Steps to Register for New Members

Prior to Registration

Confirm you are a new member

A new member is one that has never placed an order with the Oracle Academy or attended an Oracle Academy Introduction to Computer Science institute.

Conversely, a returning member is one that has placed an order with the Oracle Academy and attended an Oracle Academy Introduction to Computer Science institute.

- If you are a new member, please proceed with the Registration Steps, below.
- If you are a returning member, please follow the Steps to Register or Renew for Returning Members.

Registration Steps

1. Begin
   - Begin your registration at the Oracle Academy – Introduction to Computer Science enrollment system.

2. Locate School
   - Select your country
   - In the “School/College” field, enter your school name and click “Search.”
     
     If you cannot locate your school:
     - Your registration can only be completed if your school is in the Oracle Academy database.
     - To add your school to the Oracle Academy database please send an email with the following:
       - Email subject: Please Add My Institution
       - District information
         - Name
         - City
         - Province
         - Zip code
         - Country
       - School information:
         - Name
         - Address
         - Telephone number
         - Fax number
     - School contact:
Your first name
Your last name
Your phone number
Your fax number
Your email address

Americas: Academy_us@oracle.com
Europe, Middle East, Africa: Academy_uk@oracle.com
Asia Pacific: Academy_hk@oracle.com

Once we have added your school to our registration system, we will provide you a confirmation email. You can then begin your registration at the Oracle Academy – Introduction to Computer Science enrollment system.

• Enter your personal contact information.
• Enter the contact information for the School Principal.
• Select the “Continue” button.

3. Accept Technical Infrastructure Requirements
• Review the Technical Infrastructure Requirement questions.
  
  If you meet the requirements, select “Yes” for each.
  
  If you do not meet the requirements, or are un-sure, please send an email with the following:

  ▪ Email subject: My School Does Not Meet the Technical Infrastructure Requirements
  ▪ School information:
    ▪ Name
    ▪ Address
    ▪ Country
    ▪ Telephone number
    ▪ Fax number
  ▪ School contact:
    ▪ Your first name
    ▪ Your last name
    ▪ Your phone number
    ▪ Your fax number
    ▪ Your email address
  ▪ Technical Infrastructure Requirement(s)

Americas: Academy_us@oracle.com
Europe, Middle East, Africa: Academy_uk@oracle.com
Asia Pacific: Academy_hk@oracle.com

• We will have a representative phone you to discuss your school’s Technical Infrastructure Requirements. You can then begin your registration at the Oracle Academy – Introduction to Computer Science enrollment system.
4. Review Agreement

- Review the agreement and accept by entering your contact information and checking the Accept button.

If you have questions about the agreement, please send an email with the following:

- Email subject: Questions Regarding the Introduction On-line Agreement
- School information:
  - Name
  - Country
- School contact:
  - Your first name
  - Your last name
  - Your phone number
- Specify your question(s):

  **Americas:** Academy_us@oracle.com

  **Europe, Middle East, Africa:** Academy_uk@oracle.com

  **Asia Pacific:** Academy_hk@oracle.com

- We will have a representative phone you to discuss your questions regarding the Introduction on-line agreement. You can then begin your registration at the Oracle Academy – Introduction to Computer Science enrollment system.
5. Select Course
- Check box next to the course you want to order.
  - Database Design and Programming with SQL
  - Database Programming with PL/SQL

6. Enter Quantity of Instructors
- Enter the total number of instructors that will attend for each institute.
- Click the "Continue" button.

7. Confirm Order
- Review your order. If correct, click the "Submit Order" button.
8. Fax Order Summary Page

- Print, sign and fax the order page to the fax number displayed.

![Image of Fax Order Summary Page]
9. Register Instructor

- Click the "Continue" button from the final order summary
- Select the "OK" button at the "Membership Application Submitted" pop-up box.

You will receive two emails --- one that contains the Oracle Academy School Contact sign in and the other with the Oracle Academy School Contact password. You need this information to submit any future orders and renewals.

1. Click on the pencil icon under "Assign/Change Instructor".

2. Enter the instructor information requested.
   - Please enter only western characters (e.g., A, E, N, O, C).
   - Please do not use non-western characters (e.g., Á, È, Ñ, Ö, Ç).

3. Click Assign Instructor button.

- Repeat this for all instructors attending.

Each new instructor assigned will receive two emails --- one that contains the Oracle Academy instructor sign in and the other with the Oracle Academy instructor password. Both are required to login to the Oracle Academy – Introduction to Computer Science Instructor pages.

Your registration is complete. You can log out now.