



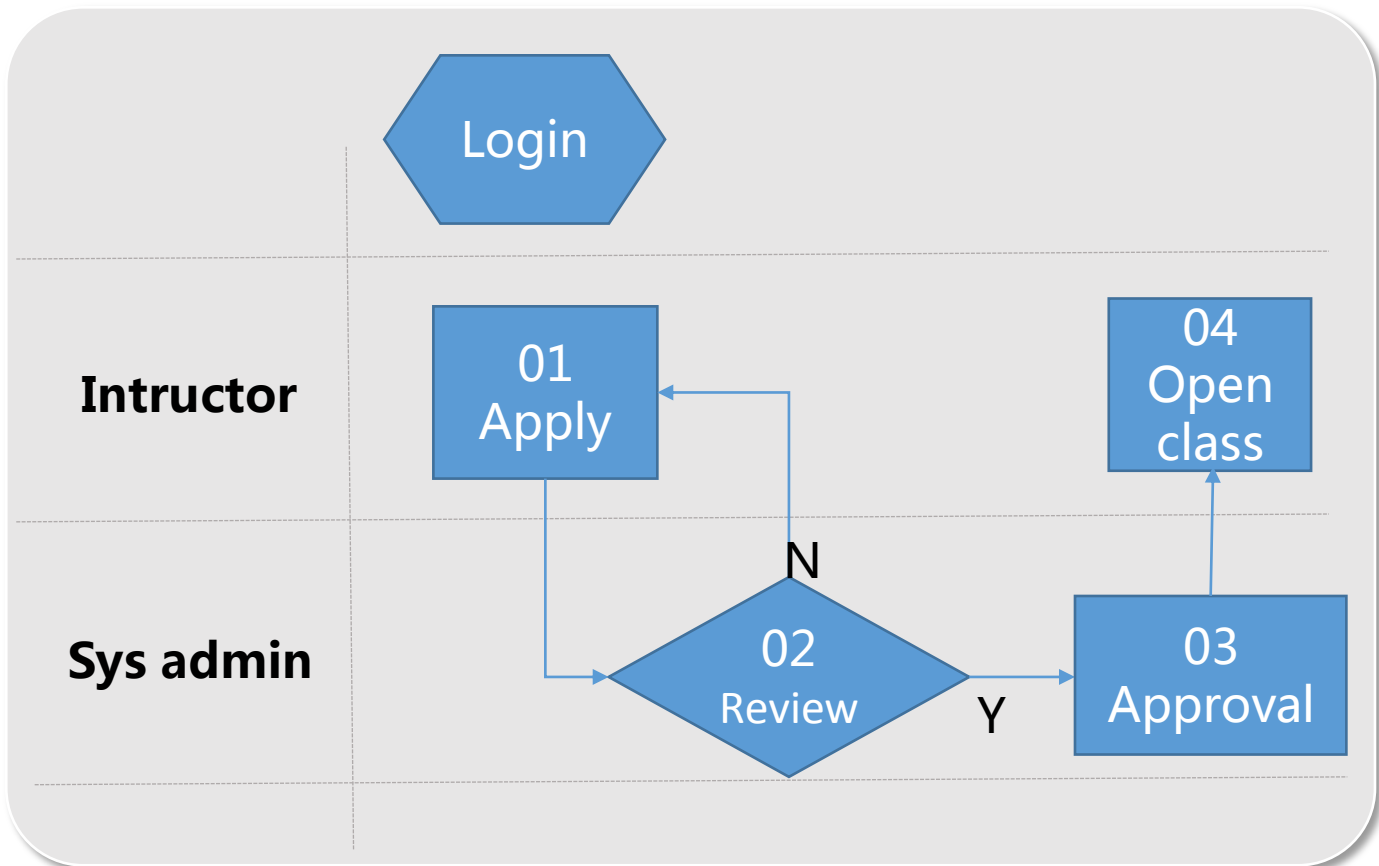
How to Apply for Opening Class on the Platform

V1.0



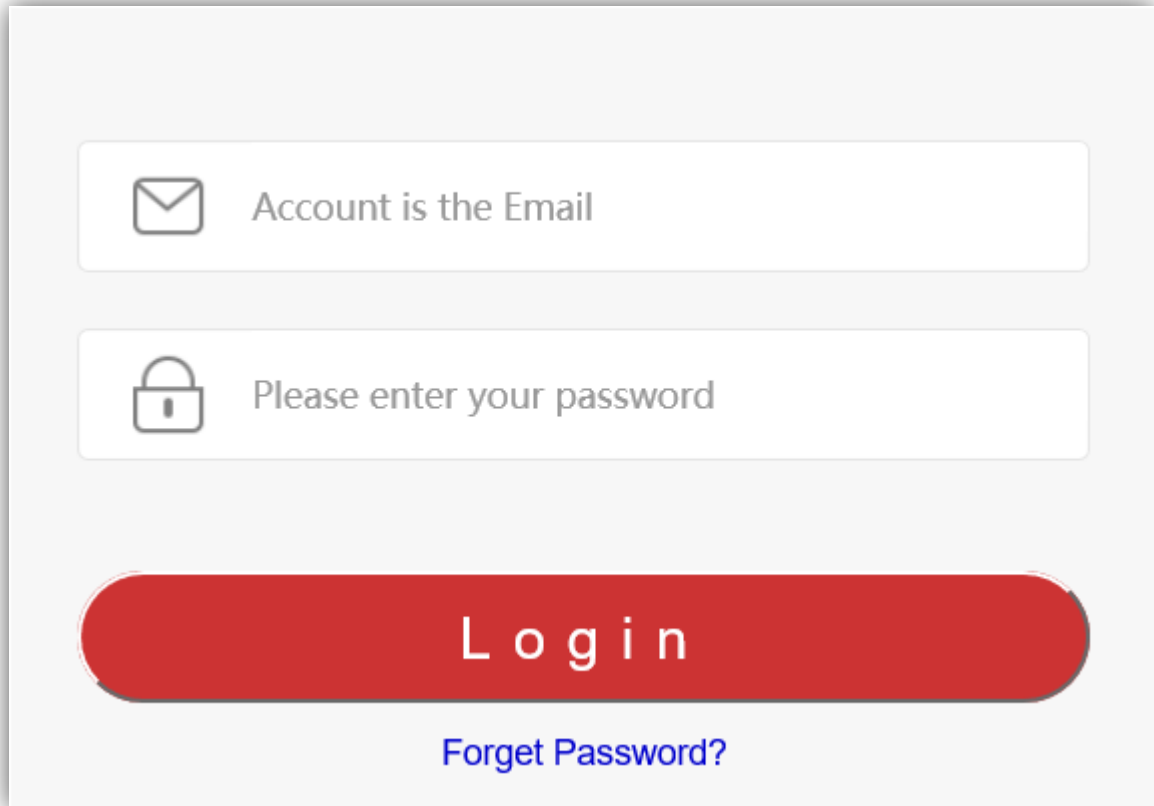
Huawei ICT Academy Online Platform

Flow Chart



Instructors apply for Opening Class

(1). Login



The login form consists of two input fields and a login button. The first field is labeled 'Account is the Email' and contains an envelope icon. The second field is labeled 'Please enter your password' and contains a padlock icon. Below the fields is a large red button with the text 'Login'. Underneath the button is a blue link that says 'Forget Password?'.

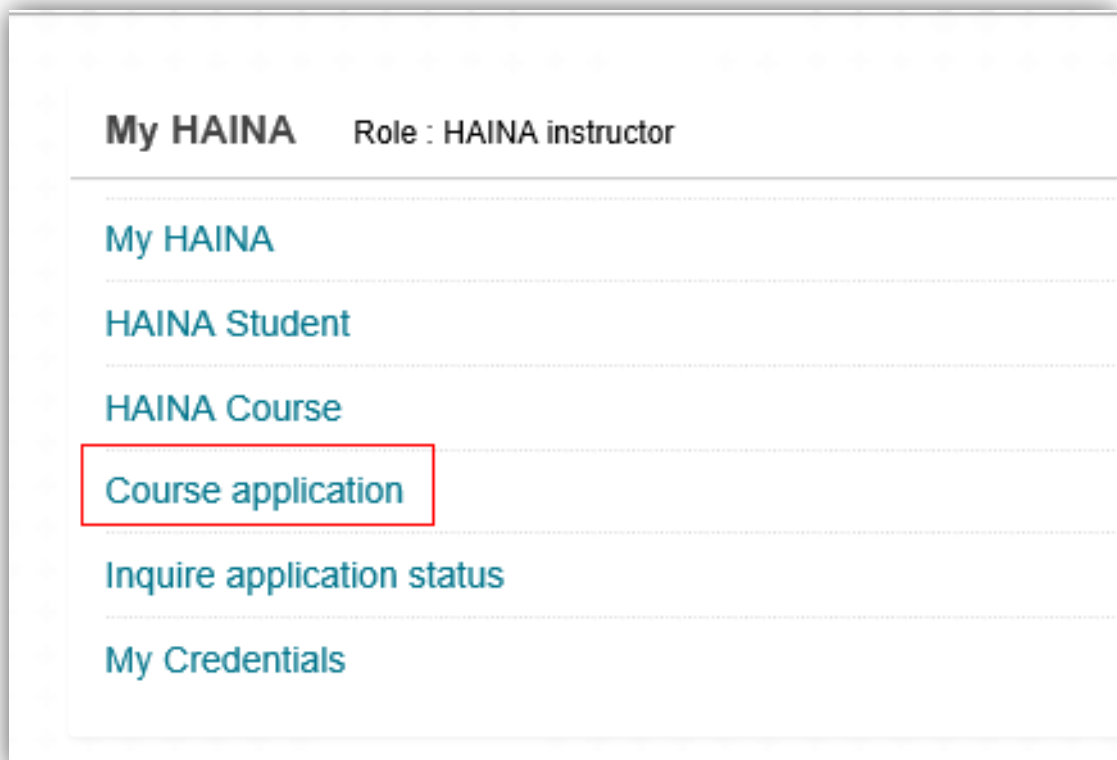
Account is the Email

Please enter your password

Login

[Forget Password?](#)

(2). Click “Course application” and fill the course information needed.



The user profile menu shows the user's name and role, followed by a list of navigation options. The 'Course application' option is highlighted with a red box.

My HAINA Role : HAINA instructor

[My HAINA](#)

[HAINA Student](#)

[HAINA Course](#)

[Course application](#)

[Inquire application status](#)

[My Credentials](#)

Course application

* Indicates a required field.

Cancel **Submit**


PLEASE ENTER INFORMATION

* Original course name

* Start Date
Enter dates as mm/dd/yyyy

* End Date
Enter dates as mm/dd/yyyy

(3). Instructors can check their application results in “Inquire application status”



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My HAINA **Inquire application status**

Inquire application status

Application status

Original course name	Application time	Application status
网络安全技术	2017/05/09 11:12	Approve
网络安全技术	2017/05/08 17:27	Approve
路由交换技术	2017/05/08 16:27	Approve
路由交换技术	2017/05/08 15:22	Pending

4、 After approval by system admin, instructors can change the course name in “Inquire application status”



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My HAINA Role : HAINA instructor

- My HAINA
- HAINA Student
- HAINA Course
- Course application
- Inquire application status**
- My Credentials

Inquire application status

Application status:

Original course name	Application time	Application status	destination course
网络安全技术	2017/05/09 15:07	Approve	websecurity
网络安全技术	2017/05/09 11:12	Approve	<input type="text" value="Modify course name"/>
网络安全技术	2017/05/08 17:27	Approve	

Modify course name

* Indicates a required field.

PLEASE ENTER INFORMATION

destination course websecurity

* New course name

Course List

Courses where you are: Instructor

20170909: Security2017class2

Instructor: 肖新莲讲师 华南师范大学-肖测试;