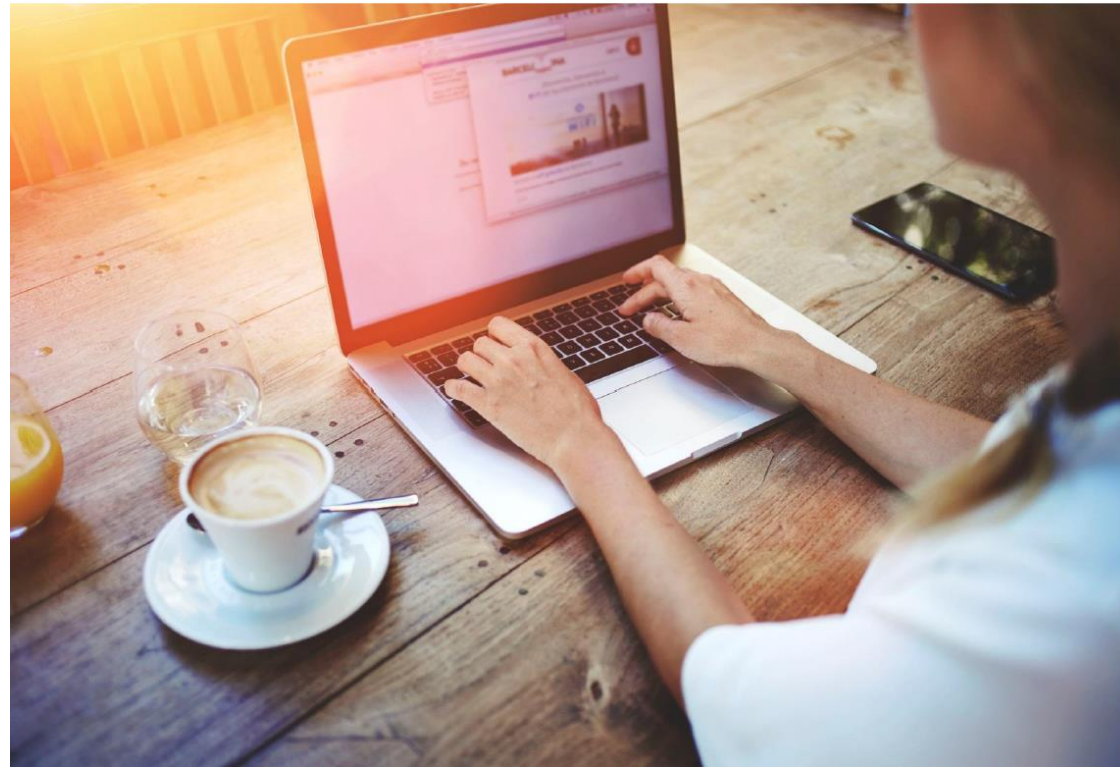


Quick Guide

How to Enroll in your first MSP Course 報讀科目指引



Step 1: Login 步驟一：登入

Log into your CMAllianceU account. Be sure to use your full username, including the @cmallianceu.org (example: johndoe@cmallianceu.org).



登入你已設定的CMAllianceU 戶口。留意你戶口的全名要包括@cmallianceu.org (例如 Johndoe@cmallianceu.org)

MY CMALLIANCEU ID 用戶名稱
samwise@cmallianceu.org

PASSWORD 密碼

Forgotten your username or password? 忘記用戶名稱或密碼?

Sign In 登入

步驟二: 申請接納核實 Step 2: Verify your acceptance

Your personal student dashboard will indicate your progress in the MSP Application process. 你個人戶口的儀表板將顯示你報讀申請的進度

*如果「申請狀況」欄註有「批准」(Approved), 你便可報讀第一個科目

*如果「申請狀況」欄註有「待決」(Pending) 或「等候進一步資料 (awiting further information) , 你將要等批准後才能報讀第一個科目

If the MSP DS Application Status box says *Approved*, you're ready to enroll in your first MSP course.

If the MSP DS Application Status box says *Pending* or *Awaiting Further Information*, you'll need to wait until your application is approved before you can enroll in your first course.

TIP: You can also check your approval status by looking for the MS Office 365 and Outlook Email buttons on your dashboard---if you have these tools, you are already approved!



提示: 你的儀表板上出現視窗365軟件和Outlook 電郵方格的話-- 同樣代表你的申請已獲批准。

Step 3: Locate the course

步驟三：科目搜尋

In the top navigation bar, under **Programs**, choose **Ministerial Study Program (MSP)**.

在網頁上的導航欄，找 Program (課程)，然後選擇 Ministerial Study Program (牧職研讀課程)



Now, from the list of courses on the right side, choose **MSP 101: Church Ministry 1**, your first course in the MSP program.

然後在右邊選擇欄中選MSP-101 教會事工 I，作為你第一科目的開始



After you read the course information, simply click the **Enroll Now** button.

然後當你閱讀完科目課程大綱，你便可按「報讀(enroll)」鍵

Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries

This course focuses on worship (the priestly ministry), preaching and teaching (the prophetic ministry), and celebrating the Lord's Supper and baptism (sacramental ministry), as well as instruction on how to officiate at weddings, funerals, dedications, etc. It also includes a study in basic hermeneutics (how to study and interpret the Bible).

- Benefits >
- Requirements >
- MSP 101 in Chinese >



Like 0 Tweet G+ Share

Enroll Now

現在報讀

Step 4: Complete the enrollment form

步驟四：填妥報讀申請表

The first page of the course enrollment form allows you to enter information about yourself. Most of the boxes are already completed (the CMAllianceU system remembers what you entered on your application), so simply fill in the missing information, and click **Save & Continue**.

1. Personal Information 2. Course Selection 3. Payment

Name *
Stephens Winters

Address *
6955 Explorer Drive Colorado Springs

Country *
United States

State *
Others

Zip Code *
89209

Email Address *
wintersm@cmalliance.org

Phone *
4856271342

Language Preference *
English

District *
Southwestern District

Association *
Choose an item

District Coach Name *
Sam Kuten

District Coach Email *
nimbuscftf@gmail.com

Save & Continue Save & Exit

在課程報讀表格的首頁讓你填寫個人資料。但其實當中很多資料已從你的入學申請表中自動輸入，你只需填寫未完成的項目便可，然後按“Save and Continue”。

Now, on the **Course Selection** page, select your course (in this case, MSP 101) by clicking on it; then press **Save & Continue**.

現在，來到「科目選擇」頁，請按科目鍵以選擇你的科目(在這例子中是MSP-101)；然後按“Save and Continue”

Please select the MSP Course in which you would like to enroll.

MSP 101- Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries Fee : \$175.00	MSP 102 - Indi Fee
MSP 104 - Old Testament Survey Fee : \$175.00	MSP 201- Ch Outreach Fee

最後,到了「付款」頁,選擇你的付款方式,填妥資料,然後按“Submit enrollment”以完成整個報讀科目程序。

Finally, on the **Payment** page, choose your method of payment, fill in the information, and click **Submit Enrollment**.

步驟五：報讀確認 Step 5: Verify Enrollment

Navigate back to your dashboard, and you'll now see some new boxes for **Enrolled Courses** and **Pending Assignments**. You'll also see a link that takes you to the course you enrolled in.

The screenshot shows a dashboard with several elements:

- Top navigation: MS Office Suite, CMAllianceU Email
- Notifications section with a link to "MSP 101- Church Ministry I: The Priestly, Prophetic, and Sacramental Ministries" (indicated by a green arrow).
- Statistics grid:

MSP Application Form	MSP DS Application Status	Enrolled Courses	Pending Assignments
Completed	Approved	1	32

Red arrows point to the 'Enrolled Courses' and 'Pending Assignments' boxes.

返回你的儀表板,你會看到一些新的方格註有「報讀科目 (enrolled courses)」及「待答習作 (Pending Assignments)」,你也會看到結連帶你往報讀科目的內容。

TIP: To get information on payment methods (or for many other questions), click on the information circle beside that entry box.



提示:對付款方法有疑問(或其他各樣的問題),可按此符號找到幫助。