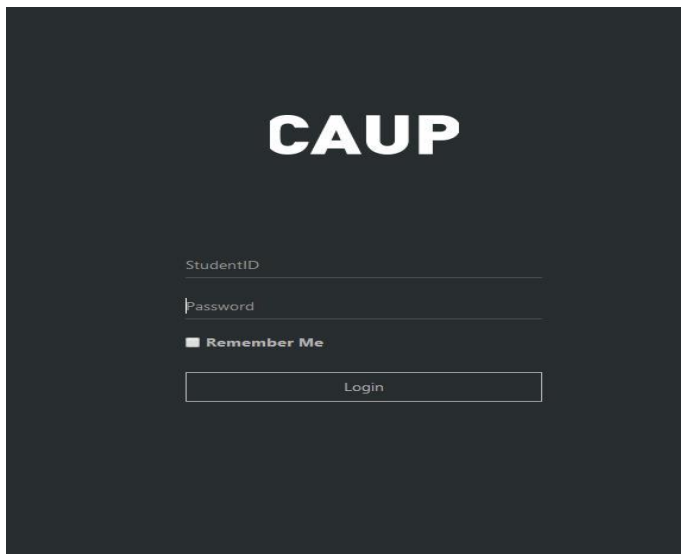


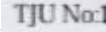
## Course Registration Guide

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

You will see the following page:

The image shows the CAUP login page. It has a dark blue background with the word "CAUP" in large white letters at the top. Below the logo, there are two input fields: "StudentID" and "Password". There is a checkbox labeled "Remember Me" and a "Login" button at the bottom.

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 )

The image shows a dark blue input field with the placeholder text "StudentID".

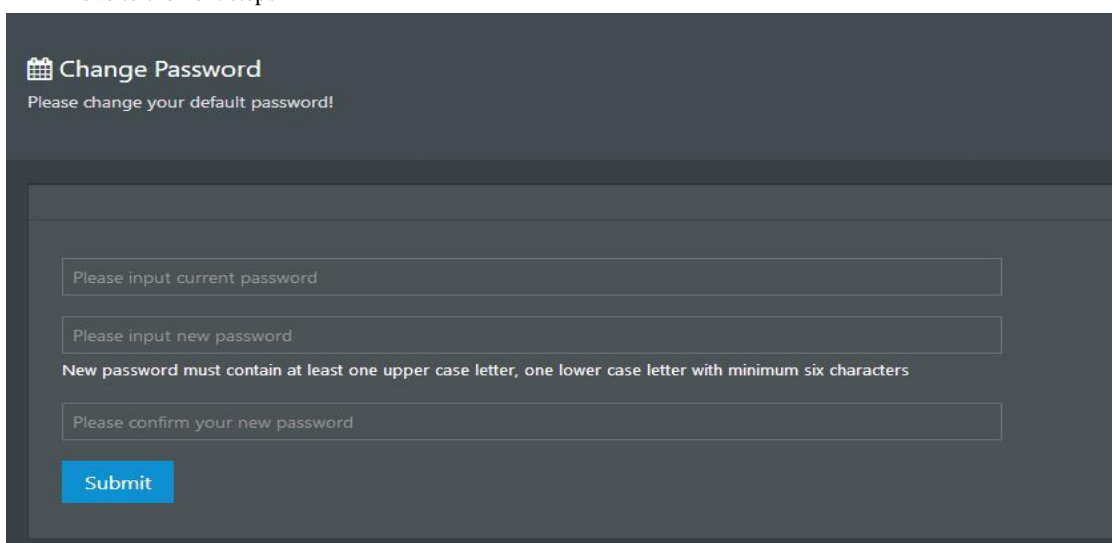
Type the default password: **123456** and click login

The image shows a dark blue input field with the placeholder text "Password".

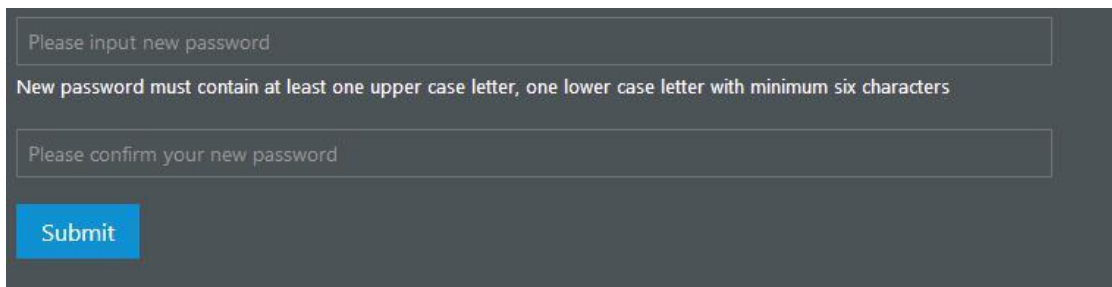
Your name will appear at the top right corner next to “welcome” at the top right corner

Welcome

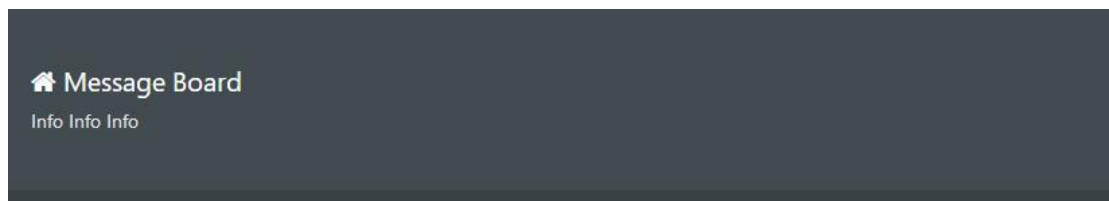
And “change your password” page will popup, remember you **MUST** change to a new password before move to the next steps

The image shows the "Change Password" page. It has a dark blue header with a calendar icon and the text "Change Password". Below the header, there is a message "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 input fields, 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, there is a blue "Submit" button.

Step 3: Type your new password and click submit

A dark-themed form for creating a new password. It features two input fields: the first is labeled "Please input new password" and the second is labeled "Please confirm your new password". Below the first field, a red error message states: "New password must contain at least one upper case letter, one lower case letter with minimum six characters". A blue "Submit" button is located at the bottom left of the form.



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.

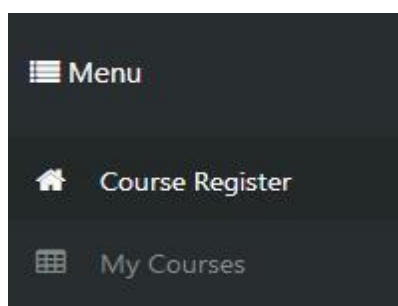


- If you don't see the drop list, click  at the top left corner

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/e6/52/c11074a124498/page.htm> before you register for classes, some classes may have the same class hours.