INSTRUCTIONS ON HOW TO REGISTER IN ORFEAS

Cambridge Office

HELLENIC AMERICAN UNION

An educational public charity

REGISTRATION ON THE ORFEAS PLATFORM

1. Go to https://www.hau.gr on your computer.
2. If you have to, change the language to English by clicking on the flag at the top of the page.
3. Click on **"Exams"** at the top of the page, followed by **"Support."**
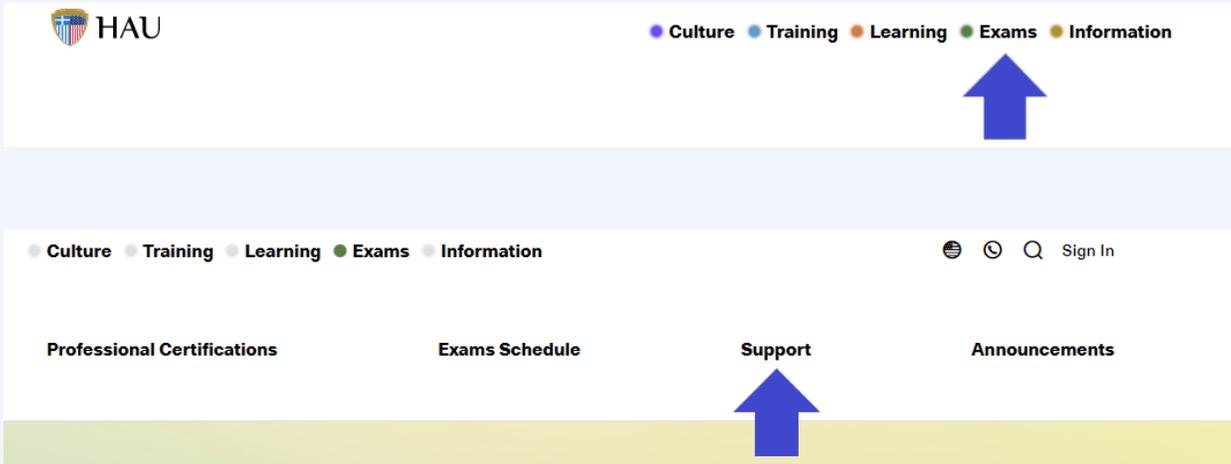
4. Click on **"Visit Support for Foreign Language Schools and Teachers"** at the bottom of the page.
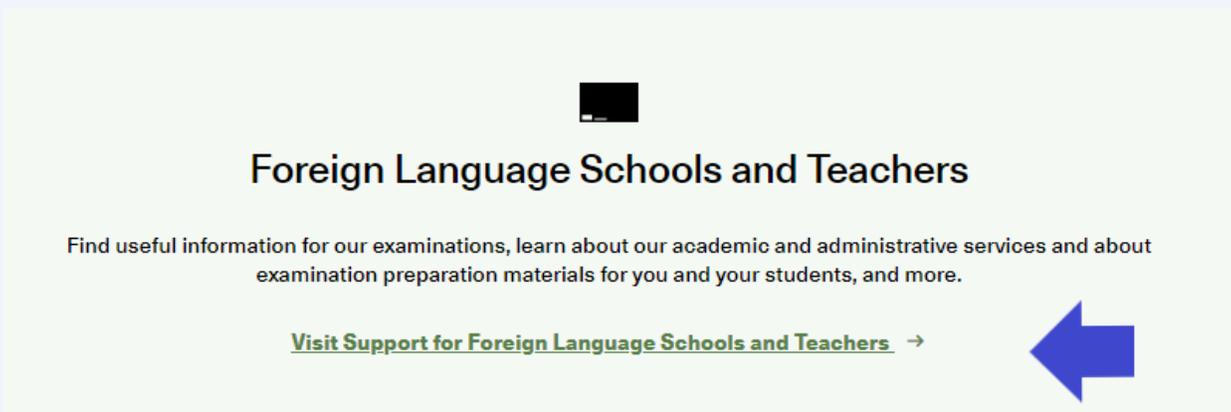
5. Click on **"Register in Orfeas"** next.

6. Select ''Language School'' under **Account Type** if this applies to you.
Republic of North Macedonia can be selected from the dropdown list in the **"I am located in"** section.

Register in Orfeas
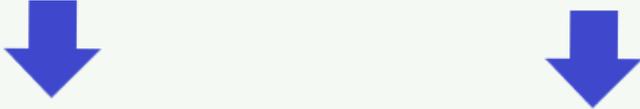
Info

Account Type *

I am Located in *

7. Complete all required fields.

Company Info

Account Type *	I am Located in *		
Language School	Republic of North Macedonia		

Company Name *	Legal Name *	Tax Number	Tax Office

Company Email *	Other Email	Landline Phone Number *	Other Phone

File
Education License File *

Upload

Bill to address

Ship to address
Copy from account address to shipping address [↑]

Street *	Zip Code *	Street *	Zip Code *

City *	Province *	City *	Province *

Country *		Country *	
Republic of North Macedonia		Republic of North Macedonia	

Primary Contact Details

First Name *	Last Name *	Primary Email *	Mobile *

Contact Type *

✔ ☐ I accept the Terms of Use of ORFEAS. *
✔ ☐ I have read the Privacy Notification issued by the Hellenic American Union. *
✔ ☐ I wish to receive material regarding other activities or services of the Hellenic American Union by email according to the Notification Regarding the Processing of Personal Data for Marketing Purposes.

8. In the **''TAX Number''** field please type the business TAX/VAT Number of the Language School.
9. In the **''TAX Office''** field, since the TAX Offices in North Macedonia do not correspond to those in Greece, please select ''ΑΓΝΩΣΤΗ'' which means ''unknown''.

Company Info

Account Type *	I am Located in *
Language School ✕ ↓	Republic of North Macedonia ✕ ↓

Company Name *	Legal Name *	Tax Number	Tax Office
			ΑΓΝΩΣΤΗ ✕ ↓

Company Email *	Other Email	Landline Phone Number *	Other Phone

10. Then click on **"Save''**.
11. You will receive an automated email requesting you to confirm your email address.
12. We will accept your registration request.
13. A new email with the subject **"Activate your Orfeas Account"** will be sent to you. You will be given a temporary password that you must reset once you log in for the first time.
14. You now have full access to the Orfeas platform.

Registration of Candidates

1. Once you are logged into the Orfeas platform, you click on **"Applications/Registrations"**.
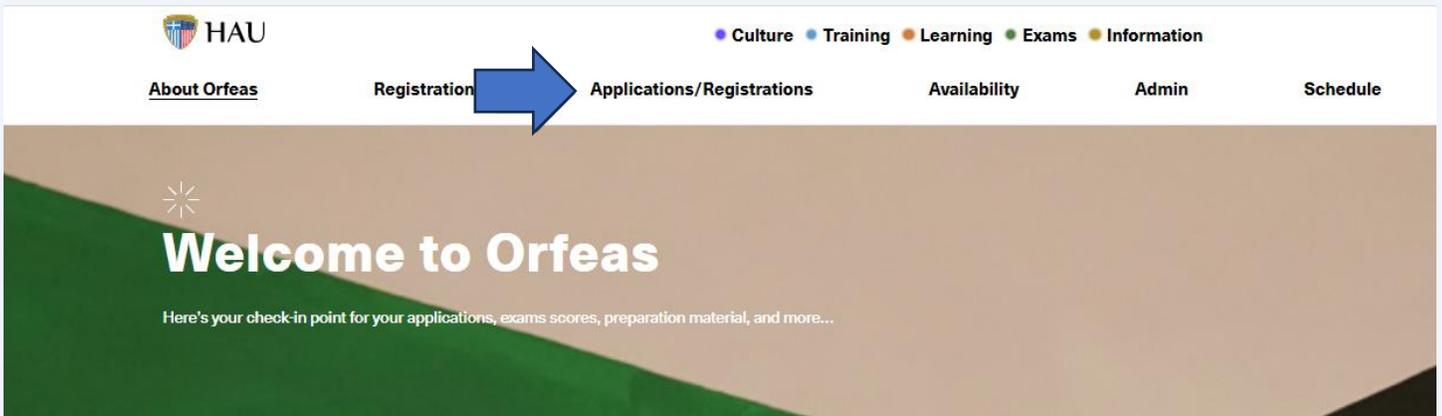
2. Now you can start the process of creating your students' profiles.
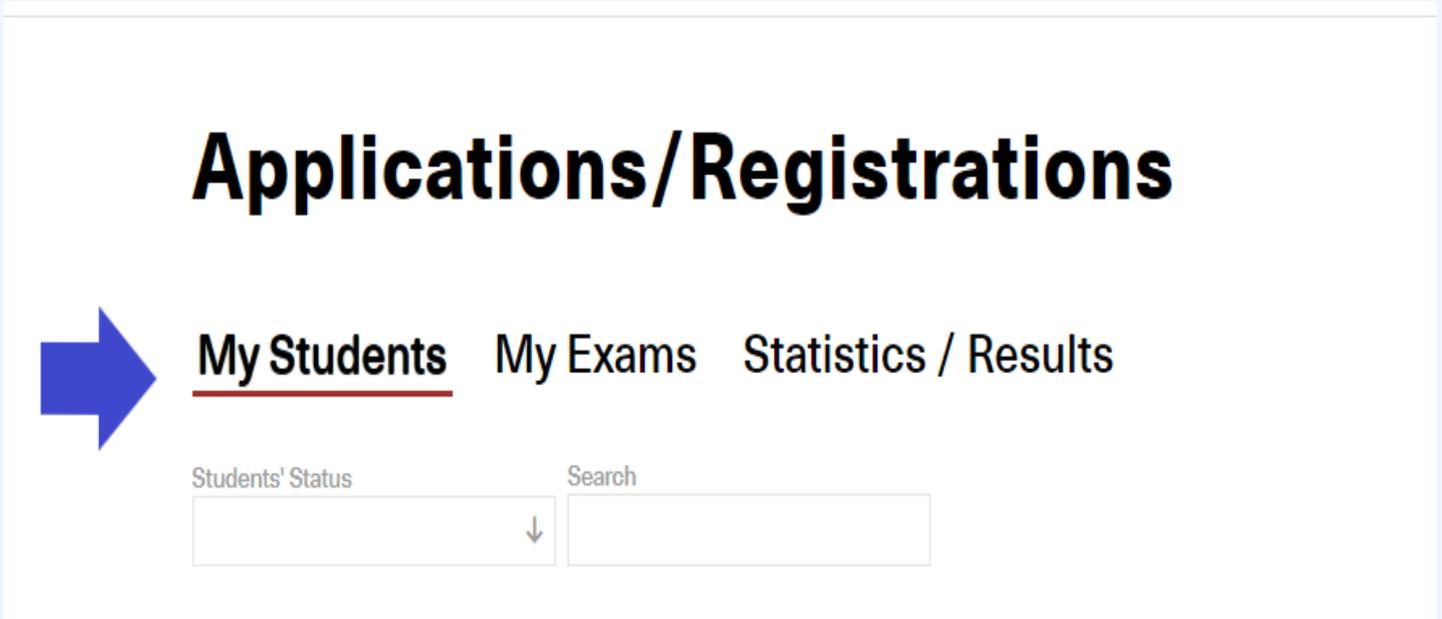
3. You will type the student's personal information in a pop-up window that appears from the right.
4. The required fields for the Cambridge English Qualifications are First Name, Last Name, Father's Name, Gender, Date of Birth.
5. You will click on **"Save"** after filling in the required fields for each student.

Registering your students for the Cambridge exams

6. After completing the creation of your students' profiles, click the box to the left of their names, and then select **"Register Students."**

7. Once you have read the terms on personal data processing, select **"I agree".**

8. Then Select **"Test Developer"** and **"Exam".**

Test Developer

Cambridge English Language ..✕ ↓

Exam

FCE   ✕ ↓

9. From the drop-down list, choose the **" Test Center".**
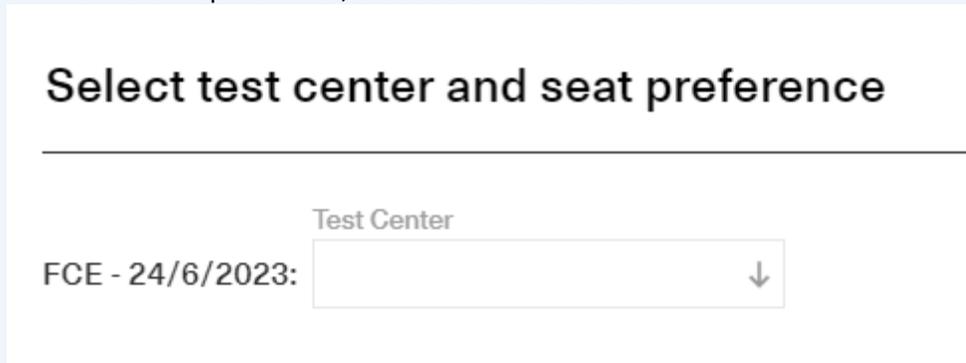
Select test center and seat preference

FCE - 24/6/2023:

Test Center

↓

10. In the next screen you select **"I do not have any preferences"** – that applies to seat preferences-.
11. You will then verify the registered students for this examination.
12. Once the **"Group"** of students for a particular exam is created, you should click on the group name, and a pop-up window will appear from the right.

13. Choose **"Credit Card"** as the Payment Method. Please note that all other available options do not currently apply.
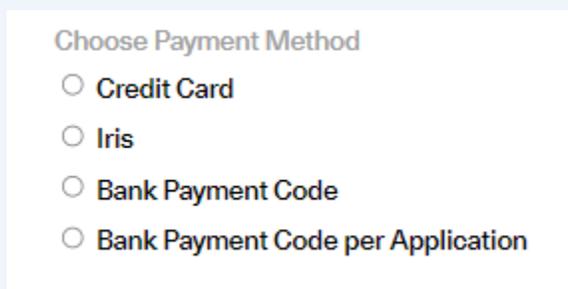
Choose Payment Method
○ Credit Card
○ Iris
○ Bank Payment Code
○ Bank Payment Code per Application

14. Then click on **"Pay & Submit".**
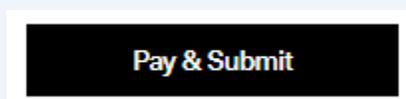
Pay & Submit

15. Once you complete the group's payment, the group status will change to **"Confirmed and Completed".**

If you have any questions, please contact Cambridge Office at cambridge@hau.gr