



***CTM Online Course Registration
User Guide***

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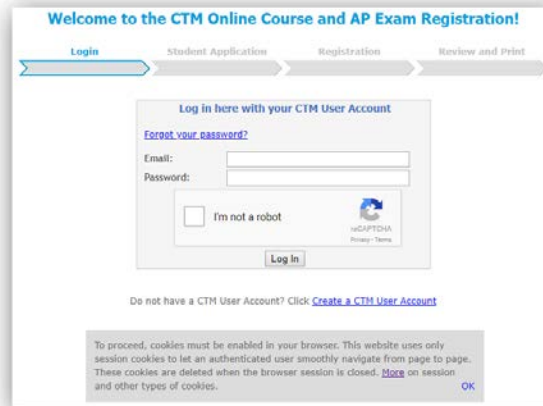
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1. Creating a CTM User Account and Logging into the System

Open the CTM Online Course and AP Exam Registration at <https://registration.ctm-academy.org/>

1.1. Already Have a CTM User Account

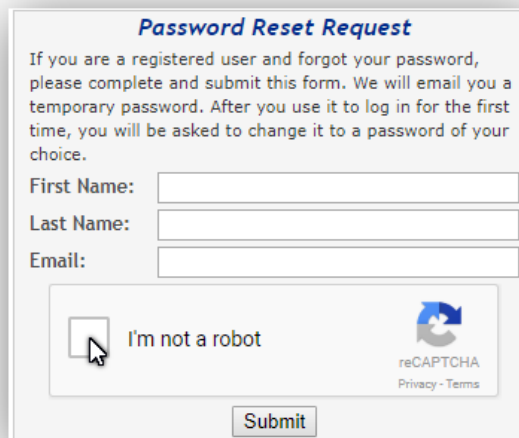
If you had registered for a **CTM User Account** in the past, use your email address and password to log in. Be sure to click the **I'm not a robot** checkbox before clicking the **Log In** button.



The screenshot shows the login page for the CTM Online Course and AP Exam Registration. At the top, there is a navigation bar with four tabs: "Login", "Student Applications", "Registration", and "Review and Print". The "Login" tab is selected and highlighted with a blue arrow. Below the navigation bar, the main heading reads "Welcome to the CTM Online Course and AP Exam Registration!". Underneath, there is a section titled "Log in here with your CTM User Account". This section includes a link for "Forgot your password?", input fields for "Email:" and "Password:", a checkbox labeled "I'm not a robot", and a reCAPTCHA widget. A "Log In" button is positioned below the reCAPTCHA. At the bottom of the login section, there is a link that says "Do not have a CTM User Account? Click: [Create a CTM User Account](#)". A small cookie consent notice is visible at the very bottom of the page, stating "To proceed, cookies must be enabled in your browser. This website uses only session cookies to let an authenticated user smoothly navigate from page to page. These cookies are deleted when the browser session is closed. [More](#) on session and other types of cookies." with an "OK" button.

1.2. Have a CTM User Account, but Forgot the Password

If you forgot your password, click the **Forgot your password?** link and fill out the form that displays in a popup window. Check the **I'm not a robot** box before clicking the **Submit** button.



The screenshot shows a "Password Reset Request" form. The title is "Password Reset Request". Below the title, there is a paragraph of text: "If you are a registered user and forgot your password, please complete and submit this form. We will email you a temporary password. After you use it to log in for the first time, you will be asked to change it to a password of your choice." The form contains three input fields: "First Name:", "Last Name:", and "Email:". Below these fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. A "Submit" button is located at the bottom of the form.

If the name and email exist in the system, the message below will display, and an email will be sent to the email address with a temporary password. Please make sure to check you spam email.

Password Reset Request

An email with your temporary password has been sent to the email address you have provided. If you do not find a message with the subject "Your Temporary Password" in your inbox, please check your spam and/or junk mail. If you need further assistance please email us at registration@ctm-academy.org.

[Close](#)

After you receive the email, log back into <https://registration.ctm-academy.org/> using your email address and the temporary password.

You will then be redirected to a page where you can set a new password of your choosing.

New Password

Enter and re-enter a new password

New Password:

Re-type Password:

1.3. Do Not Have a CTM User Account – Never Studied in a CTM Program

If you do not have a **CTM User Account**, click the [Create a CTM User Account](#) link.

Please note that this link is available only when registrations are open.

Complete the form that displays:

Create a CTM User Account

Please complete the form below.

Make sure the email address is valid and current. We will use it to send you instructions on how to activate your new CTM User Account.

Student Type:

First Name:

Last Name:

Email:

Desired Password:

Re-type Password:

I'm not a robot

reCAPTCHA
Privacy - Terms

Create Account

If you select that you are a Primary or a Secondary school student, the form will change to add a **School Country** field you need to complete. Make sure to write down and save your email and password you used to create the **CTM User Account**. Don't forget to click the **I'm not a robot** box before clicking the **Create Account** button.

Create a CTM User Account

Please complete the form below.

Make sure the email address is valid and current. We will use it to send you instructions on how to activate your new CTM User Account.

Student Type:

First Name:

Last Name:

Email:

Desired Password:

Re-type Password:

School Country:

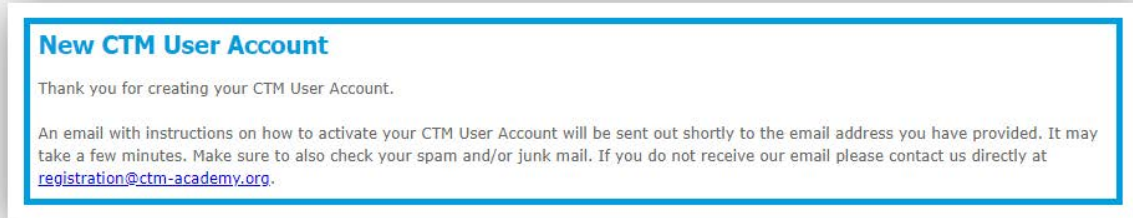
This is a country where you currently attend school.

I'm not a robot

reCAPTCHA
Privacy - Terms

Create Account

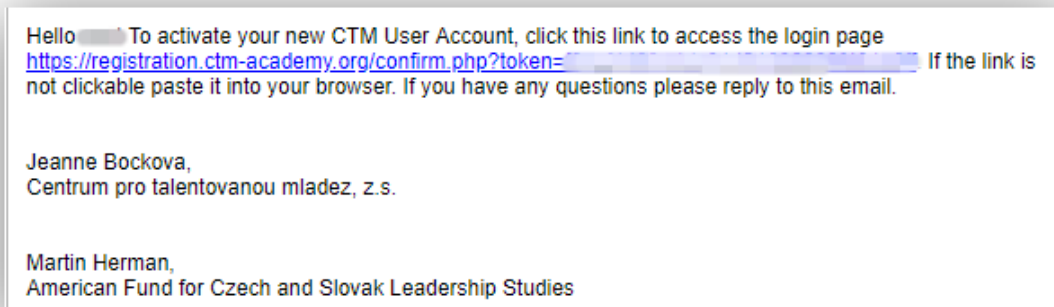
If you have filled out the form correctly (completed all fields, password entries match, email address has a valid format and does not already exist in the system) a confirmation message will display.



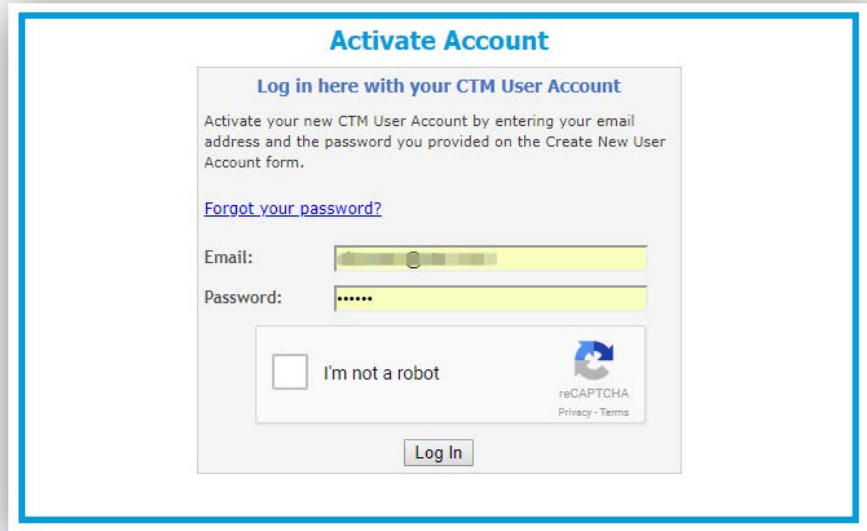
An email will be sent to the email address you had provided so **make sure to check your spam mail box if you do not find an email as the one pictured below in your inbox.**

<u>From</u>	<u>Subject (Thread Messages)</u>
registration@ctm-academy.org	Activate Your CTM Account

The email contains a link you need to click (or copy/paste into your browser) to complete the **New CTM User Account** process.



The link will take you to a screen where you need to fill out the email address and the password you had provided on the **Create a CTM User Account** form. Click the **I'm not a robot** box before clicking the **Log In** button. This activates your CTM User Account and allows you to fill in the application and select courses.



The screenshot shows a web form titled "Activate Account" with a sub-header "Log in here with your CTM User Account". The form contains the following elements:

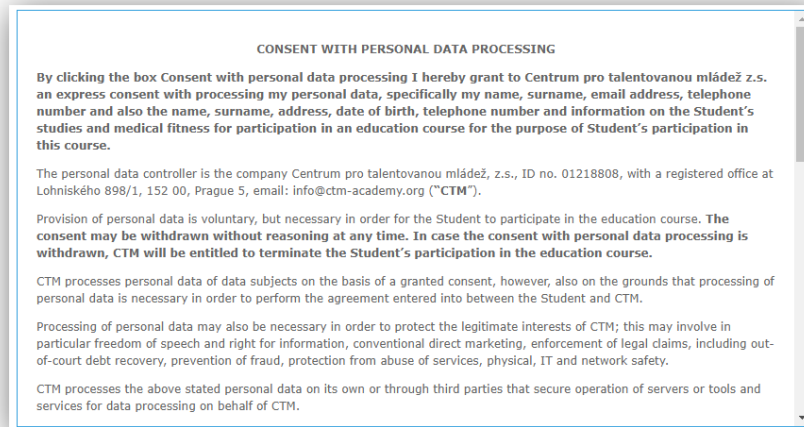
- Instructional text: "Activate your new CTM User Account by entering your email address and the password you provided on the Create New User Account form."
- Link: "[Forgot your password?](#)"
- Input fields: "Email:" and "Password:" with corresponding text boxes.
- reCAPTCHA: A box containing an unchecked checkbox labeled "I'm not a robot" and the reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text.
- Button: A "Log In" button at the bottom center.

2. GDPR Compliance

Starting in May 2018, all new as well as existing CTM Online students will be required to read and follow instructions to acknowledge two forms before they can proceed to their **Student Application** and **Course Registration**. This is a one-time step. Once you have provided the requested consent and authorization as described below, these steps will be skipped upon your subsequent logins.

2.1. Consent with Personal Data Processing

Read the consent carefully and completely.



CONSENT WITH PERSONAL DATA PROCESSING

By clicking the box **Consent with personal data processing** I hereby grant to Centrum pro talentovanou mládež z.s. an express consent with processing my personal data, specifically my name, surname, email address, telephone number and also the name, surname, address, date of birth, telephone number and information on the Student's studies and medical fitness for participation in an education course for the purpose of Student's participation in this course.

The personal data controller is the company Centrum pro talentovanou mládež, z.s., ID no. 01218808, with a registered office at Lohanského 898/1, 152 00, Prague 5, email: info@ctm-academy.org ("CTM").

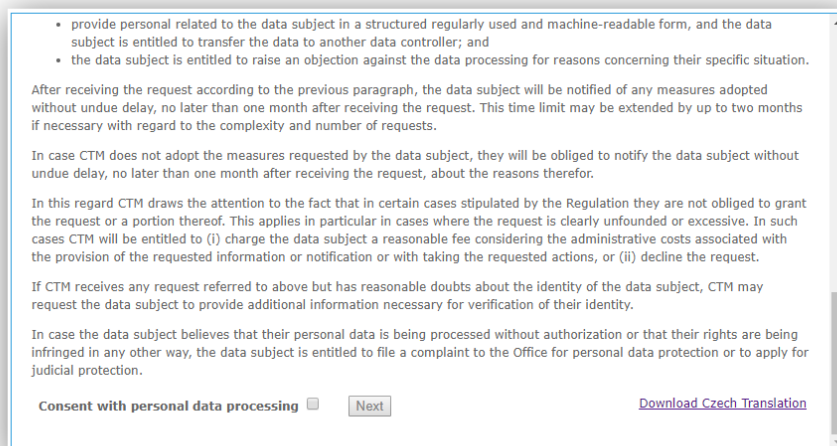
Provision of personal data is voluntary, but necessary in order for the Student to participate in the education course. **The consent may be withdrawn without reasoning at any time. In case the consent with personal data processing is withdrawn, CTM will be entitled to terminate the Student's participation in the education course.**

CTM processes personal data of data subjects on the basis of a granted consent, however, also on the grounds that processing of personal data is necessary in order to perform the agreement entered into between the Student and CTM.

Processing of personal data may also be necessary in order to protect the legitimate interests of CTM; this may involve in particular freedom of speech and right for information, conventional direct marketing, enforcement of legal claims, including out-of-court debt recovery, prevention of fraud, protection from abuse of services, physical, IT and network safety.

CTM processes the above stated personal data on its own or through third parties that secure operation of servers or tools and services for data processing on behalf of CTM.

The **Consent with personal data processing** checkbox is at the bottom of the form. A Czech version of the form is available for download for students from Czech schools.



- provide personal related to the data subject in a structured regularly used and machine-readable form, and the data subject is entitled to transfer the data to another data controller; and
- the data subject is entitled to raise an objection against the data processing for reasons concerning their specific situation.

After receiving the request according to the previous paragraph, the data subject will be notified of any measures adopted without undue delay, no later than one month after receiving the request. This time limit may be extended by up to two months if necessary with regard to the complexity and number of requests.

In case CTM does not adopt the measures requested by the data subject, they will be obliged to notify the data subject without undue delay, no later than one month after receiving the request, about the reasons therefor.

In this regard CTM draws the attention to the fact that in certain cases stipulated by the Regulation they are not obliged to grant the request or a portion thereof. This applies in particular in cases where the request is clearly unfounded or excessive. In such cases CTM will be entitled to (i) charge the data subject a reasonable fee considering the administrative costs associated with the provision of the requested information or notification or with taking the requested actions, or (ii) decline the request.

If CTM receives any request referred to above but has reasonable doubts about the identity of the data subject, CTM may request the data subject to provide additional information necessary for verification of their identity.

In case the data subject believes that their personal data is being processed without authorization or that their rights are being infringed in any other way, the data subject is entitled to file a complaint to the Office for personal data protection or to apply for judicial protection.

Consent with personal data processing [Download Czech Translation](#)

Please note that while you are not obligated to consent to the conditions outlined, you will not be able to proceed unless you do.

2.2. Authorization for Registration

After clicking the **Next** button on the previous form, the **Authorization for Registration** form displays. Read the authorization carefully and completely. A Czech version of the form is available for download for students from Czech schools.

AUTHORIZATION FOR REGISTRATION

By checking the box **Authorization for registration** I hereby authorize Centrum pro talentovanou mládež, z.s., ID no. 012 18 808, with a registered office at Lohniského 898/1, 152 00 Prague 5 ("CTM"), to act on behalf of the Student in all matters associated with the registration to online education Courses ("Course(s)") and all associated dealings, including, but not limited to:

- (i) registration of the Student to Course(s);
- (ii) transfer of the tuition/fee for Course(s) paid by the Student to collaborating institutions;
- (iii) communication with partners securing/participating on the course of the Course(s) and forwarding messages on the Student's studying and evaluation;
- (iv) transfer of medical reports, confirmations and other information, including translations thereof, which affect Student's participation in Course(s), in cases where the Student sends such documents to CTM in the course of the studies;
- (v) dealings associated with provision of scholarship to the Student; and
- (vi) other dealings associated with the registration to Course(s) and participation of the Student therein, if such dealings are necessary for resolving the Student's participation in Course(s).

Authorization for registration [Download Czech Translation](#)

Please note that while you are not obligated to provide the authorization as outlined, you will not be able to proceed unless you do.

3. Student Application

If you had not filled out a **CTM Online Student Application** before, a blank form will display. Please note your **Student Code**. It will be required when making a payment.

You must fill out all fields on the **Student Application** form correctly and truthfully.

You need to select your school from a list of schools in the system. Read the **School Search** instructions carefully to learn how to look for your school and what to do if you are not able to find it.

Login **Student Application** **Course Registration** **Review and Print**

Note (write down) this Student Code

CTM Online Student Application

Student Code: 169

Personal Information

Street Address

Postal Code City Country

Date of Birth Gender

Phone Number Will graduate in

Parent Contact Information

Parent Name

Parent Phone Number(s)
Please indicate the type of phone. H (Home), M (Mobile), or W (work)

Parent Email

School Information

School Search

Enter any part of your school name/address and click the Search icon. To browse the entire list of schools in your country just click the Search icon.
If your school is not in the list, send us an email to registration@ctm-academy.org with your school information. We will let you know when the system has been updated. If any information about your school is incomplete or incorrect continue with your registration but please send an email to registration@ctm-academy.org with the correct information so we can update our system.

Course Selection

No courses selected

Next >>

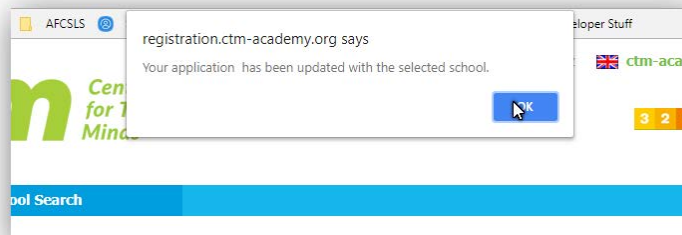
3.1. School Search

When you click on the magnifying glass icon on the **Student Application** form, a **School Search** page will display schools for the country you had provided on your **CTM User Account** registration form.

You can enter any part of your school name or address to narrow down the list. Once you find your school, click on the name of the school as pictured below.

School Name	Street	City	Region
Gymnázium J.J. Qirsika	F.Šrámka 23	České Budějovice	Jihočeský
Gymnázium Česká, ČB	Česká 142/64	České Budějovice	Jihočeský
Gymnázium Jírovcova	Jírovcova 8	České Budějovice	Jihočeský
Gymnázium Týn nad Vltavou	Na Vinicích 478	Týn nad Vltavou	Jihočeský
Gymnázium Trhové Sviny	Školní 995	Trhové Sviny	Jihočeský
Gymnázium Pierra de Coubertina	Nám.F.Křížika 860	Tábor	Jihočeský
Gymnázium	Dr.E.Beneše 449/II	Soběslav	Jihočeský

A message similar to the one pictured here will display.



Click **OK**.

3.2. Completing Student Application

The information about the school you had selected will display in your Student Application. Review all information carefully and then click the **Next >>** button.

The screenshot shows a web form for a student application. At the top, there is a header with a logo on the left, the text "Student Code:" followed by a text input field, and another logo on the right. Below the header is a section titled "Personal Information" containing fields for "Street Address", "Postal Code", "City", "Date of Birth" (with a calendar icon and a dropdown for format), "Phone Number", and "Will graduate in" (with a dropdown). The next section is "Parent Contact Information" with fields for "Parent Name", "Parent Phone Number(s)" (with a note: "Please indicate the type of phone: H (Home), M (Mobile), or W (work)"), and "Parent Email". The "School Information" section features a "School Search" field with a magnifying glass icon, followed by a paragraph of instructions: "Enter any part of your school name/address and click the Search icon. To browse the entire list of schools in your country just click the Search icon. If your school is not in the list, send us an email to registration@ctm-academy.org with your school information. We will let you know when the system has been updated. If any information about your school is incomplete or incorrect continue with your registration but please send an email to registration@ctm-academy.org with the correct information so we can update our system." Below this is a table with two columns: the left column contains school details for "Gymnázium J. V. Jirsíka" at "F. Šrámka 23, 123 45, České Budějovice, Czech Republic"; the right column contains contact information for the "Director: RNDr. Pustina Jaroslav" with "Email: pustina@gjv.cz". The "Course Selection" section shows "No courses selected". At the bottom of the form is a blue bar with a "Next >>" button.

You will be redirected to the **Course Registration** page. See chapter 4. **Course Selection and Registration**

3.3. Updating Student Application

If you had filled out the CTM Online **Student Application** previously, your data has been saved and will be displayed in the form for your review. You can change any part of the application except for your name, email and student code. If you make any updates, including a school change, click the **Update Application** button to save them.

The screenshot shows a web form for updating a student application. At the top, there is a field for 'Student Code'. The form is divided into several sections: 'Personal Information', 'Parent Contact Information', 'Parent Consent Form', 'School Information', and 'Course Selection'. The 'Personal Information' section includes fields for Street Address, Postal Code, City, Date of Birth (with a calendar icon), Phone Number, and Will graduate in. The 'Parent Contact Information' section includes Parent Name, Parent Phone Number(s) (with a note to indicate Home, Mobile, or Work), and Parent Email. The 'Parent Consent Form' section has links for 'Download Form' in Czech and English, and an 'Upload' link. The 'School Information' section has a 'School Search' field and a search icon, followed by instructions and contact information for the school director. The 'Course Selection' section has a link to the 'Course List'. At the bottom, there is a prominent 'Update Application' button. A green callout box with a blue arrow points to the 'Update Application' button, containing the text: 'If you make any updates to your Student Application data, click the Update Application button to save your changes.' A red arrow points from the school contact information to the 'Course List' link.

Student Code: [REDACTED]

Personal Information

Street Address: [REDACTED]

Postal Code: [REDACTED] City: [REDACTED]

Date of Birth: [REDACTED] (dd/mm/yyyy)

Phone Number: [REDACTED] Will graduate in: [REDACTED]

Parent Contact Information

Parent Name: [REDACTED]

Parent Phone Number(s): [REDACTED]
Please indicate the type of phone. H (Home), M (Mobile), or W (work)

Parent Email: [REDACTED]

Parent Consent Form

Download Form [Česky](#) [English](#)

Please note that your course registration will not be considered until a completed Parent Consent Form has been received. Download the Czech or English version of the form by clicking one of the links above. The filled out and scanned form may be either uploaded by clicking the Upload Form link below or emailed to jeanne.bockova@ctm-academy.org. Alternatively, you may send it by post mail to Jeanne Bockova, Centrum pro talentovanou mladez, Lohniskeho 898/1, 152 00 Praha 5, Czech Republic.

[Upload](#) the filled out and signed form scanned as pdf or jpg

School Information

School Search: [REDACTED]

Enter any part of your school name/address and click the Search icon. To browse the entire list of schools in your country just click the Search icon. If your school is not in the list, send us an email to registration@ctm-academy.org with your school information. We will let you know when the system has been updated. If any information about your school is incomplete or incorrect continue with your registration but please send an email to registration@ctm-academy.org with the correct information so we can update our system.

*Gymnázium J. V. Jirsíka
F. Šrámka 23
123 45 České Budějovice
Czech Republic*

Director:
RNDr. Pustina Jaroslav
Email:
pustina@gjvj.cz

Course Selection

Go to the [Course List](#) to make your course selection(s)

Update Application

If you make any updates to your Student Application data, click the Update Application button to save your changes.

When done, click the **Course List** link. You will be redirected to the **Course Registration** form.

4. Course Selection and Registration

The **Course Registration** form has two sections. The **My Registered Courses** section lists all the courses you have registered for this semester.

The **Available Courses** section lists all courses you can register for this semester.

- To sign up for one or more courses click the checkbox in the **Available Courses** list and then click the **Add to My Registered Courses** button
- To remove a course from the list of your courses click the checkbox in the **My Courses** list and then click the **Remove from My Registered Courses** button
- When done, click the **Next** button.

My Registered Courses

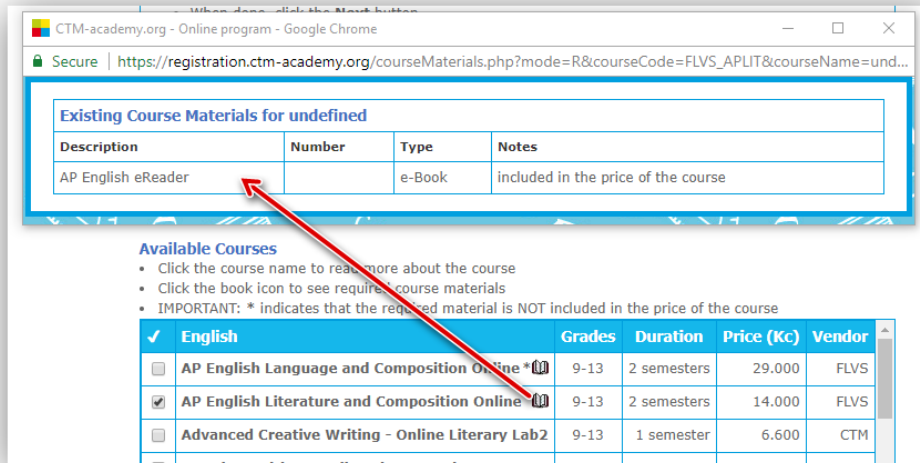
<input type="checkbox"/>	Course	Price (Kc)	Scholarship	Paid	Owe
Empty					

Available Courses

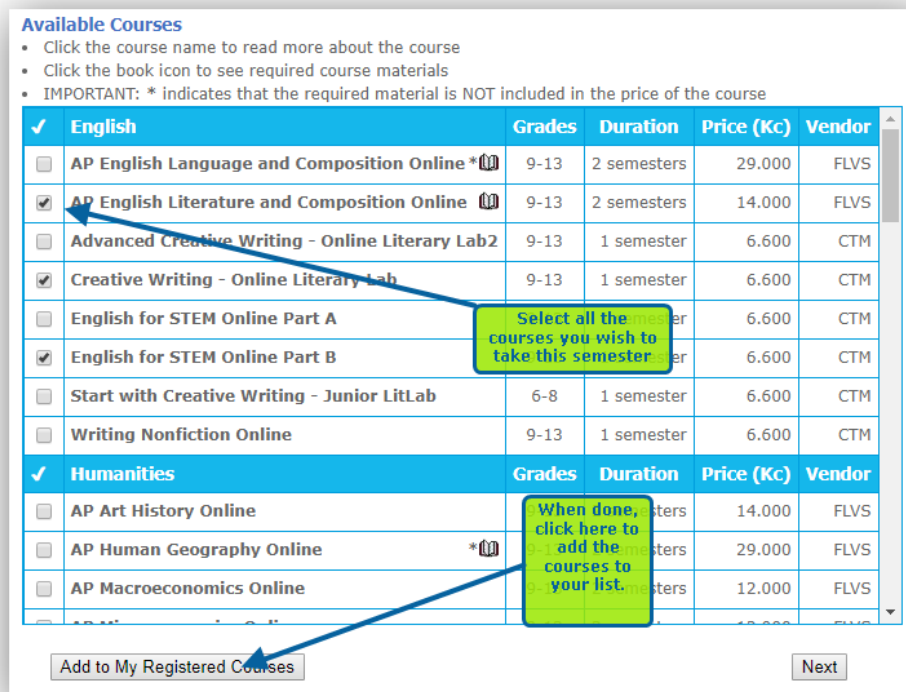
- Click the course name to read more about the course
- Click the book icon to see required course materials
- IMPORTANT: * indicates that the required material is NOT included in the price of the course

<input checked="" type="checkbox"/>	English	Grades	Duration	Price (Kc)	Vendor
<input type="checkbox"/>	AP English Language and Composition Online *	9-13	2	29.000	FLVS
<input type="checkbox"/>	AP English Literature and Composition Online	9-13	2	14.000	FLVS
<input type="checkbox"/>	Advanced Creative Writing - Online Literary Lab2	9-13	1	6.600	CTM
<input type="checkbox"/>	Creative Writing - Online Literary Lab	9-13	1	6.600	CTM
<input type="checkbox"/>	English for STEM Online Part A	9-13	1	6.600	CTM
<input type="checkbox"/>	English for STEM Online Part B	9-13	1	6.600	CTM
<input type="checkbox"/>	Start with Creative Writing - Junior LitLab	6-8	1	6.600	CTM
<input type="checkbox"/>	Writing Nonfiction Online	9-13	1	6.600	CTM
<input checked="" type="checkbox"/>	Humanities	Grades	Duration	Price (Kc)	Vendor
<input type="checkbox"/>	AP Art History Online	9-13	2	14.000	FLVS
<input type="checkbox"/>	AP Human Geography Online *	9-13	2	29.000	FLVS
<input type="checkbox"/>	AP Macroeconomics Online	9-13	2	12.000	FLVS

To check what materials are required for the course, click the book icon. The materials show in a small popup window. The asterisk * indicates that the course materials are not included in the price of the course.



To register for one or more courses, click the checkbox next to each course you want to take and then click the **Add to My Registered Courses** button below the form or the **Update My Courses** button above the form.



The selected courses will display in **My Registered Courses** list showing the course price and any applicable registrations fees. If you are eligible for a scholarship, the scholarship amount will display and will be subtracted from the price you will **Owe**.

My Registered Courses					
X	Course	Price (Kc)	Scholarship	Paid	Owe
<input type="checkbox"/>	AP English Language and Composition Online * Grade levels 9-13, Duration 2	29.000	5.000	0	24.000
<input type="checkbox"/>	Creative Writing - Online Literary Lab Grade levels 9-13, Duration 1	6.600	5.000	0	1.600
<input type="checkbox"/>	English for STEM Online Part B Grade levels 9-13, Duration 1	6.600	5.000	0	1.600
	Registration Fee (250 Kc per course if price not 0)	750		0	750
Total		42.950	15.000	0	27.950

You may remove any course from your course list by clicking the checkbox and then clicking the **Update My Registered Courses** button.

My Registered Courses					
X	Course	Price (Kc)	Scholarship	Paid	Owe
<input type="checkbox"/>	AP English Language and Composition Online * Grade levels 9-13, Duration 2	29.000	5.000	0	24.000
<input checked="" type="checkbox"/>	Creative Writing - Online Literary Lab Grade levels 9-13, Duration 1	6.600	5.000	0	1.600
<input checked="" type="checkbox"/>	English for STEM Online Part B Grade levels 9-13, Duration 1	6.600	5.000	0	1.600
	Registration Fee (250 Kc per course if price not 0)	750		0	750
Total		42.950	15.000	0	27.950

You can keep adding courses until the registration closes. You can keep removing your courses prior to registration closing and prior to submitting your payment. You can use the **Update My Registration Courses** button to both add and remove.

Once you have finished your list, click the **Next** button to review and print your complete registration record.

My Registered Courses					
X	Course	Price (Kc)	Scholarship	Païd	Owe
<input type="checkbox"/>	AP English Language and Composition Online *  Grade levels 9-13, Duration 2	29.000	5.000	0	24.000
	Registration Fee (250 Kc per course if price not 0)	250		0	250
Total		29.250	5.000	0	24.250

5. Registration Review and Print

The **Review and Print** page summarizes all your data from both the **Student Application** as well as the **Course Registration**.

Please review and print all your information

Student Code: <input type="text"/>		
Personal Information		
Address <input type="text"/>	Date of Birth: <input type="text"/>	Gender: <input type="text"/>
<input type="text"/>	Phone Number: <input type="text"/>	Will graduate in: <input type="text"/>
Parent Contact Information		
Parent Name: <input type="text"/>		
Parent Phone Number(s): <input type="text"/>		
Parent Email: <input type="text"/>		
School Information		
<input type="text"/>		Director: <input type="text"/>
<input type="text"/>		Email: <input type="text"/>
<input type="text"/>		<input type="text"/>

Course Selection				
Course	Price	Scholarship	Paid	Owe
AP English Language and Composition Online*	29.000 Kc	5.000 Kc	0 Kc	24.000 Kc
Registration Fee (250 per course)	250 Kc		0 Kc	250 Kc
Total	29.250 Kc	5.000 Kc	0 Kc	24.250 Kc

* Requires course material that is NOT included in the price

Payment Information

Registration Fee: To complete your registration you need to pay the non-refundable registration fee(s) listed above as soon as possible but no later than by September 21, 2018.

Enrollment Fee: To enroll and secure your seat in the course(s), please pay the Enrollment fee(s) listed above as soon as possible. The payment must be posted into our account no later than by September 21, 2018. The Czech Ministry of Education provides 5.000 Kc to 200 students who are between the ages of 13 and 19 years. Please remember that only the first 200 registered students who submit their payments will qualify for this scholarship.

IMPORTANT: Late payment of registration and/or enrollment fee will result in the cancellation of your registration.

Make all payments to the account of Centrum pro talentovanou mladez, z.s.
Account number:
Bank name: Fio banka a.s., V Celnici 1028/10, Praha 1, Czech republic.
Bank account holder / organisation name: Centrum pro talentovanou mladez, Lohniskeho 898/1, Praha 5, Czech republic.

For payment identification you must include your First (given) Name followed by your Last Name (surname) in the "Message to the recipient" field. You must also enter your Student Registration Code in the "Variable symbol" field of the payment transaction.

Your **Student Registration Code** is

School Recommendation

Please remember that your school director recommendation must be sent either by email to registration@ctm-academy.org or by regular mail to:
 Centrum pro talentovanou mladez, z.s.
 c/o Ms. Jeanne Bockova
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CTM Online Schedule and Other Information

Please visit the [ctm-academy website](http://ctm-academy.org) to learn details about the online school year, student code of conduct, and other practical information.

Please review all information carefully. You may go back to your **Student Application** and/or **Course Registration** by clicking on the corresponding arrows on the top navigation bar.



When done, be sure to click the **Print** button to print the registration form for your records.

If you need to make any changes later, just log back into: <https://registration.ctm-academy.org/>