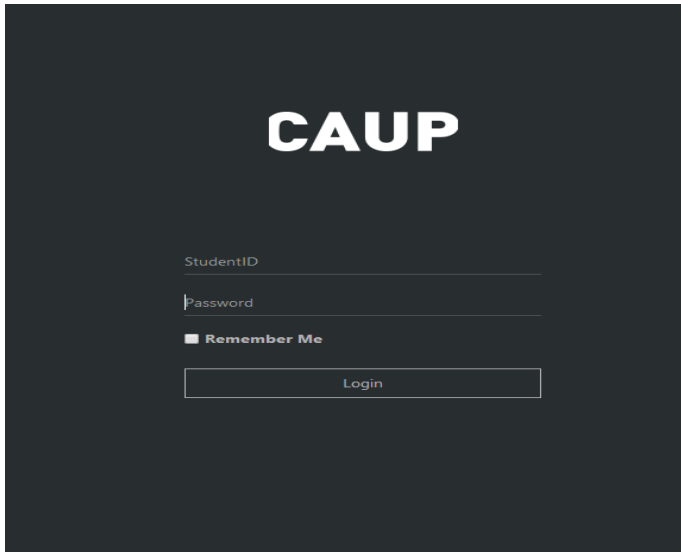


Course Registration Guide

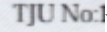
Step 1: Type <http://caup.rhitc.cn> at your browser

- You will see the following page:



The image shows the CAUP login page. It features a dark background with the CAUP logo in white at the top center. Below the logo, there are two input fields: 'StudentID' and 'Password'. To the right of the 'Password' field is a checkbox labeled 'Remember Me'. At the bottom center, there is a 'Login' button.

Step 2: Type **TJU Number** at Student ID column

(This 7 digits number could be find at the top right corner of your admission notice )

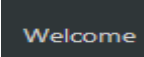


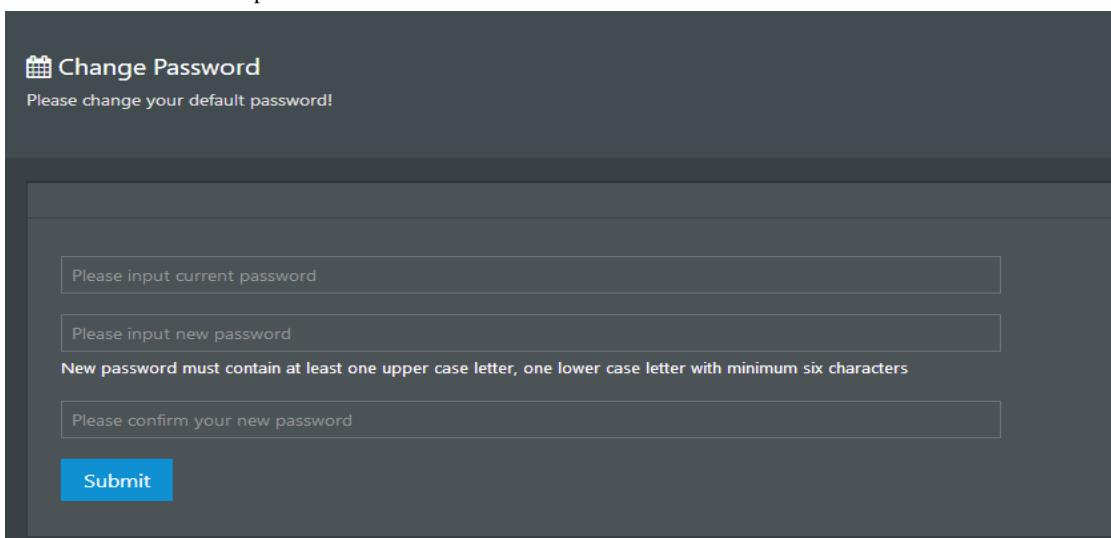
A dark rectangular box containing the text 'StudentID' in white.

- Type the default password: **123456** and click login



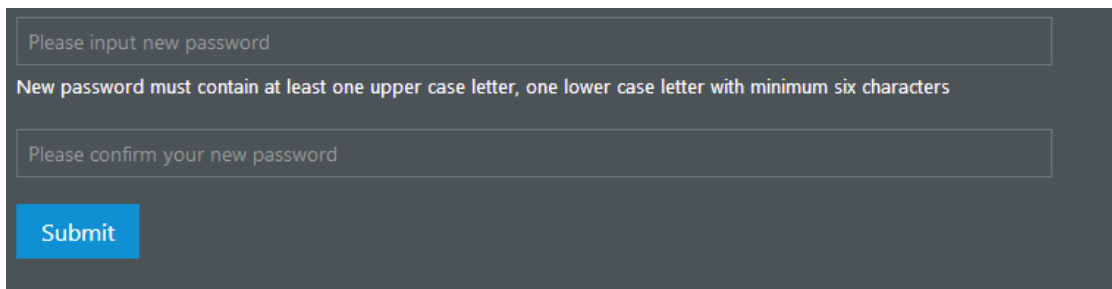
A dark rectangular box containing the text 'Password' in white.

- Your name will appear at the top right corner next to “welcome” at the top right corner 
- And “change your password” page will popup, remember you **MUST** change to a new password before move to the next steps



The image shows the 'Change Password' page. It has a dark background with a white calendar icon and the text 'Change Password' at the top. Below this, it says 'Please change your default password!'. There are three input fields: 'Please input current password', 'Please input new password', and 'Please confirm your new password'. Below the second field, there is a note: 'New password must contain at least one upper case letter, one lower case letter with minimum six characters'. At the bottom left, there is a blue 'Submit' button.

Step 3: Type your new password and click submit



Please input new password

New password must contain at least one upper case letter, one lower case letter with minimum six characters

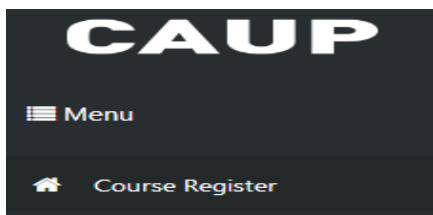
Please confirm your new password

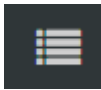
Submit

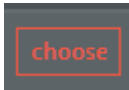

Step 4: Course Registration time and date will be posted on the message board



Step 5: Choose “course register” from menu’s drop list, now you may see the course list (as alphabetical order) offered for the current semester.

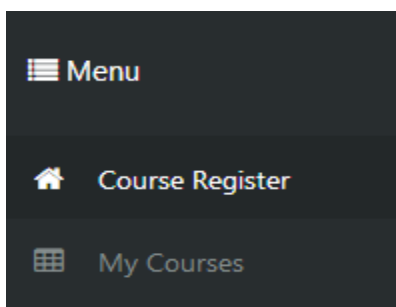


- If you don't see the drop list, click  at the top left corner

Click “choose”  for course you wish to take, the syllabus can be found when click the 

icon. AND you may find a “Y”  appears when courses have been selected.

- Registered courses are under “my courses”



- Make sure to check the class schedule <https://caup.tongji.edu.cn/caupen/11074/list.htm> before you register for classes, some classes may have the same class hours.