*CTM Online Course Registration*

*User Guide*

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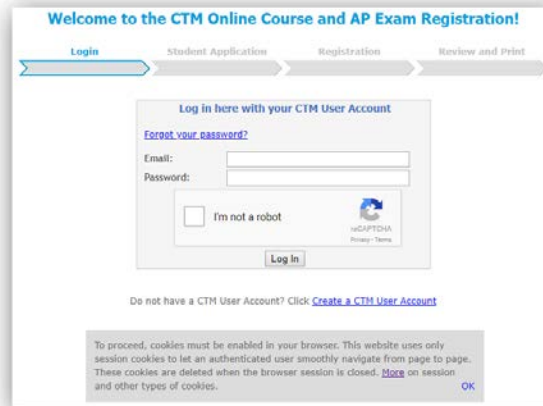
1. **Creating a CTM User Account and Logging into the System**

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

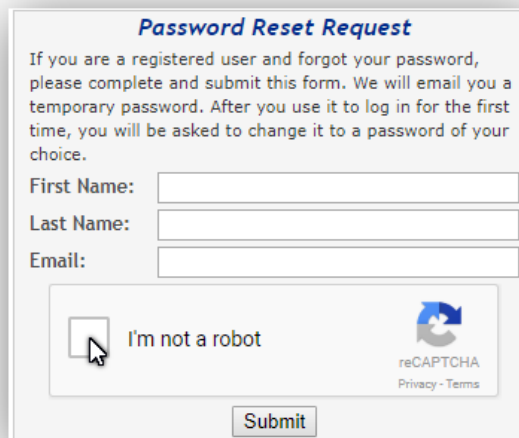   1.1. **Already Have a CTM User Account**

   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.



   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.

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:

Submit

### 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:



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.

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.

**New CTM User Account**

Thank you for creating your CTM User Account.

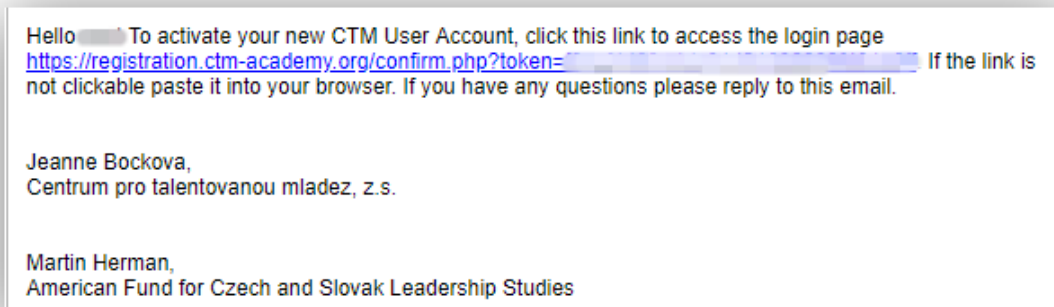An email with instructions on how to activate your CTM User Account will be sent out shortly to the email address you have provided. It may take a few minutes. Make sure to also check your spam and/or junk mail. If you do not receive our email please contact us directly at registration@ctm-academy.org.
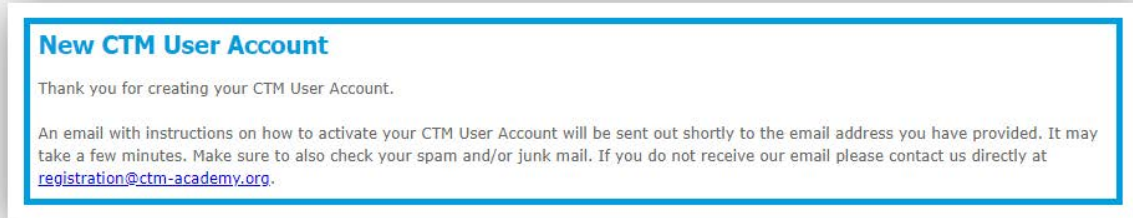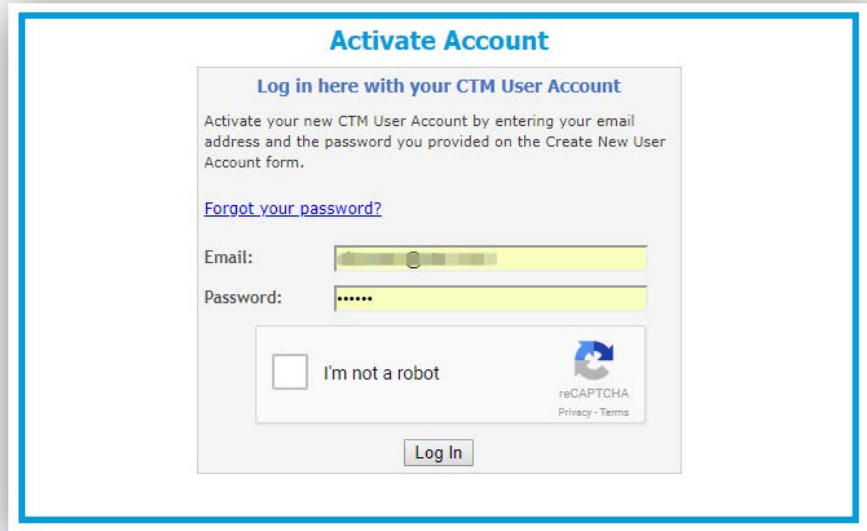
An email will be sent to the email address you had provided so **make sure to check your spam mail box if you do not find an email as the one pictured below in your inbox.**

| From | Subject (Thread Messages) |
|---|---|
| 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.

Hello     To activate your new CTM User Account, click this link to access the login page
https://registration.ctm-academy.org/confirm.php?token=                              If the link is
not clickable paste it into your browser. If you have any questions please reply to this email.

Jeanne Bockova,
Centrum pro talentovanou mladez, z.s.

Martin Herman,
American Fund for Czech and Slovak Leadership Studies

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.

## 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.



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.



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.



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.

### 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.



A message similar to the one pictured here will display.
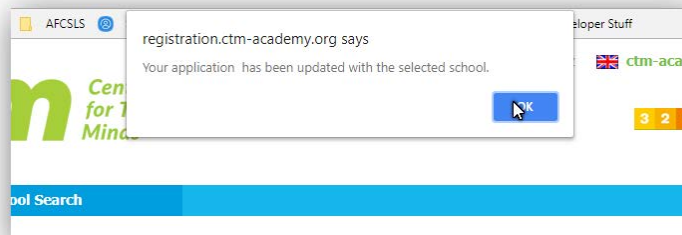


Click **OK**.

### 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.



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.



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 **X** 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**

| X | Course | Price (Kc) | Scholarship | Paid | Owe |
|---|--------|-----------|-------------|------|-----|
| Empty | | | | | |

Update My Registered Courses          Next

**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

| ✓ English | Grades | Duration | Price (Kc) | Vendor |
|-----------|--------|----------|-----------|--------|
| ☐ AP English Language and Composition Online *📖 | 9-13 | 2 | 29.000 | FLVS |
| ☐ AP English Literature and Composition Online 📖 | 9-13 | 2 | 14.000 | FLVS |
| ☐ Advanced Creative Writing – Online Literary Lab2 | 9-13 | 1 | 6.600 | CTM |
| ☐ Creative Writing – Online Literary Lab | 9-13 | 1 | 6.600 | CTM |
| ☐ English for STEM Online Part A | 9-13 | 1 | 6.600 | CTM |
| ☐ English for STEM Online Part B | 9-13 | 1 | 6.600 | CTM |
| ☐ Start with Creative Writing – Junior LitLab | 6-8 | 1 | 6.600 | CTM |
| ☐ Writing Nonfiction Online | 9-13 | 1 | 6.600 | CTM |

| ✓ Humanities | Grades | Duration | Price (Kc) | Vendor |
|--------------|--------|----------|-----------|--------|
| ☐ AP Art History Online | 9-13 | 2 | 14.000 | FLVS |
| ☐ AP Human Geography Online *📖 | 9-13 | 2 | 29.000 | FLVS |
| ☐ AP Macroeconomics Online | 9-13 | 2 | 12.000 | FLVS |

Add to My Registered Courses          Next

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.
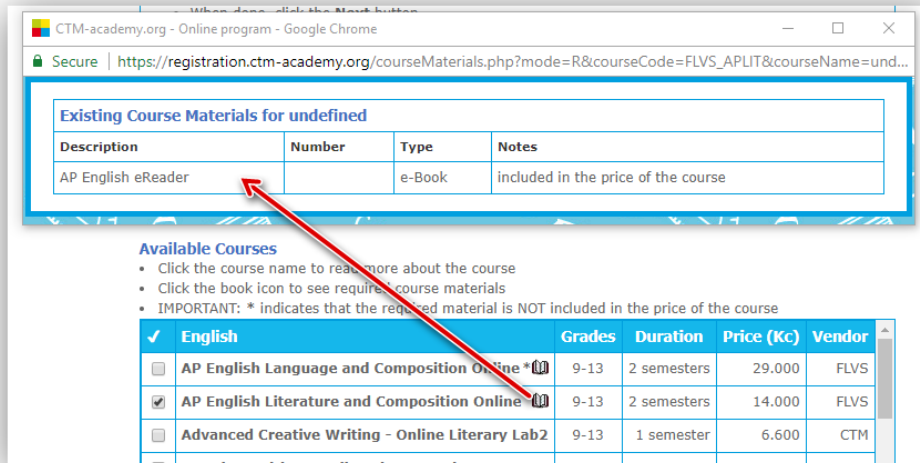


To register for one or more courses, click the checkbox next to each course you want to take and then click the **Add to My Registered** Courses button below the form or the **Update My Courses** button above the form.
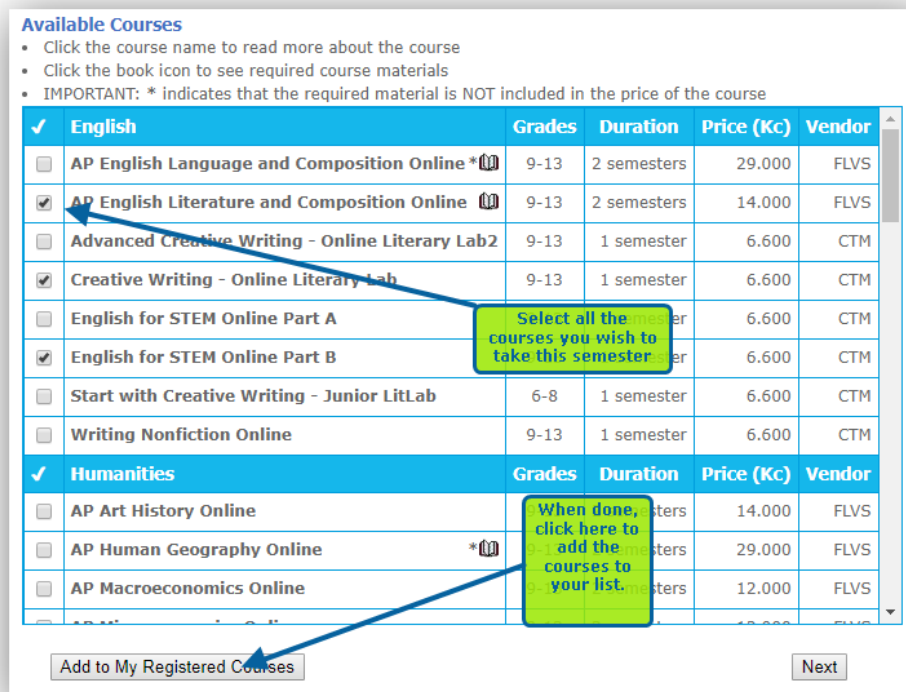
The selected courses will display in **My Registered Courses** list showing the course price and any applicable registrations fees.  If you are eligible for a scholarship, the scholarship amount will display and will be subtracted from the price you will **Owe**.

**My Registered Courses**

| X | Course | Price (Kc) | Scholarship | Paid | Owe |
|---|--------|-----------|-------------|------|-----|
| ☐ | **AP English Language and Composition Online** *📖<br>Grade levels 9-13, Duration 2 | 29.000 | 5.000 | 0 | 24.000 |
| ☐ | **Creative Writing - Online Literary Lab**<br>Grade levels 9-13, Duration 1 | 6.600 | 5.000 | 0 | 1.600 |
| ☐ | **English for STEM Online Part B**<br>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** |

[Update My Registered Courses]     [Next]

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 |
|---|--------|-----------|-------------|------|-----|
| ☐ | **AP English Language and Composition Online** *📖<br>Grade levels 9-13, Duration 2 | 29.000 | 5.000 | 0 | 24.000 |
| ☑ | **Creative Writing - Online Literary Lab**<br>Grade levels 9-13, Duration 1 | 6.600 | 5.000 | 0 | 1.600 |
| ☑ | **English for STEM Online Part B**<br>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** |

[Update My Registered Courses]     [Next]

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.



### 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**.

**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
Lohniskeho 898/1
152 00 Praha 5
Czech Republic

**CTM Online Schedule and Other Information**

Please visit the ctm-academy website to learn details about the online school year, student code of conduct, and other practical information.

Print          Close

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/