



Instructions for class registration at HCSEC

1. Open a web browser, goto <https://www.hopechineseschool.org/hcsec>
2. If you already have an account at hcsec, skip to step 3
Click "Sign up"
 - a. If you have an account at another HCS campus, check the box "I already have an account with another HCS school/campus"
Select the previous campus from the drop down list, enter the login email and password, click "Transfer".
 - b. Otherwise,
On the next page, enter your information in the form and click "Save"
3. Click "Logon", enter your username and password and click the "Logon" button.
4. To check what classes are offered, the teacher, tuition and classroom information, click the down arrow near "School class info" and select "class Info", this will open another tab on your browser and the class list is displayed.
Click "Next" to go to the next page of the class list
5. Click "My Family" button to bring in your family profile page
6. On "Myfamily" page, click "Update Student" to add or update the student information, or delete the student. (The delete button will not work if the student has taken any classes)
Click "Save" to save the changes you've just made
7. On "Myfamily" page, click "Update Registration", click the down arrow to select student, and class, click "Register This Class"
Repeat the steps to add other classes, until all classes and students are registered for your family.
8. Payment
 - a. Zelle (recommended), please leave your family ID in the memo:
Zelle account: jeffzh@gmail.com
 - b. If you want to pay by check,
please make it payable to: Hope Chinese school
& Write your family ID on the check.
Mail the check to the school mailing address:
Wei Zhang
11009 Roundtable ct
Rockville MD 20852
 - c. Click "Check out with Paypal" at bottom of the registration page, if you'd like to pay with Paypal