



OUTSTANDING
INTERNATIONAL ACADEMY



Online Application

A Step-by-step guide

HOW TO SUBMIT APPLICATIONS USING OIA'S ONLINE PORTAL

Dear Parents/Guardians & Students,

Welcome to the Outstanding International Academy Registration Portal!
This guide explains how to register as a new student and enroll in courses.
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We've built the registration portal with comprehensive features such as save and store parent/guardian and student demographic information, course selection of your own choice, make payment online and etc.

If you are registering as a **NEW STUDENT**, please register and create an account for the first time.

If you are registering as a **RETURNING STUDENT**, you should already have an account created. If by any chance, you forgot your username or password, we encourage you to click '**Forgot Username**' or '**Forgot Password**' to setup your account. You could review your demographic information on file and update as needed.

Questions

Feel free to visit Outstanding International Academy Campus, or contact us through

Email

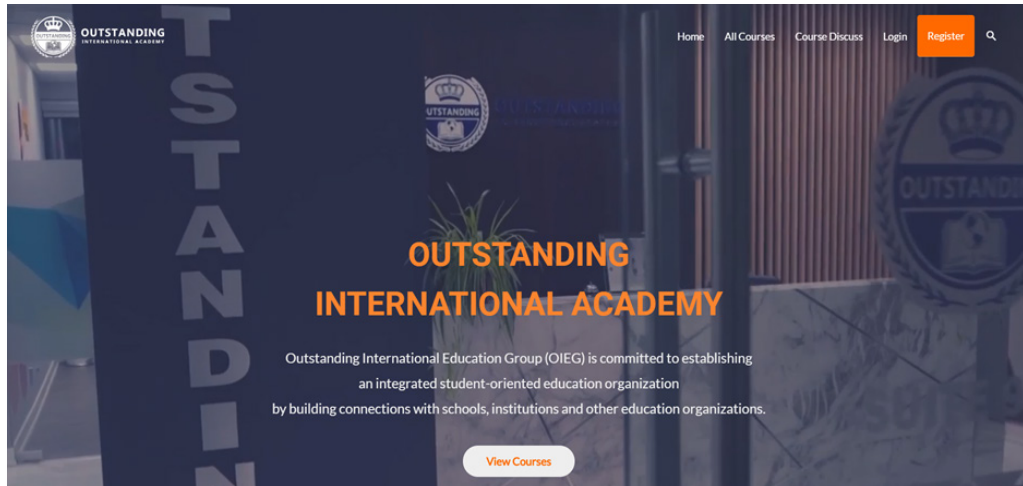
Phone

Thank you for your support for OIA online school.

Part A: New Students Registration

Step 1

On the **Outstanding International Academy** online portal, click '**Register**'



Step 2

Fill in the following information for account creation including username at your choice, email address and password. The password should be at least twelve characters long. Once complete, click '**Complete Sign Up**'.

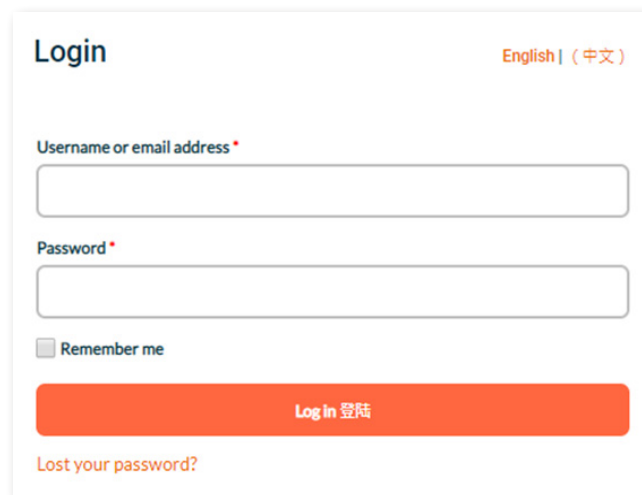
The screenshot displays the 'Create an Account' registration form. At the top right, there is a language selector for 'English | (中文)'. Below the title, two informational boxes with checkboxes state: 'Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.' and 'Please check your email trash if you cannot find your sign up email.' The form includes input fields for 'Username', 'Email address', and 'Name'. A note below the 'Name' field indicates 'This field may be seen by: Everyone'. The 'Choose a Password' section features two input boxes for password confirmation and a hint: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & .'. An illustration of a person at a computer is on the right. The form concludes with an orange 'Complete Sign Up' button.

Step 3

You will receive an email from Outstanding International Academy with a link to confirm your account. To activate the account, click on the link in the email. If you do not receive the confirmation email within a few minutes of signing up, please check your **Spam Mail** folder just in case the confirmation email got delivered there instead of your inbox.

Step 4

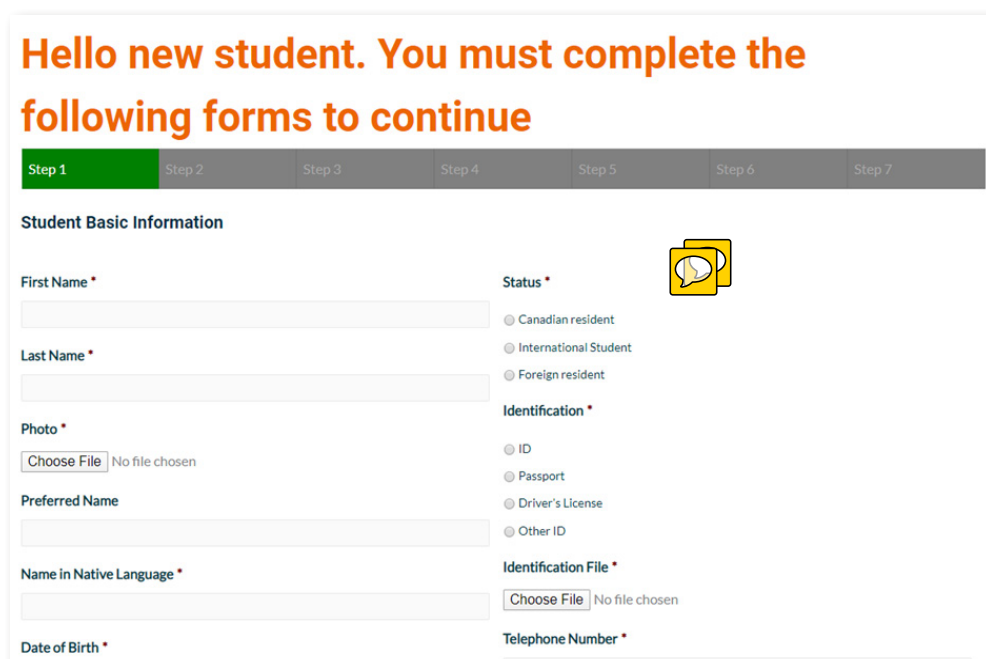
You will be redirected to the login page. Enter your newly created username and password, and click '**Log In**'



The login form is titled 'Login' in blue text. In the top right corner, there is a link 'English | (中文)' in orange. Below the title, there are two input fields: 'Username or email address *' and 'Password *'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large orange button with the text 'Log in 登陆'. Below the button is a link 'Lost your password?' in orange.

Step 5

Enter student information. Information labels with **asterisk (*)** besides are required. After the completion of this page, click '**Submit**'.



The form is titled 'Hello new student. You must complete the following forms to continue' in orange text. Below the title is a progress bar with seven steps: Step 1 (highlighted in green), Step 2, Step 3, Step 4, Step 5, Step 6, and Step 7. The form is titled 'Student Basic Information' in blue text. It contains several input fields and radio button options. On the right side, there is a yellow speech bubble icon. The form is divided into two columns. The left column contains: 'First Name *', 'Last Name *', 'Photo *' (with a 'Choose File' button and 'No file chosen' text), 'Preferred Name', 'Name in Native Language *', and 'Date of Birth *'. The right column contains: 'Status *' (with radio buttons for 'Canadian resident', 'International Student', and 'Foreign resident'), 'Identification *' (with radio buttons for 'ID', 'Passport', 'Driver's License', and 'Other ID'), 'Identification File *' (with a 'Choose File' button and 'No file chosen' text), and 'Telephone Number *'.

Mail Address

☐ Same as previous

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

Submit

Step 6

Complete Parent/Guardian Information. You should enter at least two parents'/Guardians' information in order to proceed to the next step.

Hello new student. You must complete the following forms to continue

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Student Parent Information

| Parent/Guardian 1 | Parent/Guardian 2 | Parent/Guardian 3 |
|------------------------|------------------------|----------------------|
| First Name * | First Name * | First Name |
| Last Name * | Last Name * | Last Name |
| Email Address * | Email Address * | Email Address |
| Relation | Relation | Relation |
| Telephone: Work | Telephone: Work | Telephone: Work |
| Telephone: Home | Telephone: Home | Telephone: Home |
| Telephone: Cell * | Telephone: Cell * | Telephone: Cell |
| Custodian? * | Custodian? * | Custodian? |
| Release Information? * | Release Information? * | Release Information? |

Submit

Step 7

Enter your academic information of your previous and current school. You could edit the following information later if don't have the related information on hand. Once completed, click '**Submit**'.

Hello new student. You must complete the following forms to continue

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Academic Information

| Current School | Previous School |
|----------------------|----------------------|
| Name of School | Name of School |
| <input type="text"/> | <input type="text"/> |
| Address | Address |
| <input type="text"/> | <input type="text"/> |
| Street Address | Street Address |
| <input type="text"/> | <input type="text"/> |

| | |
|---------------------------------------|---------------------------------------|
| Website | Website |
| <input type="text" value="https://"/> | <input type="text" value="https://"/> |
| Contact Person | Contact Person |
| <input type="text"/> | <input type="text"/> |
| Grade | Entry Grade |
| <input type="text"/> | <input type="text"/> |
| Year Entry | Year Entry |
| <input type="text"/> | <input type="text"/> |
| | Left Grade |
| | <input type="text"/> |
| | Year Left |
| | <input type="text"/> |

Submit

A decorative vertical bar on the left side of the page, featuring a blue and white geometric pattern of overlapping squares and rectangles.

Step 8

Upload your transcripts.

Congratulations, now you are successfully registered as an OIA student!

Part B: Course Enrollment

Step 1

Go to 'All Courses', select the course of your choice.



Step 2

Click on the course you would like to enroll in. In this example, ENG4U, click 'take this course'.



ENG4U
ENGLISH

ENG4U: Grade 12 English
☆☆☆☆☆ (0)

| | | |
|----------------|---|------------------|
| Current Status | Price | Get Started |
| NOT ENROLLED |  | Take this Course |

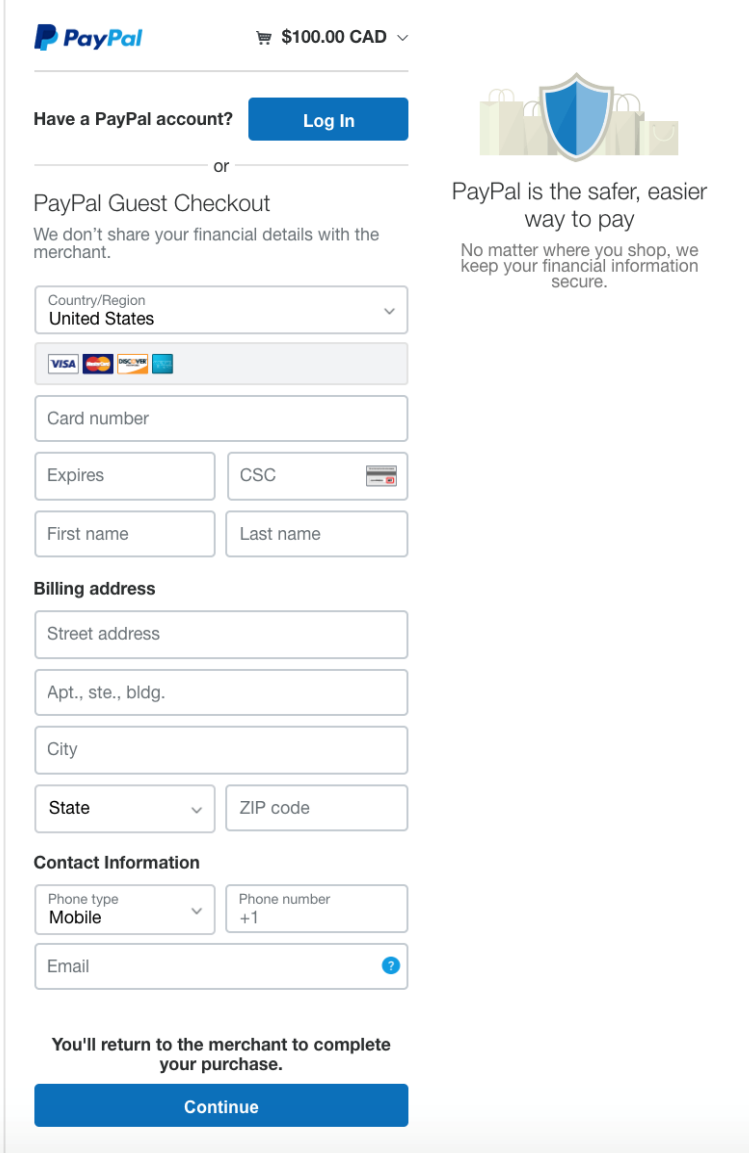
Step 3

Order Summary Page: Review and accept terms & conditions.



Step 4

You are now redirected to the payment page. You can pay for the fee using PayPal account, visa, credit card, master card, Discover, and American Express. Enter the card and billing information, click '**Continue**'.



The screenshot shows the PayPal Guest Checkout interface. At the top, the PayPal logo is on the left, and the cart total '\$100.00 CAD' is on the right. Below the logo, there's a section for existing accounts with the text 'Have a PayPal account?' and a 'Log In' button. A separator line with 'or' follows. The main heading is 'PayPal Guest Checkout', with a subtext: 'We don't share your financial details with the merchant.' To the right, there's a graphic of shopping bags with a shield and the text: 'PayPal is the safer, easier way to pay. No matter where you shop, we keep your financial information secure.' The form fields are organized into sections: 1. Country/Region: A dropdown menu set to 'United States'. 2. Payment Method: A row of logos for VISA, Mastercard, American Express, and Discover. 3. Card Details: Fields for 'Card number', 'Expires' (month/year), 'CSC' (security code), and 'First name'/'Last name'. 4. Billing address: Fields for 'Street address', 'Apt., ste., bldg.', 'City', 'State' (dropdown), and 'ZIP code'. 5. Contact Information: Fields for 'Phone type' (dropdown set to 'Mobile'), 'Phone number' (with a '+1' prefix), and 'Email'. At the bottom, a message states: 'You'll return to the merchant to complete your purchase.' followed by a large blue 'Continue' button.

Step 5

Review information for accuracy.

Congratulations! The course enrollment is now complete.