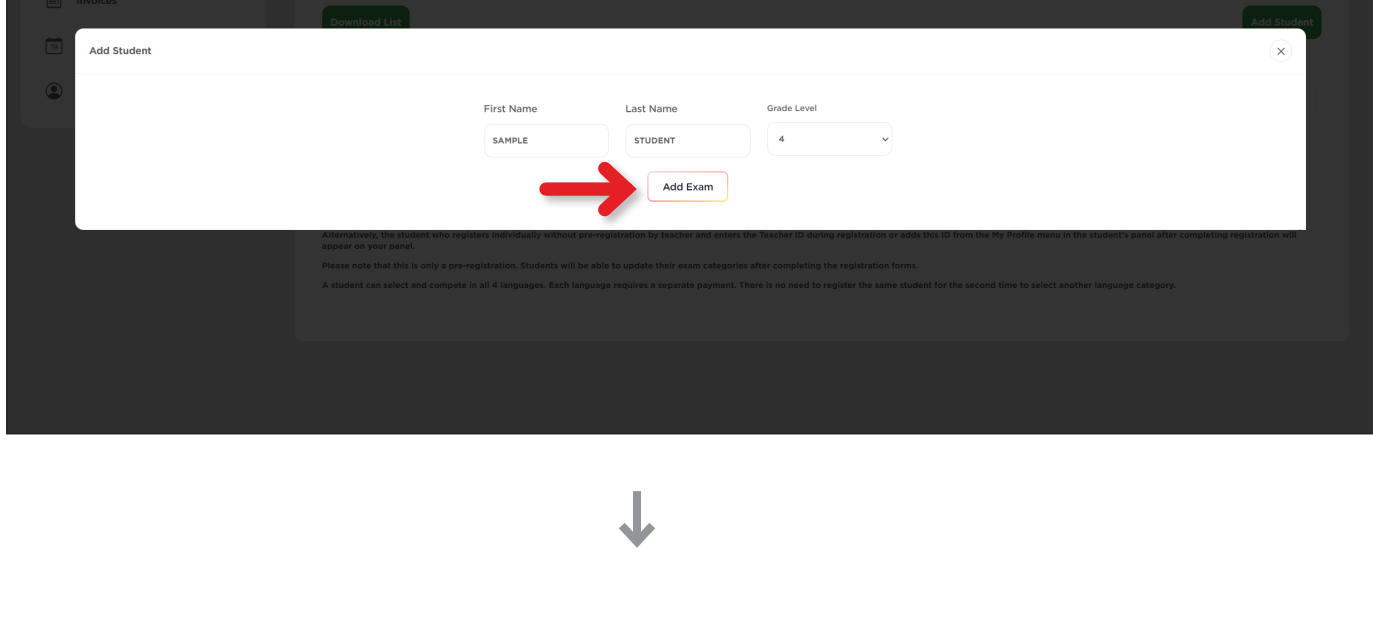
- The information of the student who has registered with the Teacher ID can be found in the teacher panel now.



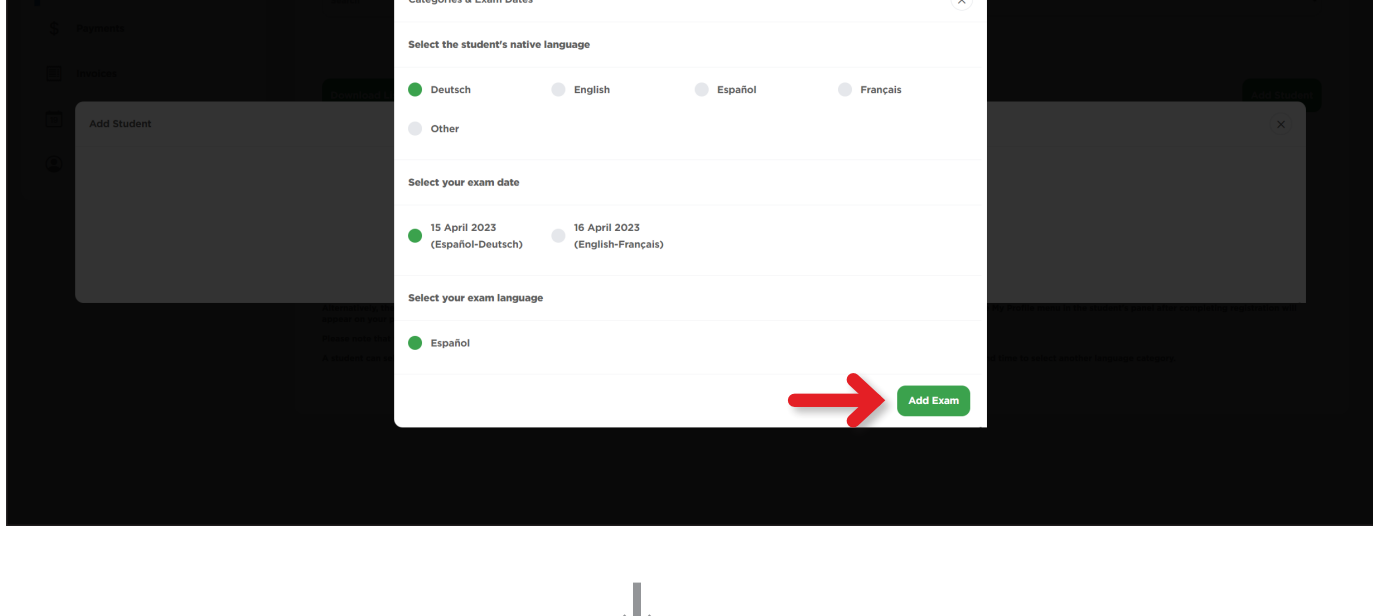
C

Pre-registration of a New Student Using Student ID and Reference Code Provided by the Teacher

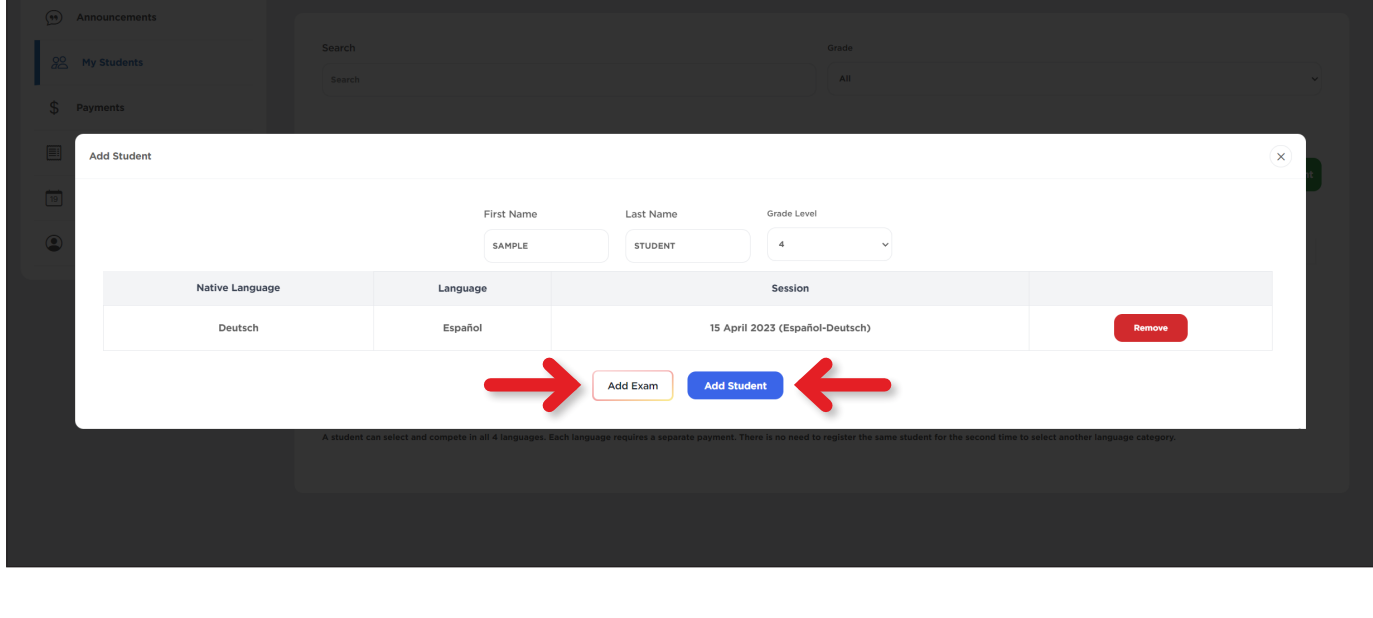
- You can also pre-register your students through the "My Students" menu by clicking the "Add Student" button.



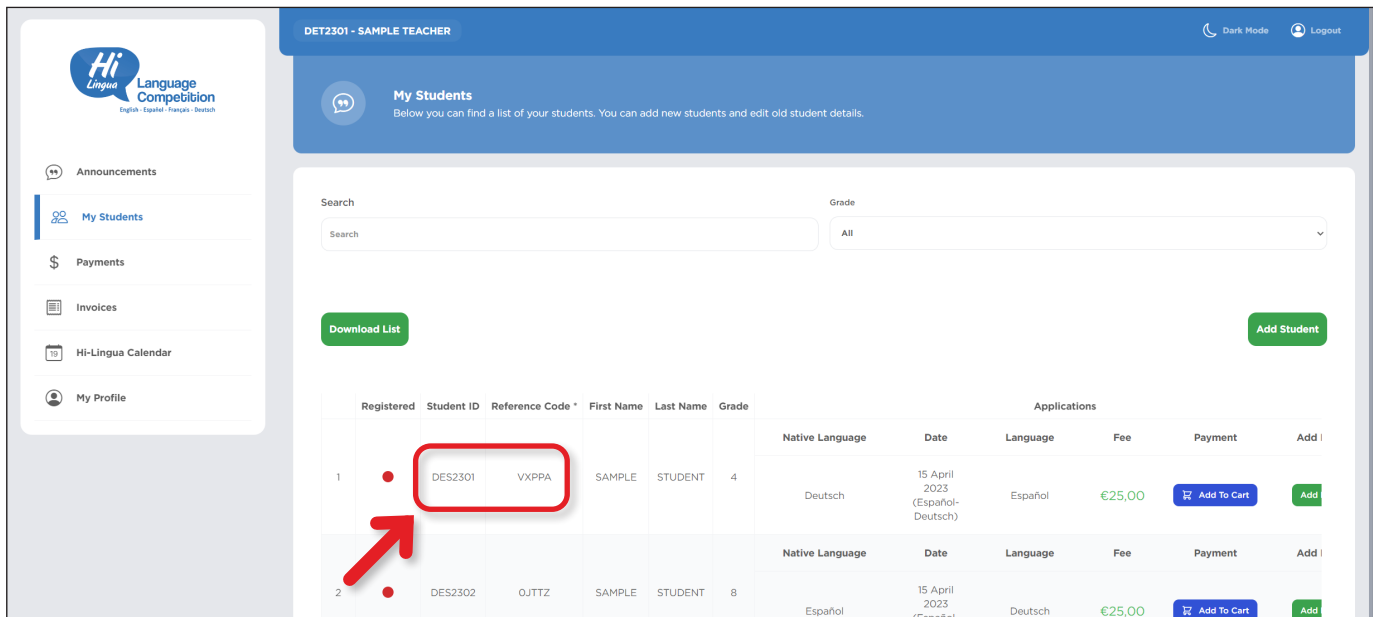
- Select the student's native language, date and exam language.



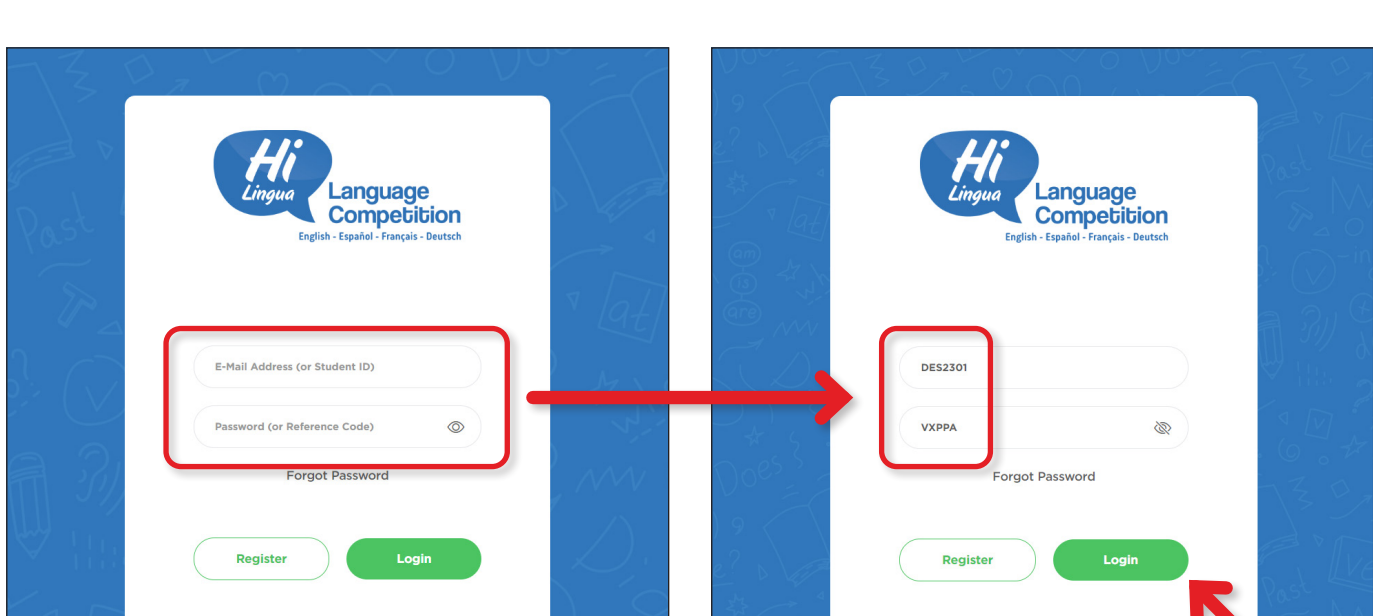
- You can add more exams by clicking the "Add Exam" button or complete the pre-registration process by clicking the "Add Student" button.



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



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



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

