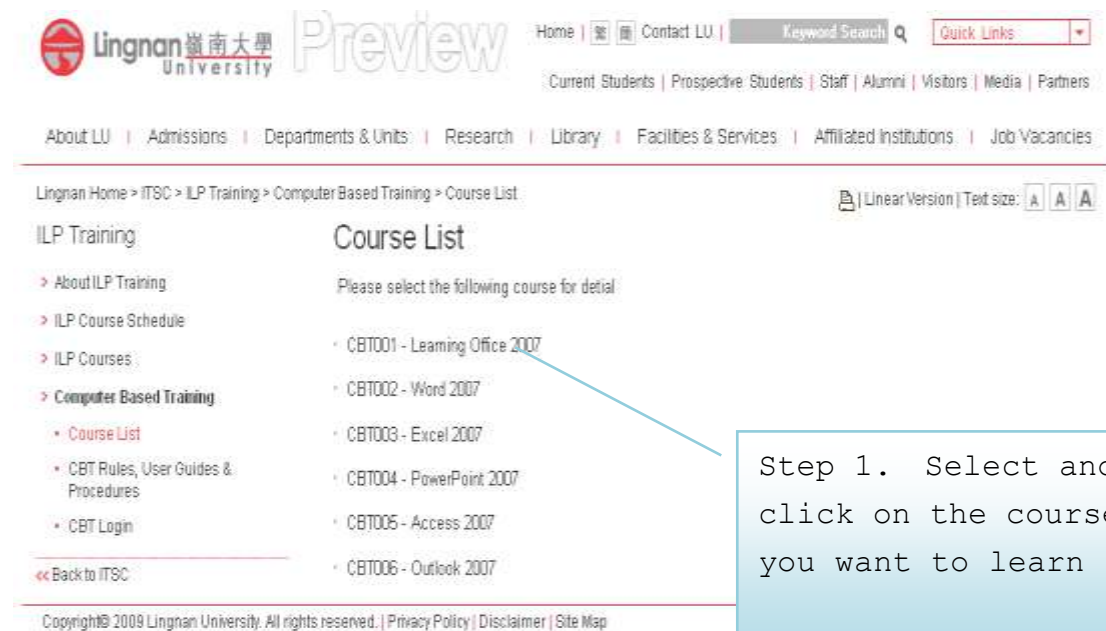


Procedure for User Registration for LearnkeyTH CBT

1. For registration, go to <http://www.ln.edu.hk/itsc/desktop/ilp/cbtcourse> to select the course you wish to enroll.



The screenshot shows the Lingnan University website with the 'Course List' page. The page title is 'Course List' and it contains a list of courses: CBT001 - Learning Office 2007, CBT002 - Word 2007, CBT003 - Excel 2007, CBT004 - PowerPoint 2007, CBT005 - Access 2007, and CBT006 - Outlook 2007. A blue box highlights the 'Register' icon next to the 'Learning Office 2007' course. A callout box points to this icon with the text: 'Step 1. Select and click on the course you want to learn'.

2. Click the "Register" icon for registration




The screenshot shows the Lingnan University website with the 'Learning Office 2007' page. The page title is 'Learning Office 2007' and it contains a 'Session 1' section with a 'Section A: What's New' subsection. A blue box highlights the 'Register' icon. A callout box points to this icon with the text: 'Step 2. Click the "Register" icon'.

3. Login with your Lingnan user account

ITSC CBT Courses On-line Registration

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Lingnan University ITSC Computer Based Training (CBT)

Login Name

Staff/Student ID

Password


Last modified: Feb 2009

Step 3. Input your Lingnan user account, password and student ID and click "login"

4. Select the CBT course you want to learn, and then click "Submit"

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Lingnan University ITSC Computer Based Training Courses

HUI Chun Wang

New Registration: Please select the course

CBT001 Learning Office 2007

CBT002 Access 2007

CBT003 Excel 2007

CBT004 Outlook 2007

CBT005 PowerPoint 2007

CBT006 Word 2007

Computer Based Training (CBT)

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Select the course and click "Submit"

5. You will receive a confirmation email with your CBT login name and password upon your successful registration after **2 business days.**

-END-