

TOPCIT

Registration Guide

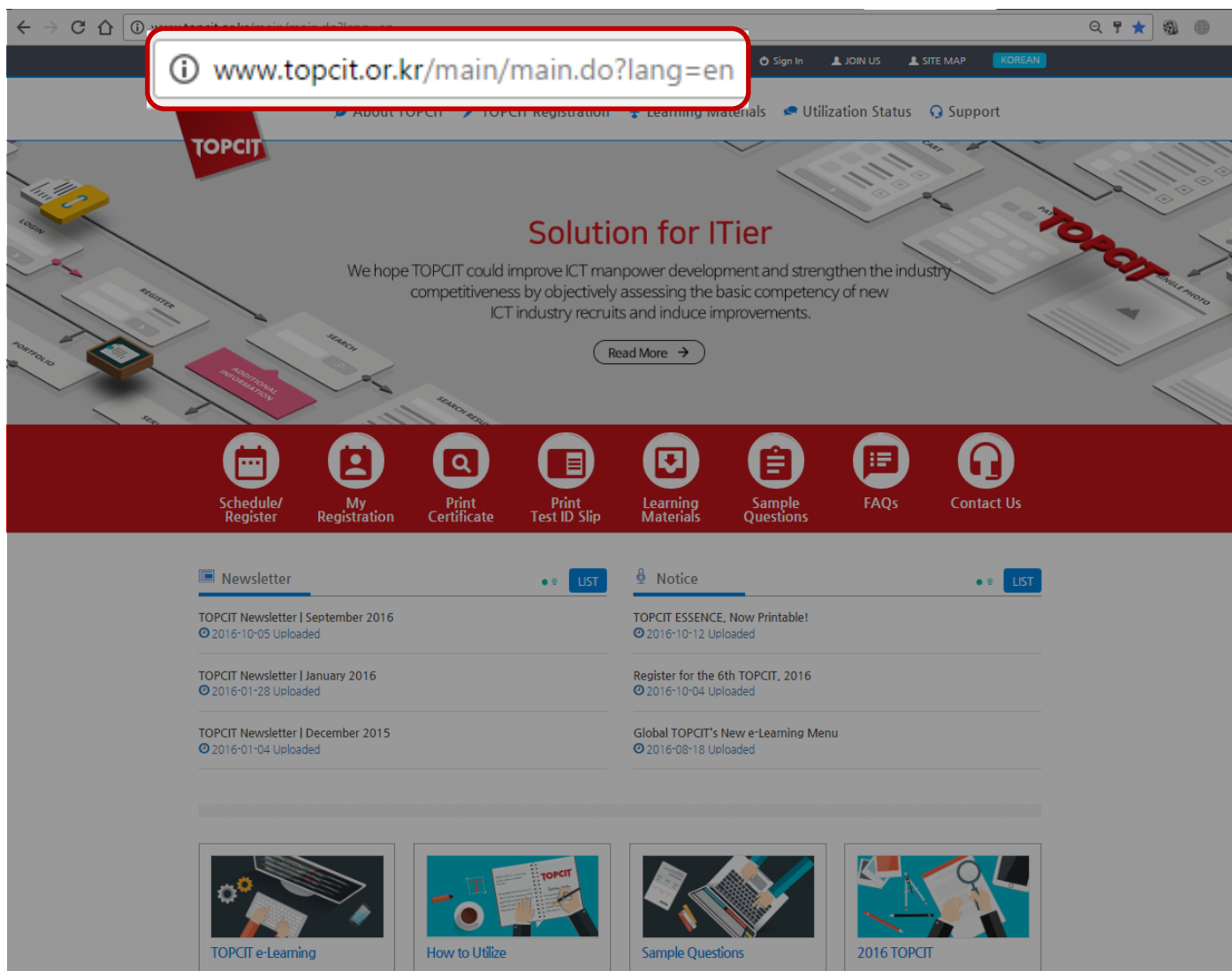
Step by Step Instruction
to becoming a TOPCIT member

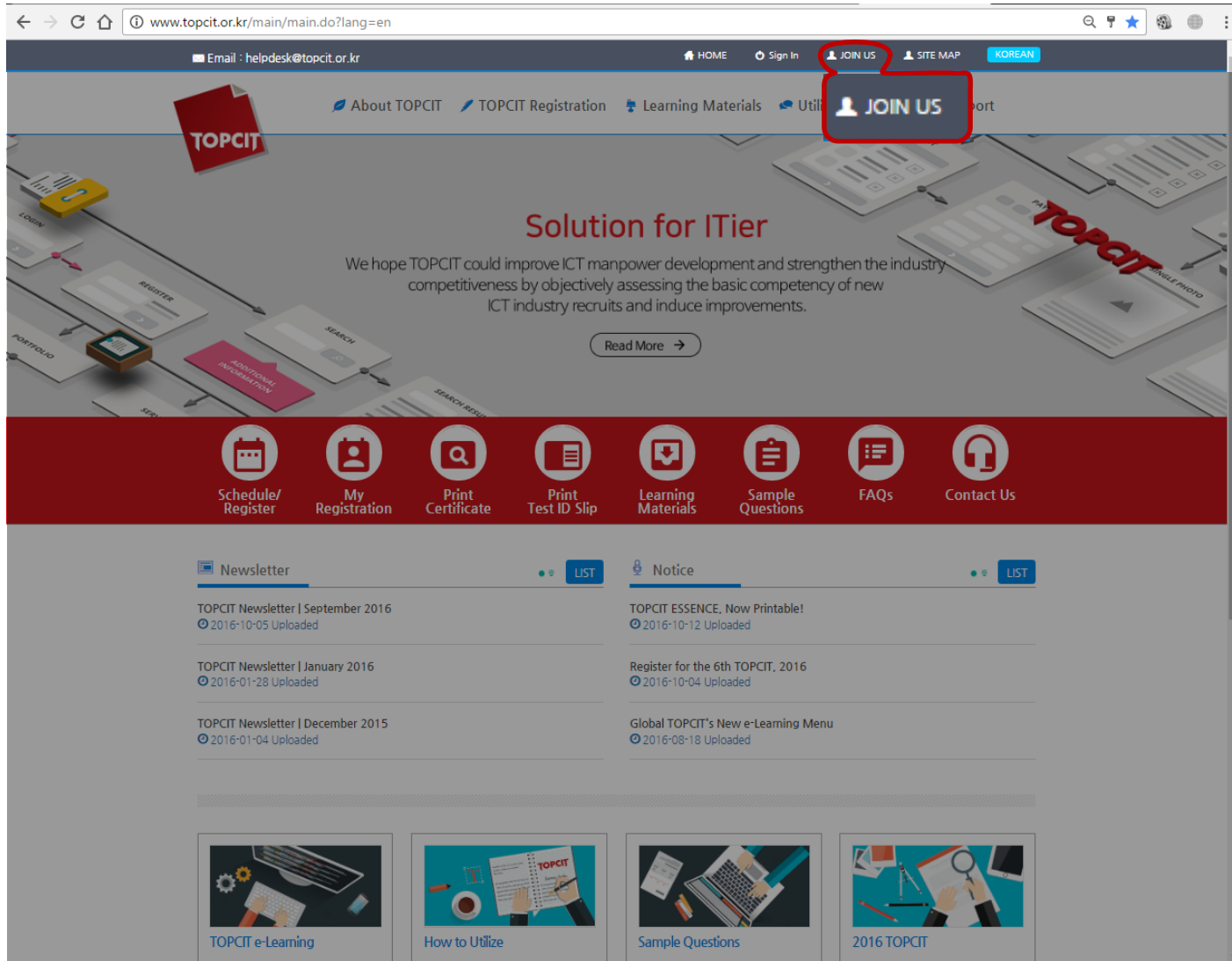


Go to TOPCIT English Website



❖ <http://www.topcit.or.kr/main/main.do?lang=en>





The screenshot shows the homepage of the TOPCIT website. At the top, there is a navigation bar with the URL www.topcit.or.kr/main/main.do?lang=en and a user email helpdesk@topcit.or.kr. The main navigation menu includes links for HOME, Sign In, JOIN US (highlighted with a red circle), SITE MAP, and KOREAN. Below the navigation bar, there is a secondary menu with links for About TOPCIT, TOPCIT Registration, Learning Materials, and Util. The main content area features a large graphic with the text "Solution for ITier" and a sub-headline: "We hope TOPCIT could improve ICT manpower development and strengthen the industry competitiveness by objectively assessing the basic competency of new ICT industry recruits and induce improvements." A "Read More" button is located below this text. A red banner at the bottom of the main content area contains eight icons and their corresponding labels: Schedule/Register, My Registration, Print Certificate, Print Test ID Slip, Learning Materials, Sample Questions, FAQs, and Contact Us. Below the banner, there are two columns of content. The left column is titled "Newsletter" and lists three items: "TOPCIT Newsletter | September 2016" (uploaded 2016-10-05), "TOPCIT Newsletter | January 2016" (uploaded 2016-01-28), and "TOPCIT Newsletter | December 2015" (uploaded 2016-01-04). The right column is titled "Notice" and lists three items: "TOPCIT ESSENCE, Now Printable!" (uploaded 2016-10-12), "Register for the 6th TOPCIT, 2016" (uploaded 2016-10-04), and "Global TOPCIT's New e-Learning Menu" (uploaded 2016-08-18). At the bottom of the page, there are four featured content boxes: "TOPCIT e-Learning", "How to Utilize", "Sample Questions", and "2016 TOPCIT".

Check both boxes and click "I Agree"



HOME > LOG IN > Join TOPCIT

Sign In

- Join TOPCIT >
- Find ID >
- Find Password >

Please read and agree with the [Terms of Use] & [Privacy Policy] below to create a new account.

Terms of Use

Article 1 (Purpose, etc.)

①The purpose of this agreement (hereinafter, "this Agreement") is to set forth the rights and responsibilities of the User and the TOPCIT Website (hereinafter, "the Website") in connection with the Internet-related service (hereinafter, the "Service") provided to the User by the Website.

②If any person, with the intention to be a User, has completed a certain procedure prescribed by the Website, clicks the "Registration" button, he/she will be deemed to have agreed to this Agreement. Any rights and responsibilities of the User and the Website not provided for herein must be governed by the laws of Korea, including the Telecommunications Business Act, as well as general commercial practices.

Article 2 (Definition of User)

①"User" means any person having a membership of the Website, who accesses the Website and

1 I agree with the [Terms of Use] above.

Privacy Policy

TOPCIT's home page (hereinafter referred to as "Website") attaches importance to members' personal information and abides by the Act on Promotion of Information and Communication Network Utilization and Information Protection. Through the Company's privacy policy, this Website informs members how and for what purposes the personal information provided by members are used and what measures are taken to protect such personal information. If the Privacy Policy of this Website is revised, this Website shall give public notice of such changes on its bulletin board and also provide each member, by e-mail, with guidance on such changes.

■ Purposes for Collection and Use of Personal Information

This Website collects and uses the personal information entered by members in the application form at the time of applying for membership, for the following purposes: ○ Membership management

- Identification of members; personal identification; prevention of delinquent members from illegal or unauthorized use, in relation to the use of membership services
- Handling of public grievances including complaints and delivery of notices

2 I agree with the [Privacy Policy] above.

3

Type in your email and ask for Verification



www.topcit.or.kr/login/certification.do

Email : helpdesk@topcit.or.kr

HOME Sign In JOIN US SITE MAP KOREAN

About TOPCIT TOPCIT Registration Learning Materials Utilization Status Support

TOPCIT

Join TOPCIT Test Of Practical Competency in ICT

HOME > LOG IN > Join TOPCIT

Sign In

- Join TOPCIT >
- Find ID >
- Find Password >

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP. 1 Verifying Email

STEP. 2 Your Information

STEP. 3 Confirmation

Write your Email(e.g. example@topcit.or.kr)

Email	<input type="text"/>	Send Verification
Authorization Code	<input type="text"/>	

Confirm Cancel

Type in your email and ask for Verification



www.topcit.or.kr says:
Would you like to receive authorization code to [redacted]@hotmail.com]? Make sure the email address is correct.
 Prevent this page from creating additional dialogs.
3 OK Cancel

Sign In

- Join TOPCIT
- Find ID
- Find Password

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP 1 Verifying Email

STEP 2 Your Information

STEP 3 Confirmation

Write your Email (e.g. example@topcit.or.kr)

Email	<input type="text" value="@hotmail.com"/>	<input type="button" value="Send Verification"/>
Authorization Code	<input type="text"/>	

Confirm Cancel



Customer Service Center



Creating a New Account

Hello, this is TOPCIT Customer Service Center
Your authorization code for Joining TOPCIT is as follows.

[@hotmail.com] Your authorization code : 6j0m0q3j

We are looking forward to your support and interest in TOPCIT.
We are always striving to provide better service.
Thank you.



- **Qualification Type** | Registration for Private Qualification
- **Qualification Title** | TOPCIT (ICT Competency Index)
- **Registration Number** | No. 2014-1404
- **Managing Public Sector** | Institute for Information & communications Technology Promotion (IITP)
- **Participating Institution** | Korea Productivity Center (KPC)

Copyright © TOPCIT. All rights reserved. Replies to this email will not be responded to or read.

This mail will be sent to your Email



www.topcit.or.kr says:
Your email address is successfully verified.
 Prevent this page from creating additional dialogs.

2 OK

Sign In

- Join TOPCIT
- Find ID
- Find Password

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP. 1 Verifying Email

STEP. 2 Your Information

STEP. 3 Confirmation

Write your Email(e.g. example@topcit.or.kr)

Email	<input type="text" value="@hotmail.com"/>	Send Verification
Authorization Code	<input type="text" value="6j0m0q3j"/>	

Confirm Cancel

Process of Creating an Account



You will be directed to this page.
Fill in **ALL** the blanks

Sign In

- Join TOPCIT
- Find ID
- Find Password

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP 1 Verifying Email STEP 2 Your Information STEP 3 Confirmation

Basic Information (+Required)

ID * ID must be between 6 and 16 characters (lowercase, uppercase letters, and/or numbers) and must not contain special characters (such as @, _ , \$, etc.).

Password * Password must contain:
- Lowercase letter a-z
- Number 0-9
- Symbol such as !@#\$%^&*()_+? etc.
- 6-16 total characters

Re-enter Password * Passwords do not match.

Full Name * First (Middle: optional) Last Name
e.g. Mike John Lee

Date of Birth year month day

Gender Male

Primary Phone * e.g. : 010-1234-5678

Email @ hotmail.com

Additional Information (for TOPCIT Registration)

Photo * Please use Internet Explorer 9 or higher version / Chrome to upload the picture.
* The picture must be taken within 6 months.
* If the photo cannot be identified on the test date, you are unavailable to take the test (non-refundable registration fee)
* Dimension: 3 x 4cm (horizontal 115 ~ 235px / Vertical 150 ~ 315px)
* File formats: .jpg, .gif, .png / File size: less than 500KB
 No file chosen

Contact * e.g. 02-1234-1234

Postal/ZIP Code

Address

Occupation Choose **Field of Study** Choose

Affiliation

Educational Background Choose

Nationality Korean Foreigner

Receiving SMS Yes No

Receiving Email Yes No

Process of Creating an Account



www.topcit.or.kr/login/memberJoin.do

www.topcit.or.kr says:
This ID is already used. Please try another ID.
 Prevent this page from creating additional dialogs.
OK

HOME > LOG IN > Join TOPCIT

Sign In

- Join TOPCIT >
- Find ID >
- Find Password >

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP. 1 Verifying Email

STEP. 2 Your Information

STEP. 3 Confirmation

Basic Information(*Required)

1 2

* ID	<input type="text"/>	<input type="button" value="Check Availability"/>	* ID must be between 6 and 16 characters (lowercase, uppercase letters, and/or numbers) and must not contain special characters (such as @, _, \$, etc.).
* Password	<input type="password"/>		* Password must contain: · Lowercase letter a-z · Number 0-9 · Symbol such as !@#\$%^&+()_+? etc. · 6-16 total characters
* Re-enter Password	<input type="password"/>		* Passwords do not match.
* Full Name	<input type="text"/>		* First (Middle: optional) Last Name e.g. Mike John Lee
* Date of Birth	year <input type="text"/> month <input type="text"/> day <input type="text"/>		
* Gender	Male <input type="text"/>		
* Primary Phone	<input type="text"/>		* e.g. : 010-1234-5678
* Email	<input type="text"/> @ hotmail.com	Direct input <input type="text"/>	

Find a **username** that is not in use

Process of Creating an Account



www.topcit.or.kr/login/memberJoin.do

www.topcit.or.kr says:
This ID is already used. Please try another ID.
 Prevent this page from creating additional dialogs.

3 OK

This ID is available!

HOME > LOG IN > Join TOPCIT

Sign In

- Join TOPCIT >
- Find ID >
- Find Password >

STEP. 1 Verifying Email

STEP. 2 Your Information

STEP. 3 Confirmation

Basic Information (*Required)

* ID	<input type="text"/> <input type="button" value="Check Availability"/>	* Id must be between 6 and 16 characters (lowercase, uppercase letters, and/or numbers) and must not contain special characters (such as @, _, \$, etc.).
* Password	<input type="password"/>	* Password must contain: ·Lowercase letter a-z ·Number 0-9 ·Symbol such as !@#\$%^&+()_+? etc. ·6-16 total characters
* Re-enter Password	<input type="password"/>	* Passwords do not match.
* Full Name	<input type="text"/>	* First (Middle: optional) Last Name e.g. Mike John Lee
* Date of Birth	year <input type="text"/> month <input type="text"/> day <input type="text"/>	
* Gender	Male <input type="text"/>	
* Primary Phone	<input type="text"/>	* e.g. : 010-1234-5678
* Email	<input type="text"/> @ hotmail.com <input type="button" value="Direct input"/>	

Process of Creating an Account



Fill in **ALL** the blanks

Support

- Notice
- FAQs
- Contact Us

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP 1 Verifying Email STEP 2 Your Information STEP 3 Confirmation

Basic Information (+Required)

* ID [Check Availability](#)
* ID must be between 6 and 16 characters (lowercase, uppercase letters, and/or numbers) and must not contain special characters (such as @, _, \$, etc.).

* Password
* Password must contain:
- Lowercase letter a-z
- Number 0-9
- Symbol such as !@#\$%^&*()_+? etc.
- 6-16 total characters

* Re-enter Password

* Full Name * First (Middle: optional) Last Name
e.g. Mike John Lee


* Date of Birth

* Gender

* Mobile Phone * e.g. : 010-1234-5678

* Email @ hotmail.com Direct input

Additional Information (for TOPCIT Registration)

* Photo 
* Please use Internet Explorer 9 or higher version / Chrome to upload the picture.
* The picture must be taken within 6 months.
* If the photo cannot be identified on the test date, you are unavailable to take the test (non-refundable registration fee).
* Dimension: 3 x 4cm (horizontal 115 ~ 235px / Vertical 150 ~ 315px)
* File formats: .jpg, .gif, .png / File size: less than 500KB
[Choose File](#) 1609191643...ngsoon.png [Upload](#)

* Home Phone * e.g. 02-1234-1234

* Postal/ZIP Code

* Address

* Occupation * Field of Study Non-IT

* Affiliation Inst. Detail [HR Competency Develop](#)

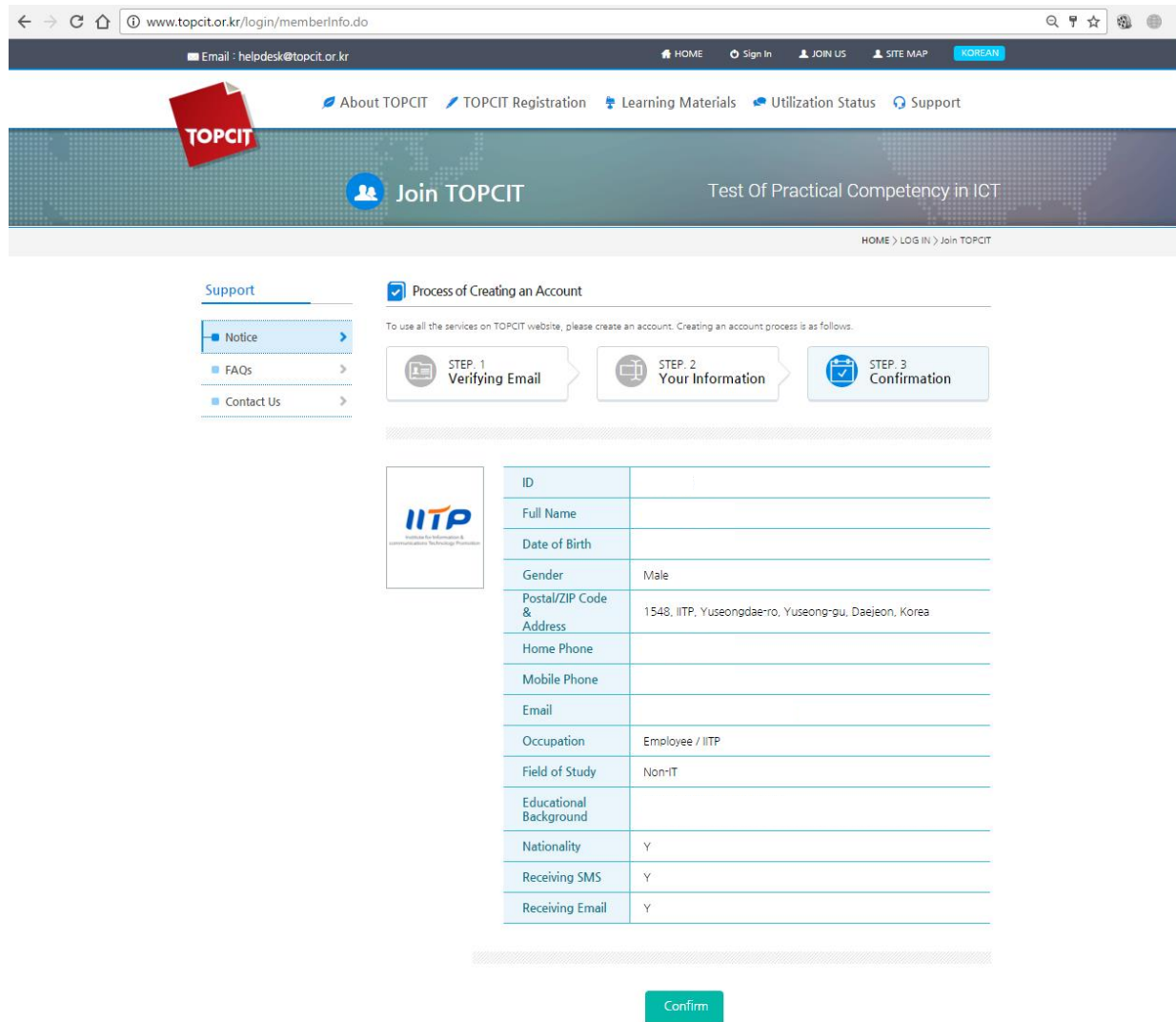
* Educational Background Faculty Major

* Nationality Korean Foreigner

* Receiving SMS Yes No

* Receiving Email Yes No

2



The screenshot shows a web browser window at www.topcit.or.kr/login/memberInfo.do. The page features a navigation bar with links for HOME, Sign In, JOIN US, SITE MAP, and KOREAN. A secondary navigation bar includes About TOPCIT, TOPCIT Registration, Learning Materials, Utilization Status, and Support. The main header area contains the TOPCIT logo, a 'Join TOPCIT' button, and the text 'Test Of Practical Competency in ICT'. Below the header, a breadcrumb trail reads 'HOME > LOG IN > Join TOPCIT'. The content area is titled 'Process of Creating an Account' and includes a sub-header 'To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.' A progress indicator shows three steps: 'STEP. 1 Verifying Email', 'STEP. 2 Your Information', and 'STEP. 3 Confirmation', with the third step being the active one. To the left, a 'Support' sidebar lists 'Notice', 'FAQs', and 'Contact Us'. The main form area contains a table for user information, with the IITP logo on the left. A 'Confirm' button is located at the bottom of the form.


Support

- Notice
- FAQs
- Contact Us

Process of Creating an Account

To use all the services on TOPCIT website, please create an account. Creating an account process is as follows.

STEP. 1 Verifying Email STEP. 2 Your Information **STEP. 3 Confirmation**

	ID	
	Full Name	
	Date of Birth	
	Gender	Male
	Postal/ZIP Code & Address	1548, IITP, Yuseongdae-ro, Yuseong-gu, Daejeon, Korea
	Home Phone	
	Mobile Phone	
	Email	
	Occupation	Employee / IITP
	Field of Study	Non-IT
	Educational Background	
	Nationality	Y
	Receiving SMS	Y
	Receiving Email	Y

Confirm