BRITISH COUNCIL

SchoolsOnline

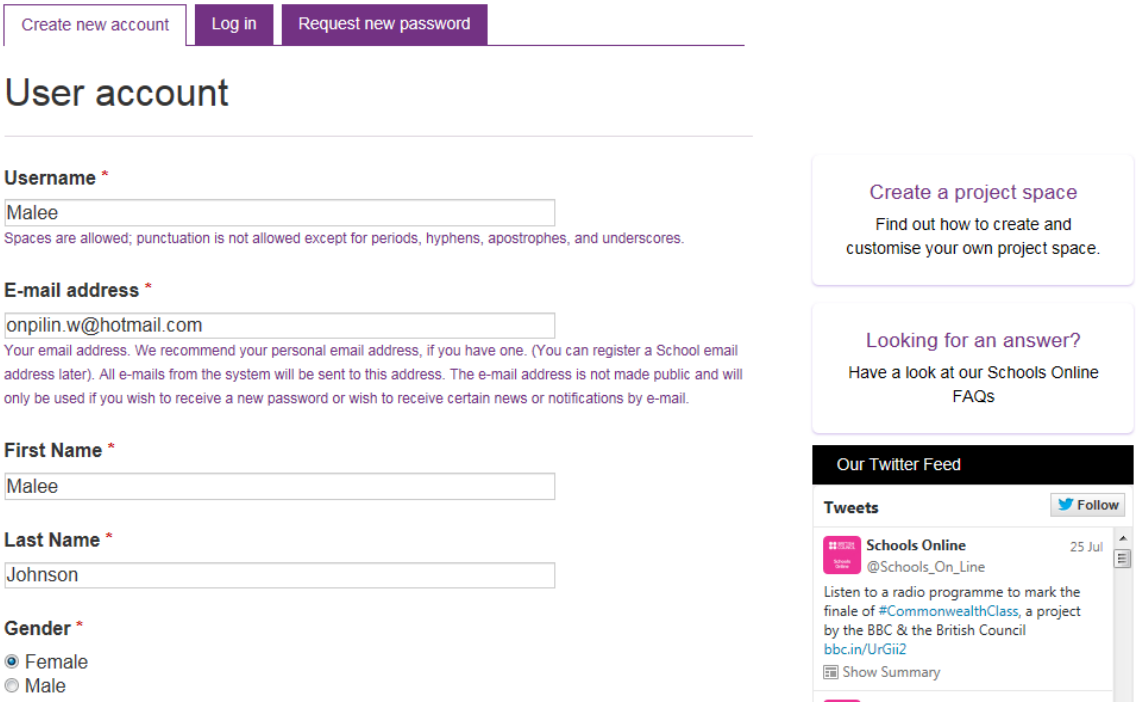
Step Guide

Create a new account

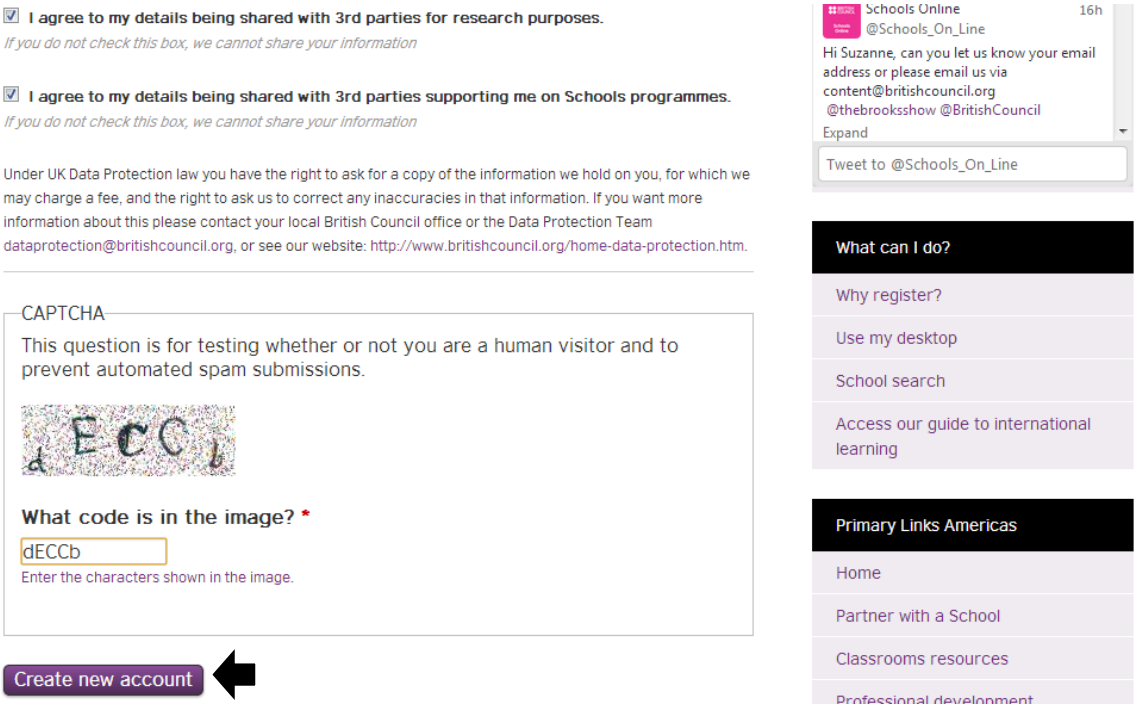
How to create a new account

Click ‘Register’.

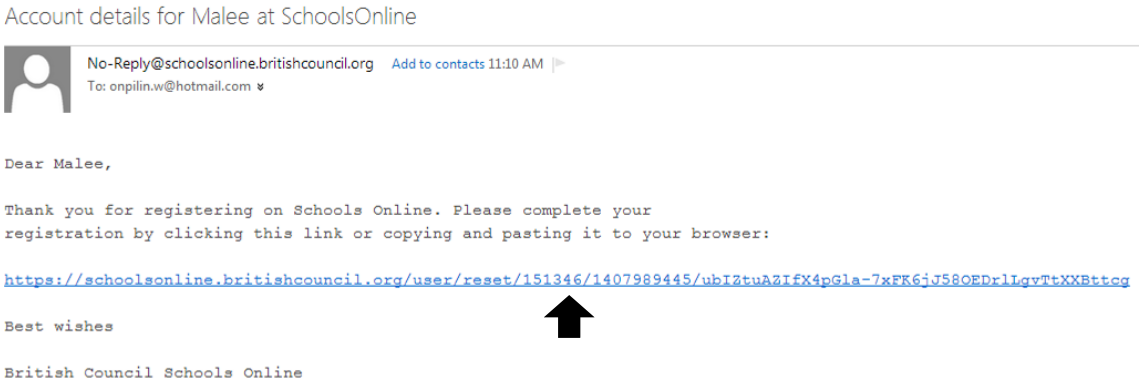
Enter your personal information.



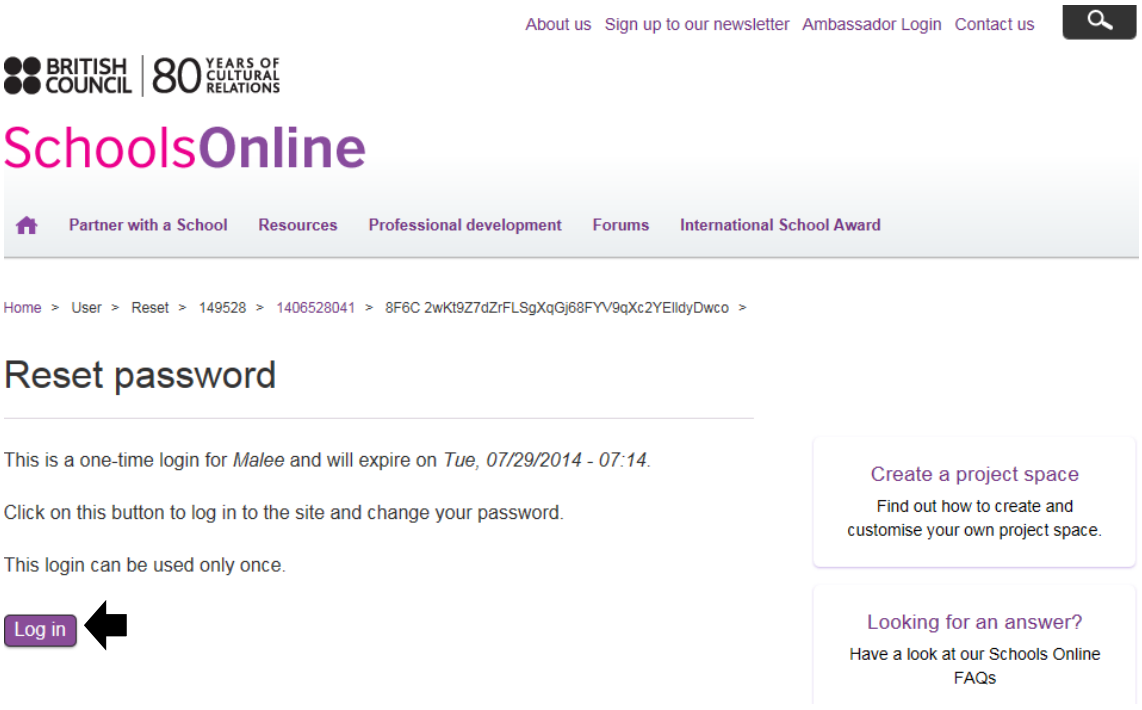
Enter the CAPTCHA code. Click ‘Create new account’.



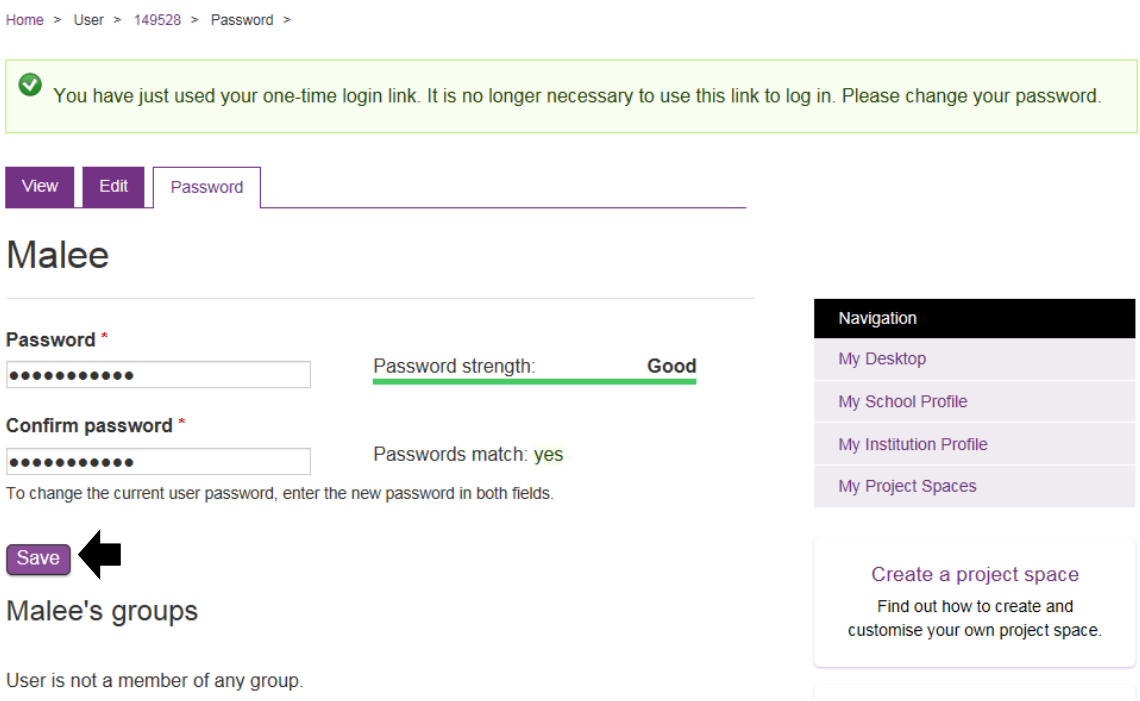
You will receive an e-mail confirming your registration. Click the link.



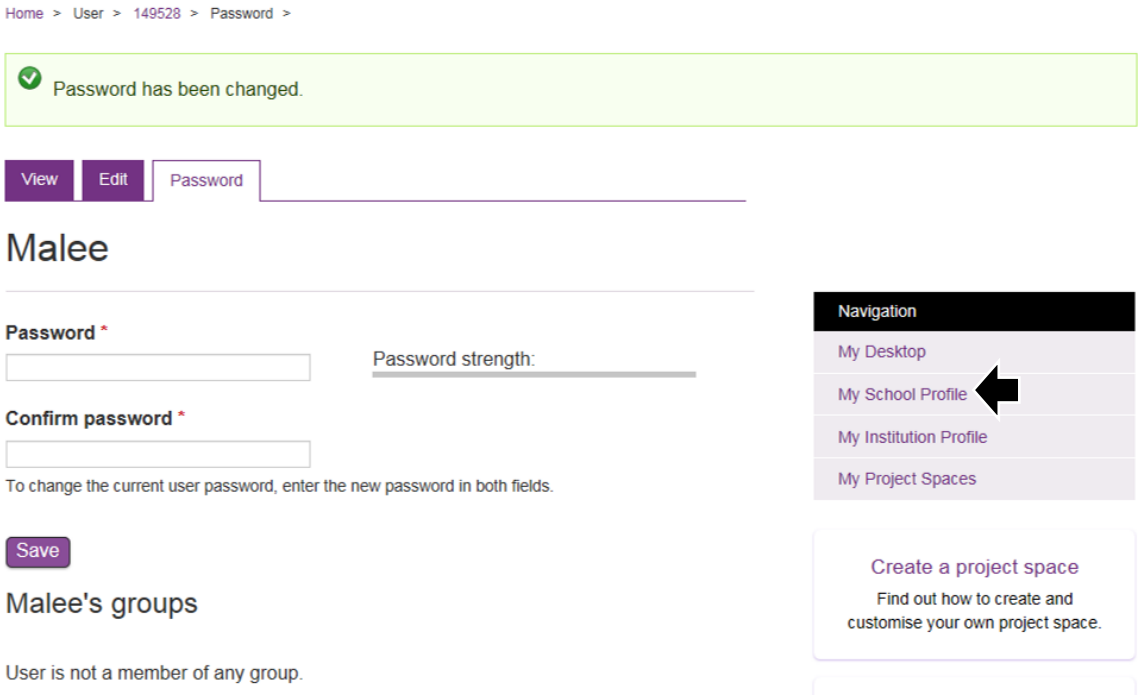
You will be redirected to a reset password page. Click ‘Log in’.



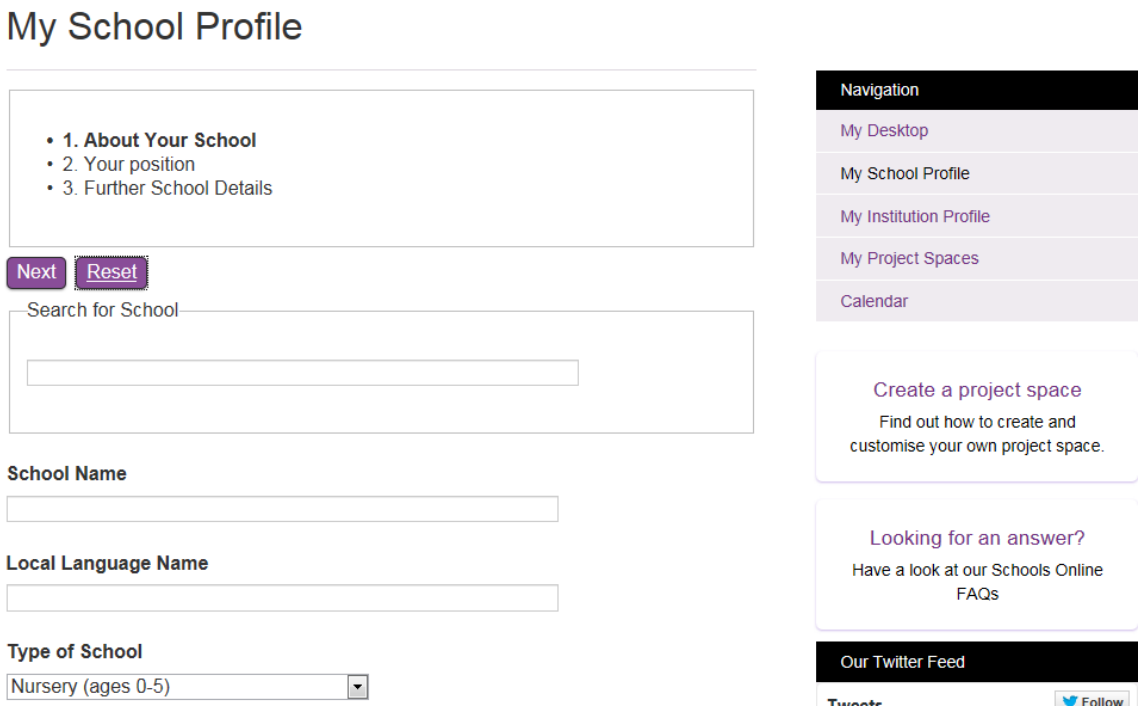
Enter a new password. Click ‘Save’.



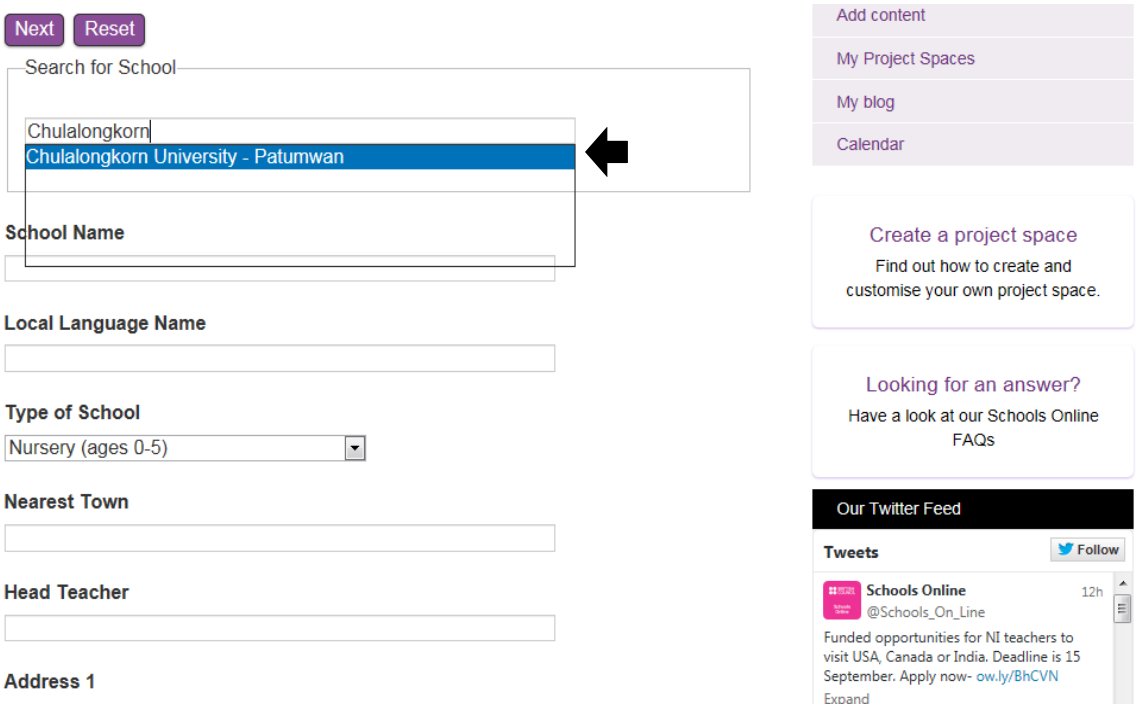
Your password has been reset and you are now logged in. Click ‘My School Profile’.



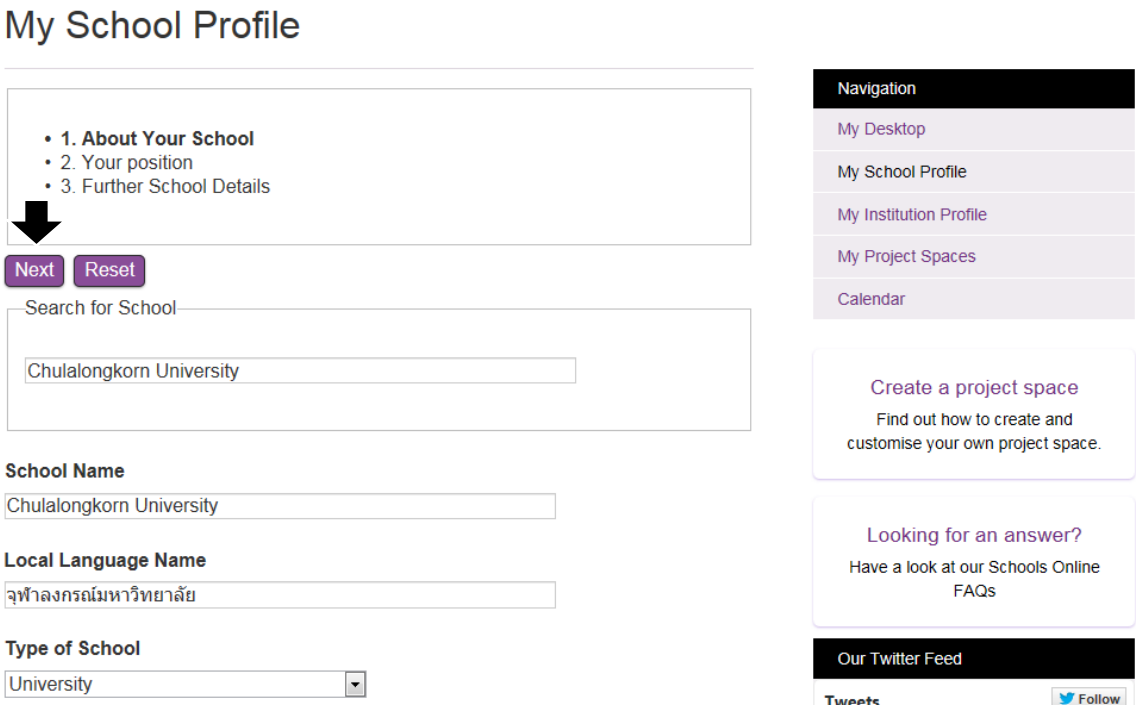
Enter your school information.



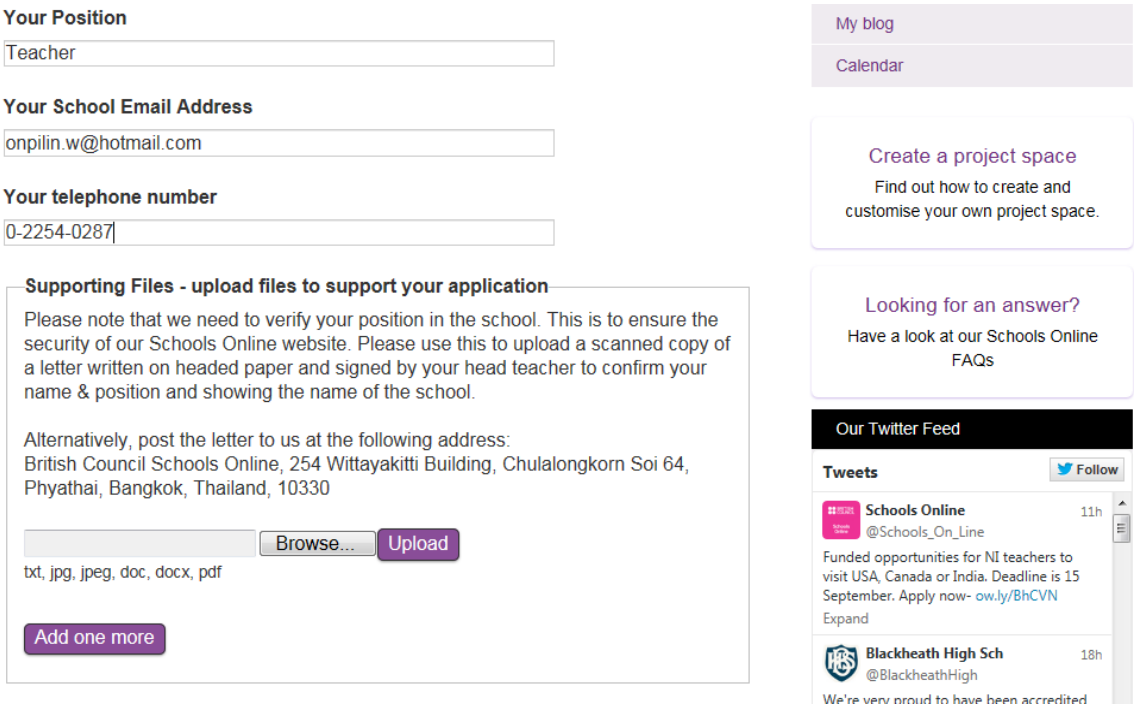
Type the school name in ‘Search for School’ field to search for the school in Schools Online database, or to create a new school profile. You should not type any signs such as ‘/’ and ‘–’ in this field but you may replace them with spaces.



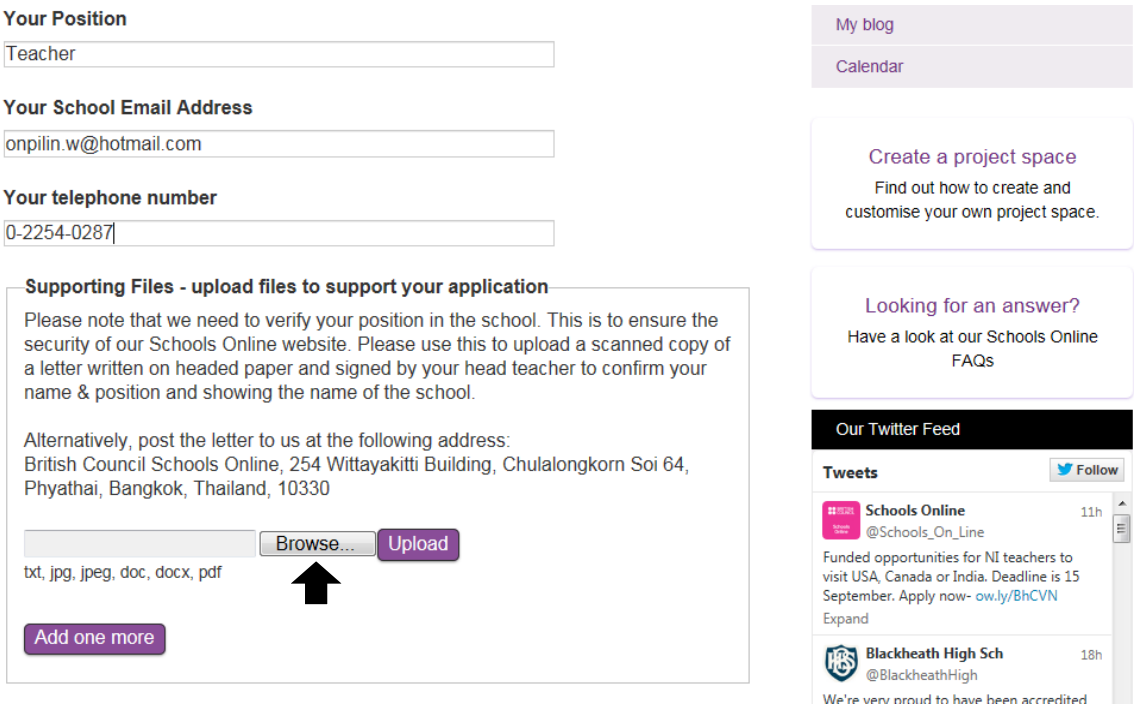
Complete every field before you click ‘Next’.



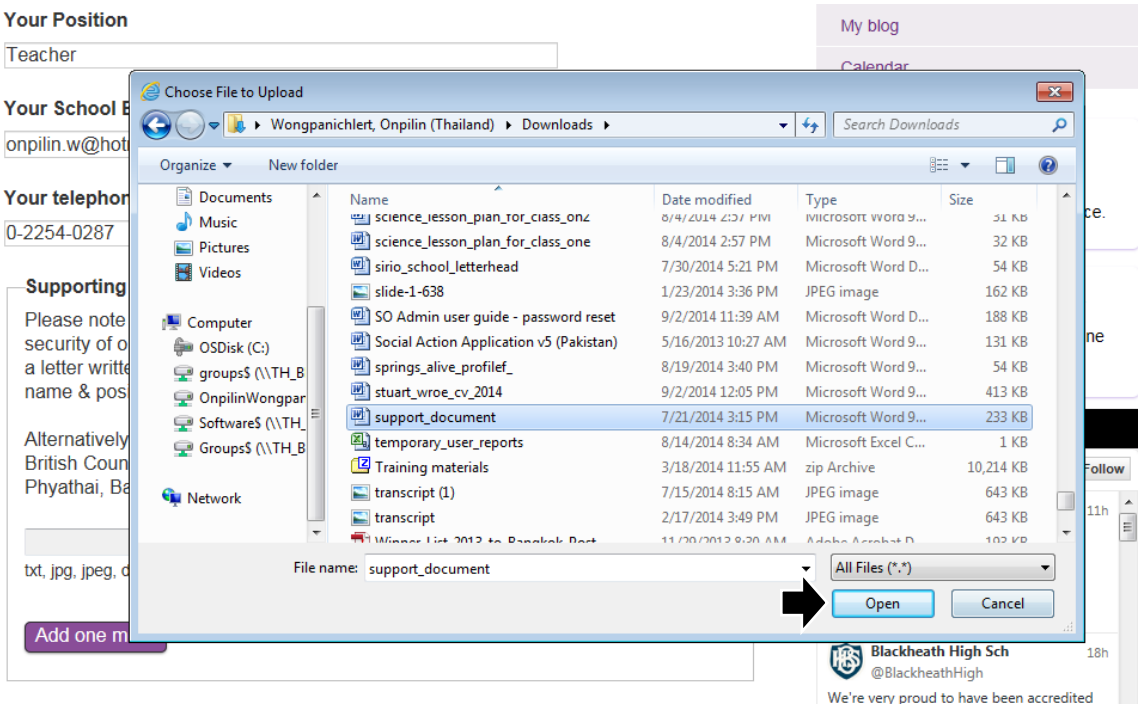
Enter your position information.



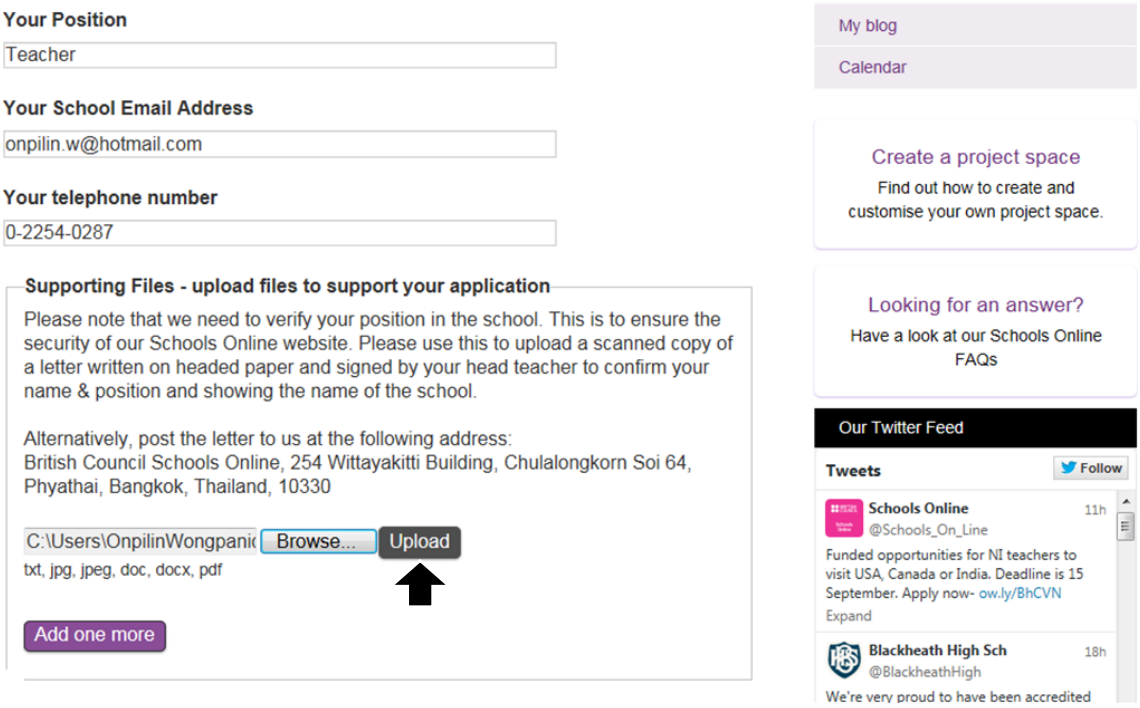
Click 'Browse' to upload a supporting document. Note that a teacher has to confirm his/her position by providing us a document certified by the head teacher.



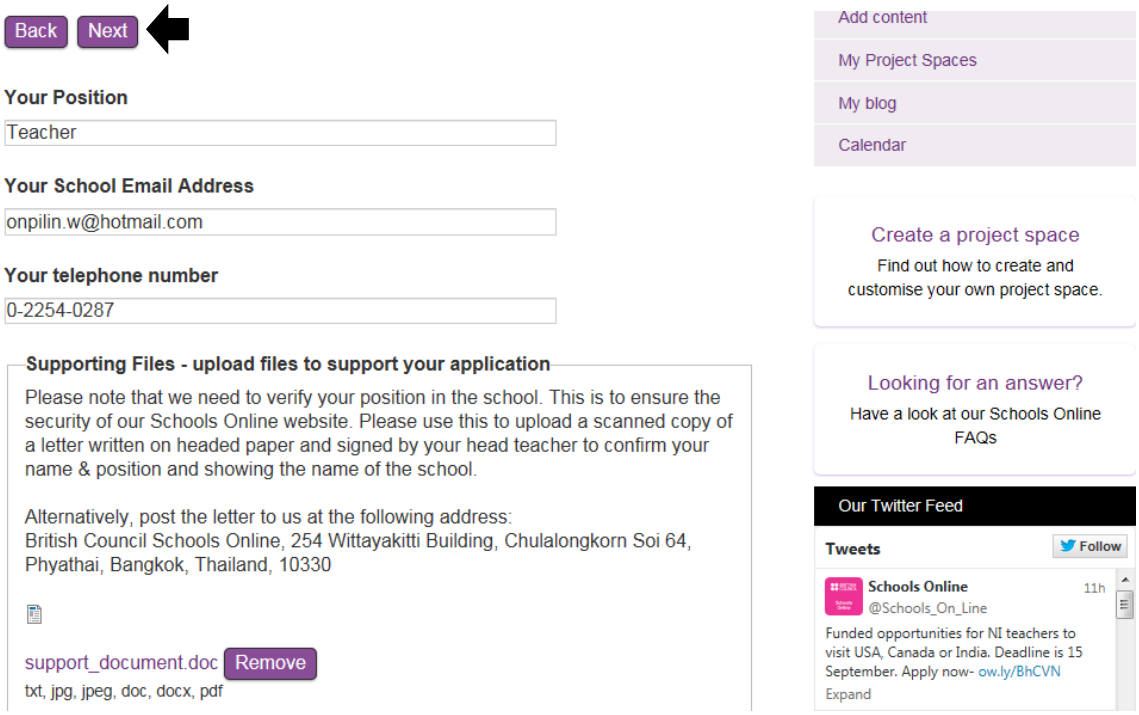
Select a file. Click ‘Open’.



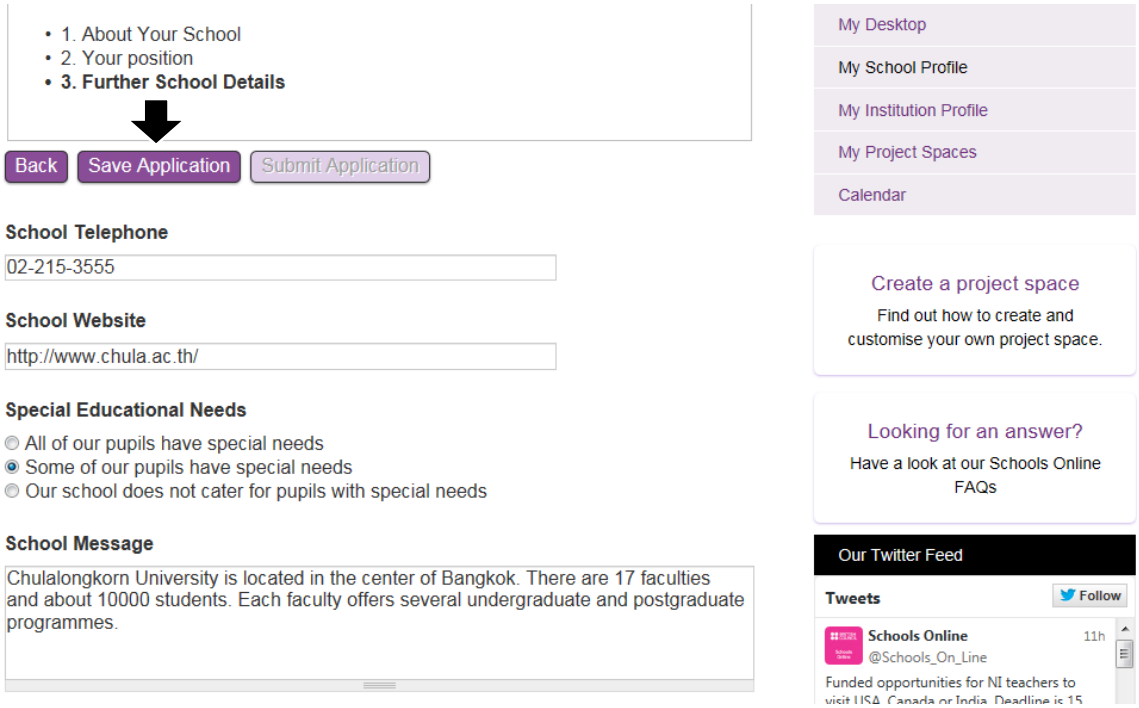
Click ‘Upload’.



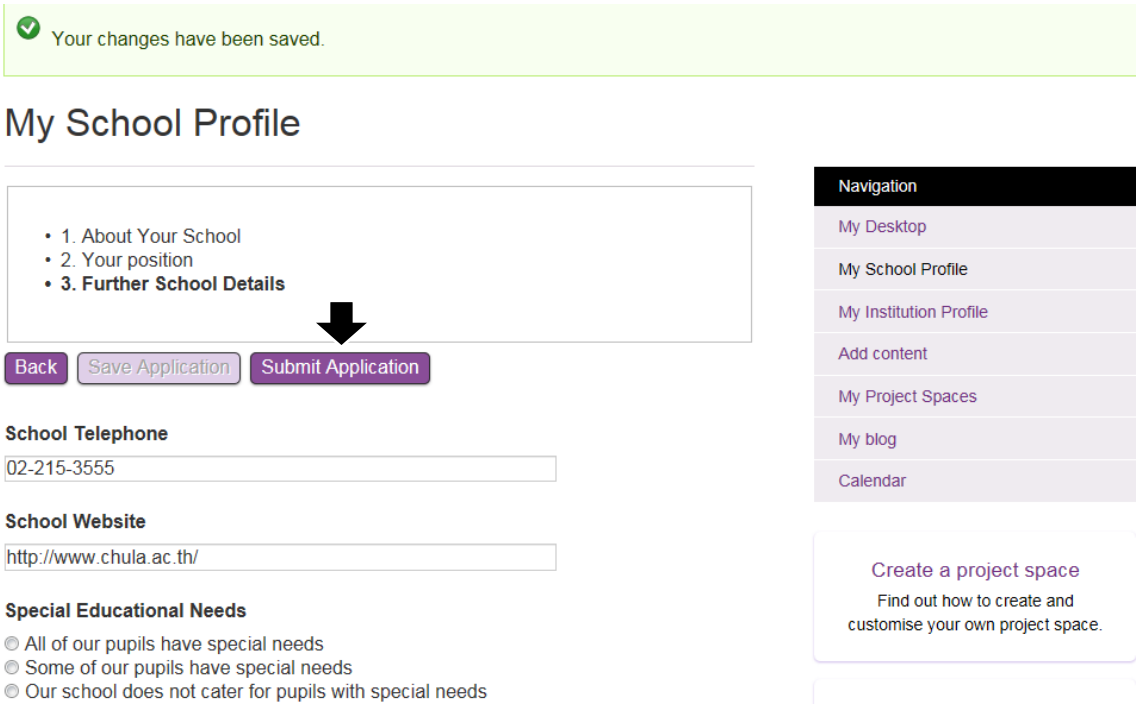
The file name will turn into purple when the uploading is done. Click ‘Next’.



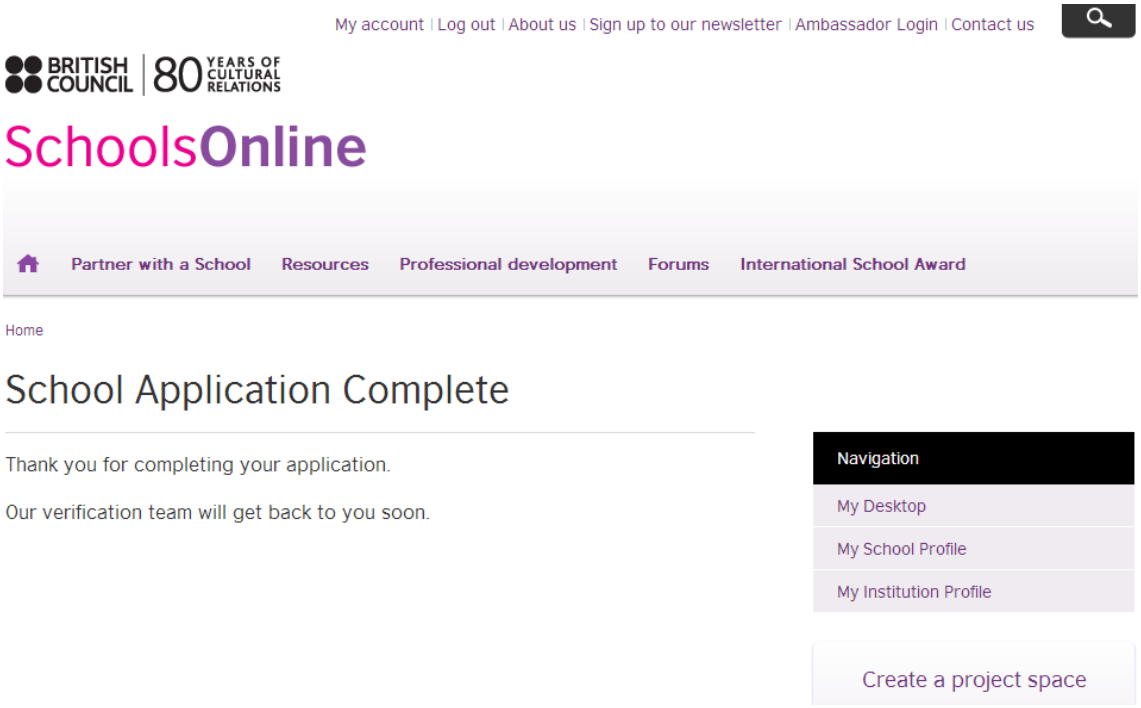
Complete your school profile and click ‘Save Application’.



Click ‘Submit Application’.



You will see the image below if the application is successfully submitted.



While waiting for approval, you can still enjoy exploring the site. Once your application has been approved, you will receive an e-mail from Schools Online Team.

If you need any further assistance, please send an e-mail to schoolsonline@britishcouncil.org.