

# Telephone English Booking System - Cosmo Institute

Prepared for: [telebooking.cosmoinstitute.hk](http://telebooking.cosmoinstitute.hk)

17 December 2013

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# TELEPHONE ENGLISH BOOKING SYSTEM

## Functions Available

1. Login
2. Make Appointments
3. Update Personal Details
  - Update personal information
  - Change Password
4. Important Information

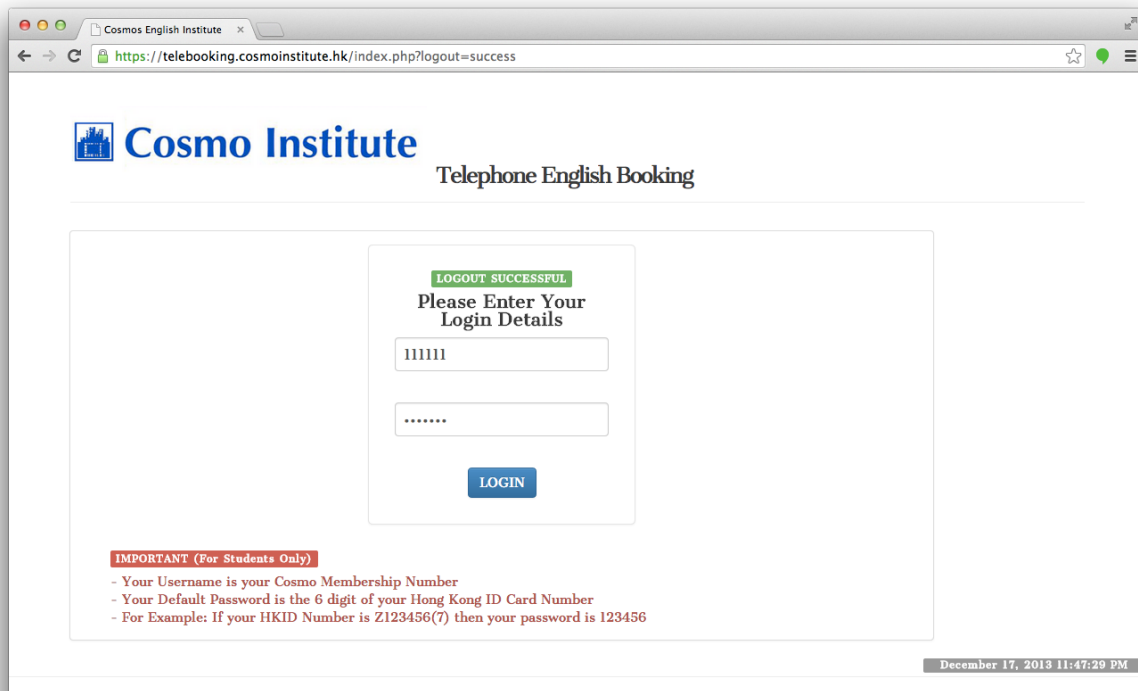
# 1. LOGIN

The telephone english booking system can be accessed at

<http://telebooking.cosmoinstitute.hk>

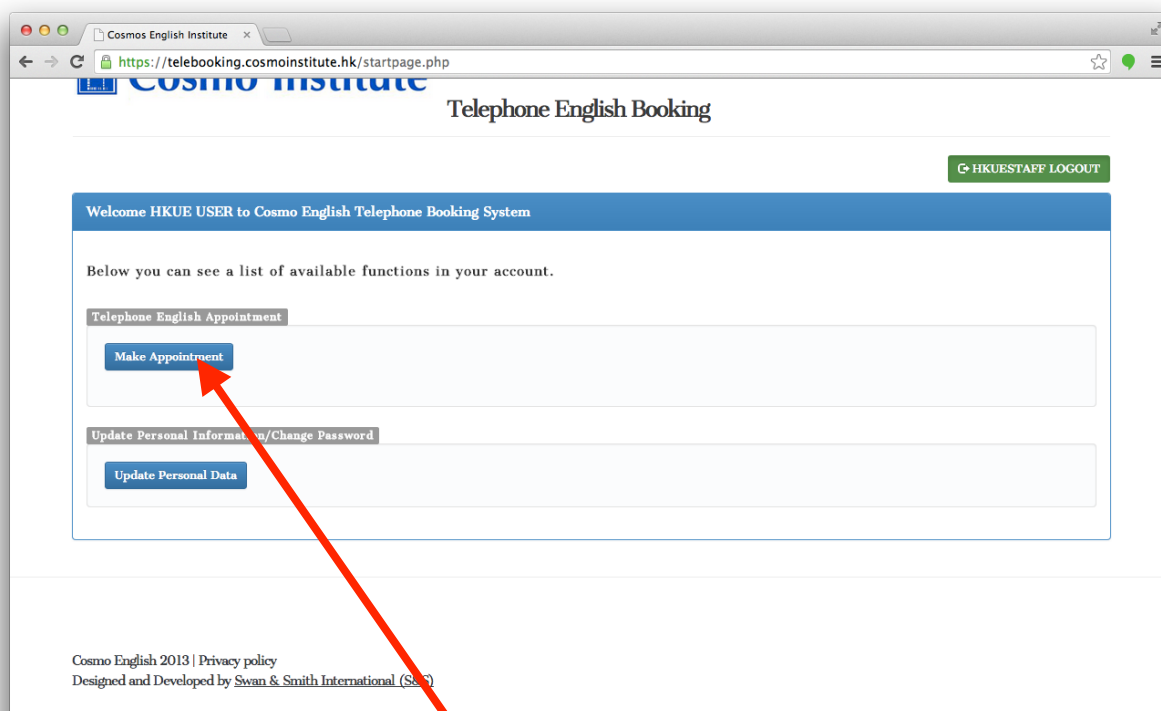
Your login username is your Cosmo Membership number. Your Cosmo Membership usually is of 6 digit number (example 661234 ).

The system will assign default password using the Hong Kong Identity card (HKID) of the user . If your HKID is Z123456(8) then your default password is 123456



## 2. MAKING APPOINTMENTS

After you are successfully logged in the system will allow you to make booking appointments.



Click Make Appointment

You may choose an available time slot and click it to make. If the booking system is available then it will show you booking slots as below which you can then select and confirm your booking. You are allowed to do only one booking at a time, and need to cancel existing booking before making a new booking.

The above screenshot shows the list of slots available for booking. When only one more booking slot is left the system will show you are warning. Once your booking is successful you will screen something as below.

Cosmos English Institute x

https://telebooking.cosmoinstitute.hk/book.php

**Cosmo Institute** Telephone English Booking


[HKUESTAFF LOGOUT](#)

### Make Appointment

17-12-2013			
14:00 Available	14:15 Available	14:30 Available	14:45 Available
15:00 Available	15:15 Available	15:30 Available	15:45 Available
16:00 Available	16:15 Available	16:30 Available	16:45 Available
17:00 Available	17:15 Available	17:30 Available	17:45 Available

**IMPORTANT**

- You can only book one appointment for any given day, between 09:00AM and 12:00noon
- If someone else books the same time as you are choosing, and the capacity is reached then your booking may fail.
- Hence you are advised to make the appointment as fast as possible.
- Cancel existing booking to make new booking
- Once cancelled your old booking will be available to other students also



Click the time slots to make appointments

Cosmos English Institute x

https://telebooking.cosmoinstitute.hk/book.php?REFCODE=BOOKINGSUCCESS

**BOOKING SUCCESSFUL**

### Make Appointment

Your Current Appointment is at : 14:30 on 17-12-2013

[Cancel Appointment](#)

17-12-2013			
14:00 Available	14:15 Available	14:30 Available	14:45 Available
15:00 Available	15:15 Available	15:30 Available	15:45 Available
16:00 Available	16:15 Available	16:30 Available	16:45 Available
17:00 Available	17:15 Available	17:30 Available	17:45 Available

**IMPORTANT**

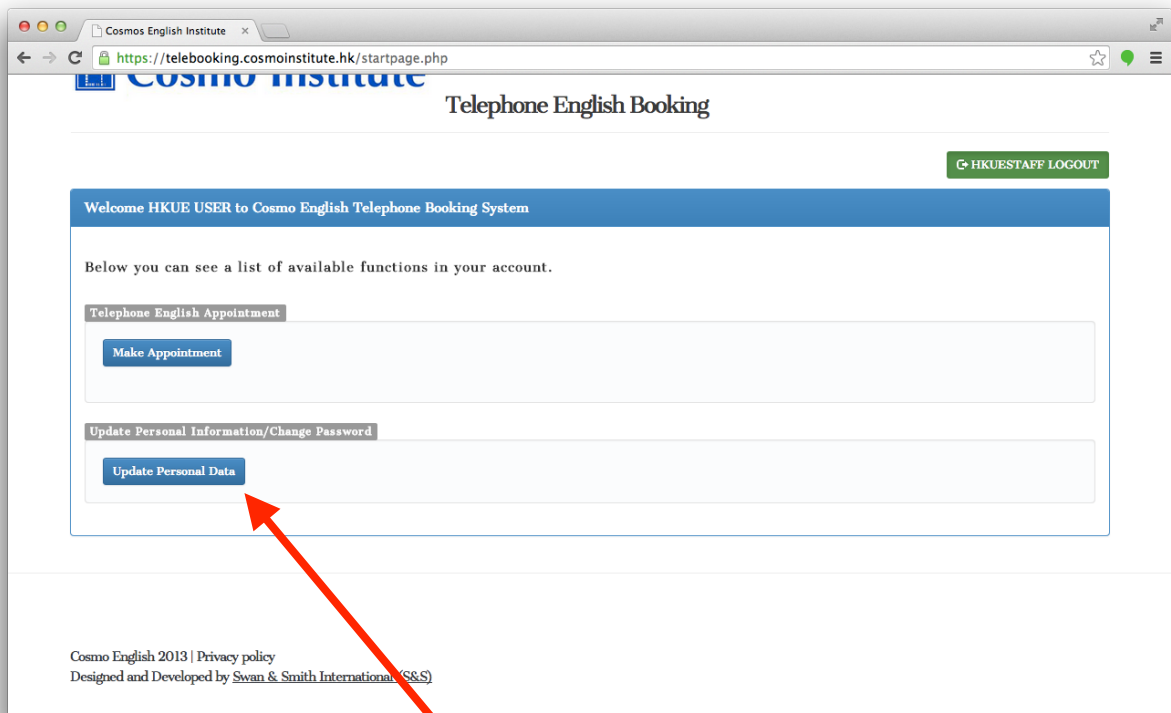
- You can only book one appointment for any given day, between 09:00AM and 12:00noon
- If someone else books the same time as you are choosing, and the capacity is reached then your booking may fail.
- Hence you are advised to make the appointment as fast as possible.
- Cancel existing booking to make new booking
- Once cancelled your old booking will be available to other students also
- You are advised not to change your booking once confirmed as you may there may not be any free slots available.

### 3. UPDATE PERSONAL DETAILS

In this section you have two functions available

#### A. Update personal Information

Select the “update personal information” button from the startpage.



Click Update Personal Data

#### Update Personal Data

Update Profile   [Change Password](#)

First Name

Last Name

Member Id

HKID Number

Mobile

Home Phone

Email

You will be presented with the page where you can update your information and simply press “update button”

For changing password click this link

Click the update profile button after you change the information

## B. Change Password

If you need to change your password, you can click the “Change Password” tab , in the above picture

Please read the instruction carefully given in the right hand side of the page, about requirements of a new password and enter the old and new password to update the password

### Update Personal Data

[Update Profile](#)

[Change Password](#)

Current Password	<input type="password"/>
New Password	<input type="password"/>
Repeat New Password	<input type="password"/>
<input type="button" value="Change Password"/>	

**IMPORTANT:**

Please enter your personal details accurately so that we can contact you in case of emergency.

**PASSWORD REQUIREMENTS:**

Your new password must

- be greater than or equal to 8 characters
- contain one or more uppercase characters
- contain one or more lowercase characters
- contain one or more numeric values
- contain one or more special characters

Enter the password details and click change password button

## 4. IMPORTANT INFORMATION

If you are unsure of your Cosmo Membership number or any other information not listed then you may be required to contact the Cosmo Institute during normal working hours.

We recommend using "Google Chrome" browser. We are unable to provide any support for Operating System or Internet Browsers, that you are using to access this system, including "Google Chrome". You may be required to refer to the respective software developers for assistance.

Keep your personal details safe and do not share your passwords with anybody.