



Huawei ICT Academy Online Platform Registration Guide V1.0



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Huawei ICT Academy Portal Account Hierarchy

System admin	The highest authority
Region admin	Add/delete/modified subordinate accounts. Approve HAINA/instructor registration application
Representative office admin	Check only
HAINA admin	Approval student registration application. Copy template course, and registerate users to course.
HAINA instructor	Revise registered courses. Single/batch create student into course
HAINA student	Self-registration to course

I. HAINA Registration

A. Applying the Registration Application

Homepage---HAINA Registration


Student Registration
[View My Account Application](#)


Instructor Registration
[View My Account Application](#)


HAINA Registration
[View My Account Application](#)

Fulfill the application form



HAINA Registration

HAINA out of China sign up

* College Name :

Please enter the full name authorized by MOE or other authorities.

* School Type :

- University Post-secondary School
 Secondary School

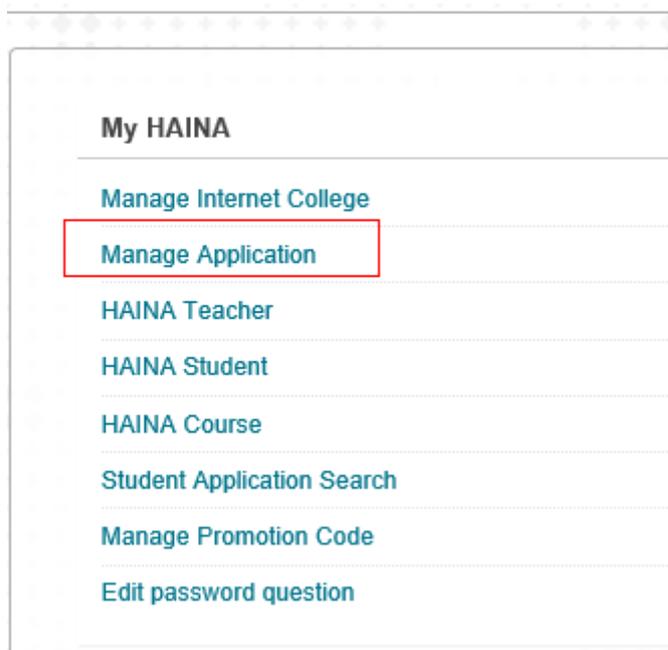
* Country :

choose...



B. Approving the Application by Region admin

Region admin login---My HAINA---Manage Application



Click HAINA Sign Up--- Click corresponding HAINA applicant's right pull down menu---Click Approve

The screenshot shows the 'Manage Applications' page. At the top, there are tabs for 'Student Registration', 'Instructor Registration', 'Certified Instructor Registration to HAINA', 'Instructor Qualification Change', 'HAINA Sign Up', and 'Edit Internet College Information'. The 'HAINA Sign Up' tab is highlighted with a red box. Below the tabs is a search bar with fields for 'Region', 'Contains', 'Application status', 'Date of Application', and 'Go'. The main content is a table with columns: Applicant, Date of Application, Region, Country, and Application type. The second row of the table has a red box around the 'Approve' button in the Applicant column.

Applicant	Date of Application	Region	Country	Application type
qinglong3	September 21, 2016 3:50:46 PM CST	中国China	安徽省	Student Registration
s1	September 23, 2016 9:37:37 AM CST	中国China	广东省	Student Registration
张三	September 24, 2016 3:31:48 PM CST	中国China	广东省	Student Registration
zhangshan	September 24, 2016 5:55:21 PM CST	中国China	安徽省	Student Registration

Fulfill the right Contract No.
Choose the contract validity.
Approve it.

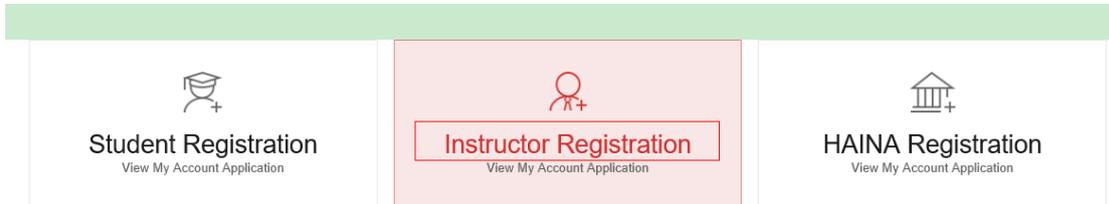
HAINA Application Form			
College Name	t1		
School Type	独立学院		
School Type	国家级示范性高职		
School Address	t		
Region	中国China	Country	湖北省
Date of creation	September 21, 2016 3:09:20 PM CST	Subject Interested	t
HAINA Administrator Name	t	HAINA Administrator Phone Number	1
HAINA Administrator Email	zhangshanshan6@163.com	HAINA Administrator Facebook ID	
appendix	Download Appendix		
Contract No.	<input type="text"/> Agreement No. is a required filed after application is accepted		
*Contract start date	<input type="text"/>	<input type="text"/>	
*Contract end date	<input type="text"/>	<input type="text"/>	
Result	<input type="text"/>		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Go back"/>			

Approve and HAINA registration is completed.

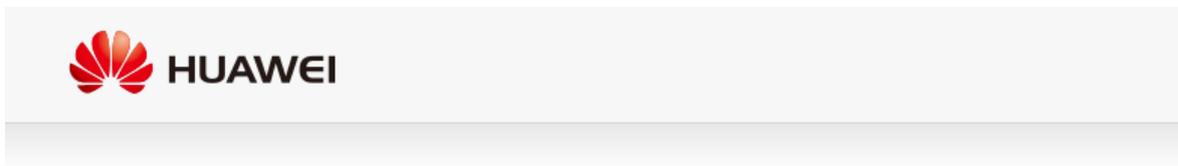
II. Instructor Registration

A. Applying Instructor Registration

Click Instructor Registration



Fulfill application form.



Instructor Register

This application is for HAINA instructors who obtained the HAINA certificate

* Email :

Please fill in your email address

* Name :

B. Approving Instructor Application by Region admin

Region admin login. Click Manage Application under My HAINA.



Click Instructor Registration. Find the instructor applicant and click its right pull down menu.

My HAINA | Manage Applications

Manage Applications

Student Registration | **Instructor Registration** | Certified Instructor Registration to

Search Region Contains Application status Pending

Applicant	Date of Application
华为认证	September 8, 2016 5:03:03 PM CST
T	September 23, 2016 3:54:41 PM CST
庄	September 26, 2016 2:50:41 PM CST
administrator	September 29, 2016 1:58:26 PM CST
asc	September 29, 2016 3:06:01 PM CST

Approve it.

Instructor Account Application Form			
Email	guangdongT1@163.com	Name	T
Date of creation	September 23, 2016		
Region	中国China	Country	广东省
Gender	Male	Instructor Level	HCIE
Phone Number	132456789	Facebook ID	
Teaching Area	Security		
HAINA HCAI No.	43543678901	Certificate Exp.date	September 23, 2016 12:00:00 AM CST
Mailing Address			
Instructor Introduction	无		
Major of Teaching	无		
Result			
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Go back"/>			

Registration to HAINA is succeed.

III. Instructor join a HAINA

A. Instructor application

Login ----My HAINA---Internet College Relevancy Application

The screenshot shows the 'My HAINA' dashboard. The 'Internet College Relevancy Application' link is highlighted with a red box. Other visible links include 'My Credentials', 'Edit password question', 'Course List', and 'Course Search'. The 'Course List' section displays the message: 'You are not currently enrolled in any courses.'

Choose the relevant Internet College. Fill with Application Description. Submit.

The screenshot shows the 'Certified Instructor Registration to HAINA' form. The 'Please Choose the relevant Internet College' dropdown is set to '安徽某学院' and is highlighted with a red box. The 'Application Description' text area is also highlighted with a red box. The 'Submit' button is highlighted with a red box.

B. Approving Application by HAINA admin

HAINA admin login --- My HAINA--- Manage Application

The screenshot shows the 'My HAINA' dashboard for an administrator. The 'Manage Application' link is highlighted with a red box. Other visible links include 'HAINA Teacher', 'HAINA Student', 'HAINA Course', and 'Edit password question'. The 'Course List' section displays the message: 'You are not currently enrolled in any courses.'

Search the application in the search bar. Find the certain instructor and click its right pull down menu. Click Approve.

HUAWEI 我的网院 Content C

My HAINA Manage Application

Manage Application

Search Applicant Application status Date of Application to

Applicant	Date of Application	Application type	App
ZHANGSHAN	September 24, 2016 5:59:37 PM CST	Certified Instructor Registration to HAINA	Pen

Displaying 1 to 1 of 1 item:

Click Approve.

The application form of instructor associated HAINA			
Email	AnhuiTEA@163.com	Name	ZHANGSHAN
Date of creation	September 24, 2016		
Region	中国China	Country	安徽省
Gender	Female	Instructor Level	HCNA
Phone Number	1234567890	Facebook ID	
Relevant Internet College name	安徽某网院		
Teaching Area	Routing & Switching(R&S)		
HAINA HCAI No.	1234567890	Certificate Exp.date	September 24, 2016
Mailing Address			
Instructor Introduction	测试能力强		
Major of Teaching	数通		
Date of Application	September 24, 2016		
Specification	TT		
Result	<input type="text"/>		
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Go back"/>			

Instructor join a HAINA is succeed.

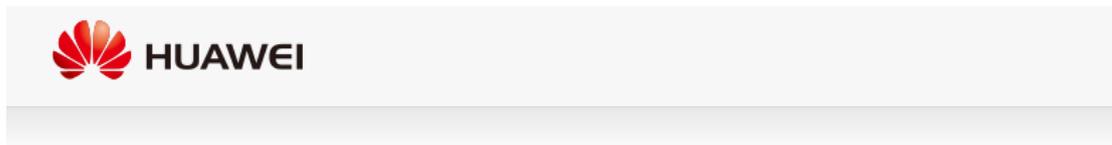
IV. Student Registration

A. Applying for Registration

Click Student Registration



Fulfill the application form and submit.



Student Application

This application is for HAINA student only

* Email :

* Name :

* Password :

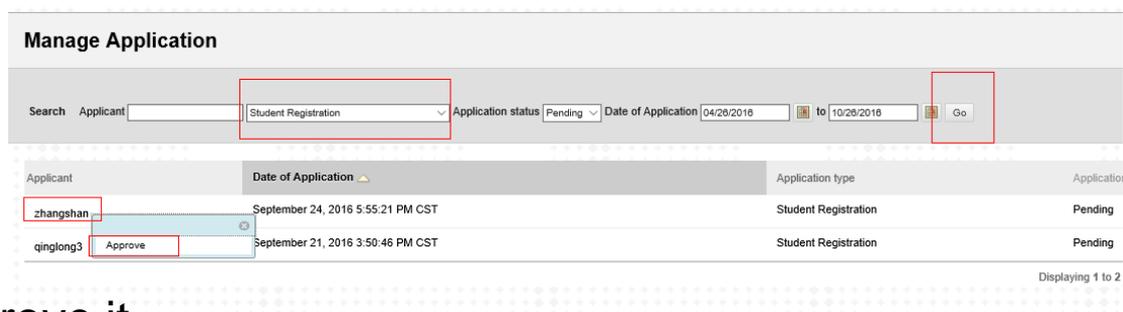
Length (6-16), must be composed of capital letters, lowercase letters and numbers

B. Approving student registration application by HAINA

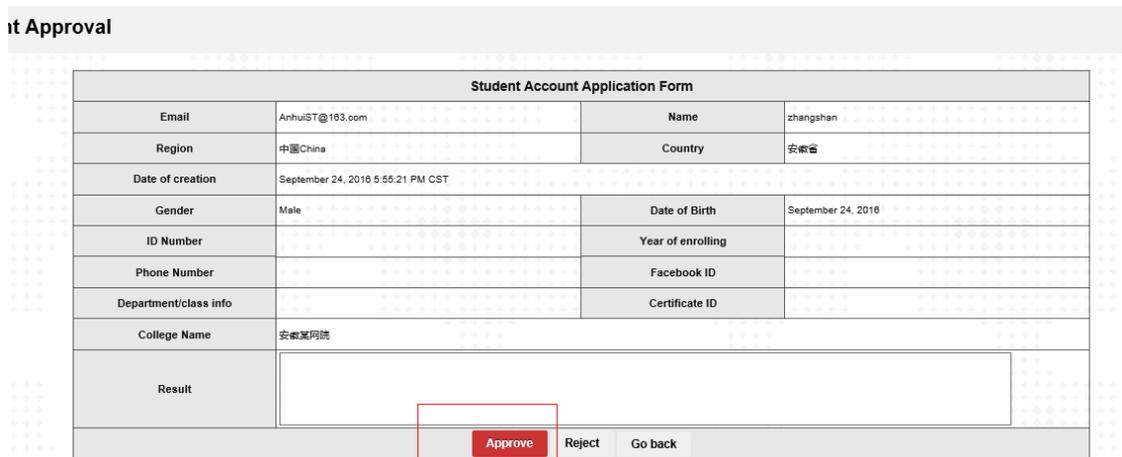
admin HAINA admin login ----My HAINA---click Manage Application



Choose Student Registration in the search bar. Find the student and click its right pull down menu. Click Approve.



Approve it



Student Registration is succeed.