# STEPS Course Registration Guide (For Foreign Participants)

Overview

This guide will walk you through the step-by-step process to register for a course on the STEPS system. Please ensure all information entered matches your passport details exactly.

## Step 1: Access the STEPS System

• OR Student ID / Registered Email (for foreign participants)

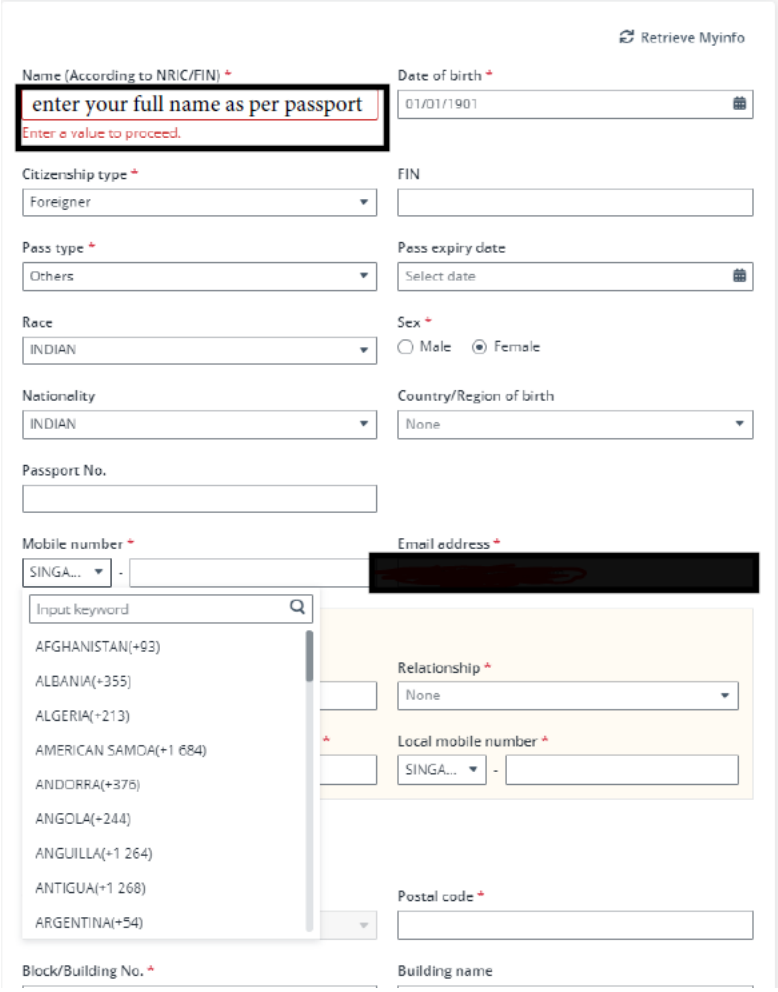






## Step 2: Enter Personal Information

• Enter your full name exactly as shown in your passport
• Citizenship Type: Foreigner
• Pass Type: Others
⚠️ Important: Selecting 'Others' allows you to proceed without entering a FIN number
• Enter your passport number, nationality, and country of birth

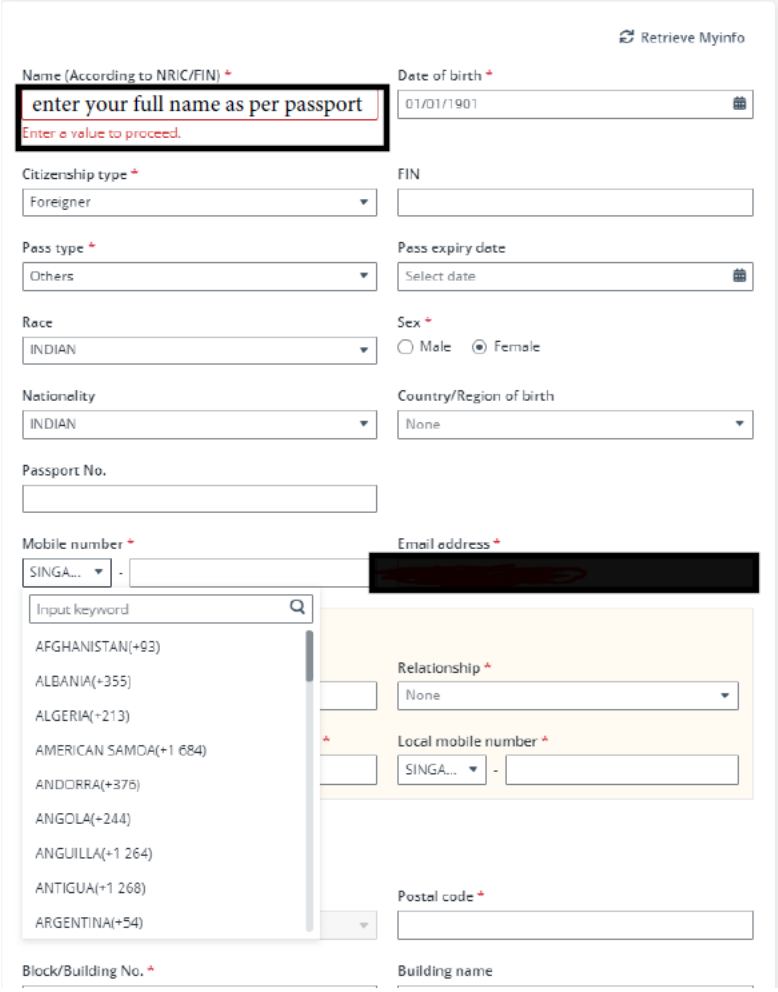



Tip: Ensure your name matches your passport to avoid registration issues.

## Step 3: Enter Contact Details

- Select your country/region code
- Enter your mobile number

  ℹ If the country/region field is greyed out, please wait 1–2 minutes for it to activate
- Enter a valid and active email address




## Step 4: Review and Submit

- Review all information carefully
- Ensure all details match your passport
- Click Submit to complete registration

## Common Mistakes to Avoid

- Using nicknames instead of passport name
- Selecting the wrong pass type
- Entering an incorrect email or mobile number