



<https://nihongo.alc.co.jp/>

Free Trial Lesson Sign-up Manual

Overview

The following describes the free trial lesson sign-up process.

***If using Internet Explorer, version 9.0 or above is required.**



How to access the free trial lesson sign-up page

1. Open your browser and visit the website for the ALC Online Japanese School.
2. Click the "Sign up for free trial lesson" button.

Entering member data

Clicking the "Free trial lesson sign-up" button will bring up the "New member registration" page (shown at left).

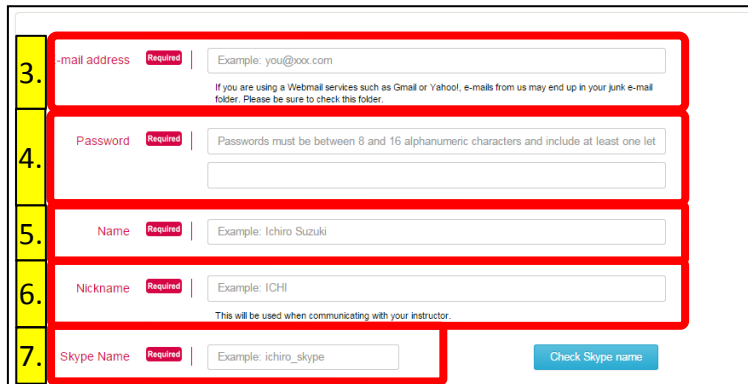
On this page you will enter the information to be used for the ALC Online Japanese School

3. Enter the user's e-mail address.
4. Enter the password twice.
5. Enter the user's name.
6. Enter the user's nickname.
7. Enter the user's Skype name.

(If the user does not have a Skype name, please see the "Skype Setup Manual")

***The Skype name used when signing into Skype from a Facebook or Microsoft account will have a "facebook:" or "live:" added to the portion of each registered e-mail address that precedes the @.**

- ◆ For Facebook accounts (satotaro@~) — "facebook:satotaro"
- ◆ For Microsoft accounts (satotaro@~) — "live:satotaro"



Note

Logging into the ALC Online Japanese School will require the e-mail address and password you provided in steps 3 and 4.

Please make a note of this information and ensure it does not get lost.

8. |

*Free trial lessons are valid for two weeks from the signup date.
*Please note that you will lose the ability to take a free trial lesson once you purchase a paid course.

Please read and agree to the Terms of Use and Handling of Personal Information below to proceed.

Handling of Personal Information ALC Press Incorporated
Last revised: November 4, 2014

ALC Press Incorporated ("ALC") handles the personal information we collect as follows. Please familiarize yourself with the contents. If you do not agree with the contents or have any questions regarding them, please contact the personal information complaints and inquiries center.

8. When registering through a corporation, please enter the corporation's name.
9. Please read the Privacy Policy (Handling of Personal Information) and click the "I agree to ALC's Handling of Personal Information" button.
10. Please read the Terms of Use and click the "I agree to ALC's Terms of Use" button.
11. Click the "Agree and proceed" button.

*If the screen does not change even after clicking the button, please check the information entered in each field. If a field's information was improperly entered, the rules for that field will be shown below it in red.

9. Agree to ALC's Handling of Personal Information ▶ View ALC's Handling of Personal Information in a separate window

10. Agree to ALC's Terms of Use ▶ View ALC's Terms of Use in a separate window

11.

12. **Completed** ✕

Registration completed. Please check your inbox to confirm account details.

12. Registration will be tentatively completed when you see the the "Completed" screen.
Please check your e-mail inbox.

Check Skype name

The free trial lesson sign-up page is able to check Skype names.



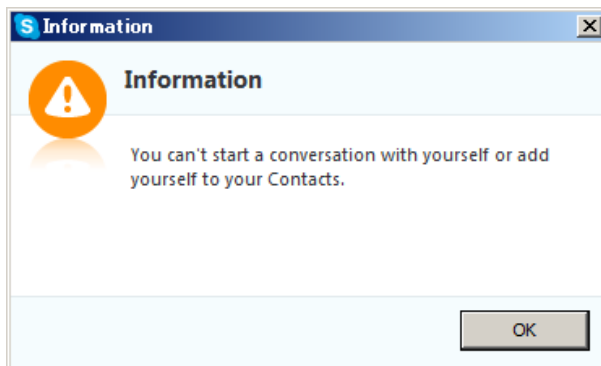
A screenshot of the Skype sign-up form. It shows a text input field with the placeholder text "Example: ichiro_skype". To the right of the input field is a yellow box containing the number "1". Further right is a blue button labeled "Check Skype name", which is highlighted with a red rectangular border.

How to check a Skype name

1. While logged into Skype, click the "Check Skype name" button.

– If the Skype name is correct –

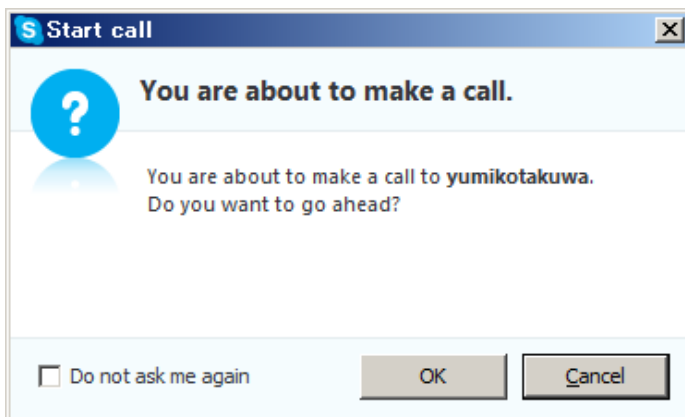
You will see a dialog stating: "You can't start a conversation with yourself...".



– If the Skype name is not correct –

You will see a dialog asking: "You are about to make a call to (name). Do you want to go ahead?".

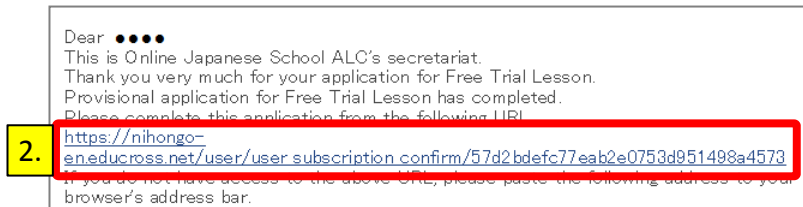
This indicates the Skype name was entered incorrectly. Please check and correct the name.



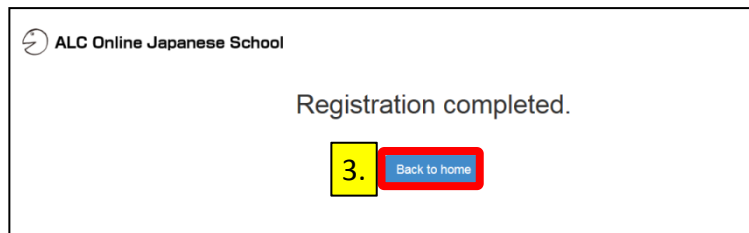


Checking your provisional sign-up completion e-mail

1. When sign-up is completed, you will receive the provisional sign-up completion e-mail shown at left. Click to open the e-mail.



2. The e-mail appears. Click the link that appears under where it says "Please complete this application from the following URL."



3. Registration will be complete when you see "Registration completed". Click the "Back to home" button to return to the home page of ALC Online Japanese School.

Notes

1. You will be unable to log into the ALC Online Japanese School until you complete the sign-up process from this e-mail.
2. If you are unable to click the link in the provisional sign-up completion e-mail, copy the link and paste it into your browser's address bar.
3. If using Internet Explorer, version 9.0 or above is required.