

TOPCIT

Registration Guide

Step by Step Instruction
to becoming a TOPCIT member



미래창조과학부
Ministry of Science, ICT and
Future Planning



정보통신기술진흥센터
Institute for Information & Communications Technology Promotion



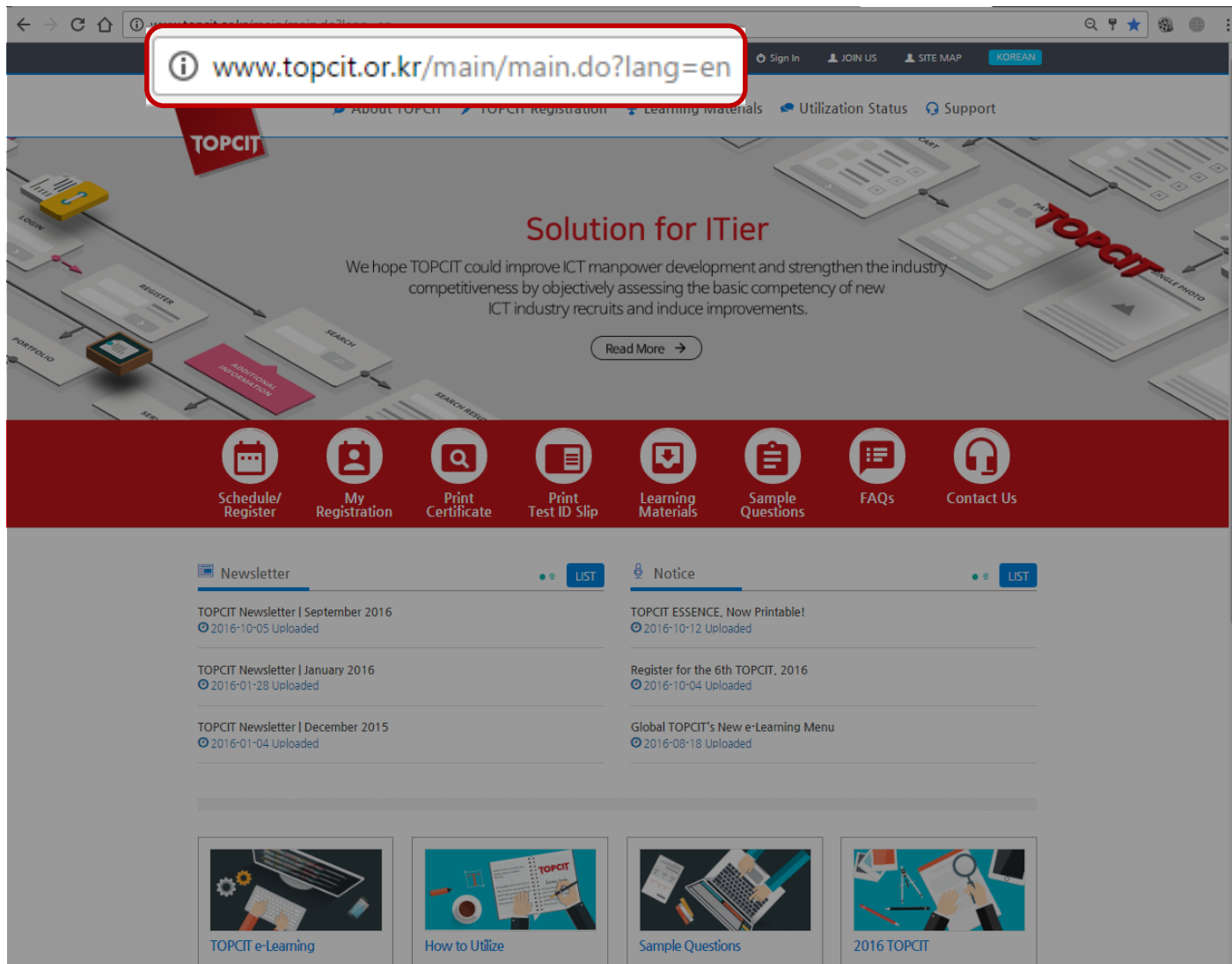
한국생산성본부
KOREA PRODUCTIVITY CENTER

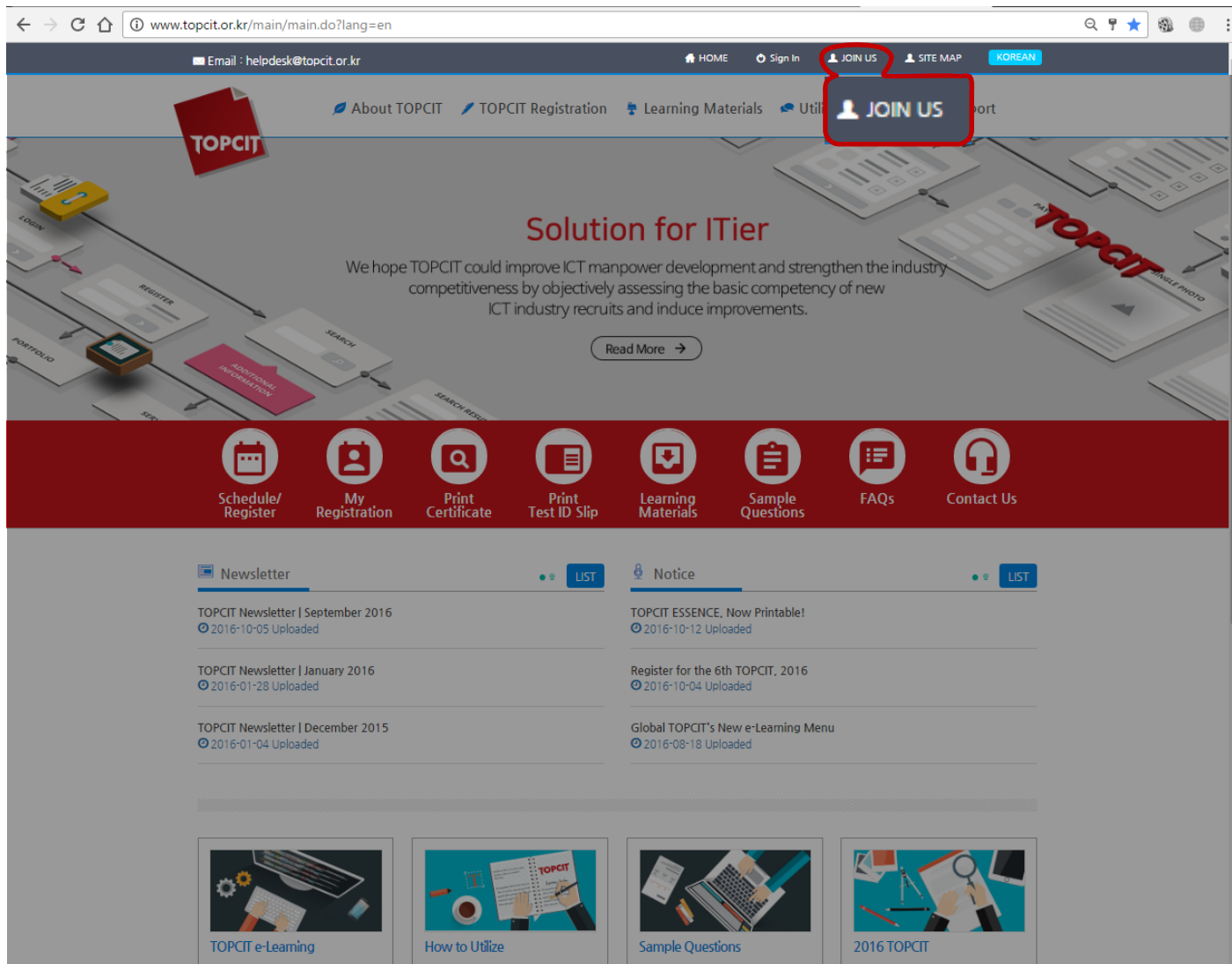


Go to TOPCIT English Website



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





The screenshot shows the TOPCIT website homepage. The browser address bar displays www.topcit.or.kr/main/main.do?lang=en. The top navigation bar includes links for HOME, Sign In, JOIN US (highlighted with a red box), SITE MAP, and KOREAN. Below this, a secondary navigation bar contains 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 description: "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 present. Below this is a red banner with icons and labels for: Schedule/Register, My Registration, Print Certificate, Print Test ID Slip, Learning Materials, Sample Questions, FAQs, and Contact Us. The bottom section is divided into two columns: "Newsletter" and "Notice". The Newsletter column lists three newsletters from September 2016, January 2016, and December 2015. The Notice column lists two notices: "TOPCIT ESSENCE, Now Printable!" and "Register for the 6th TOPCIT, 2016". At the bottom, there are four tiles for "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 ☒ I Agree ☐ I do not Agree

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/login/certification.do

Email : helpdesk@topcit.or.kr

About TOPCIT

TOPCIT

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

JOIN US SITE MAP KOREAN

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tical Competency in ICT

HOME > LOG IN > Join TOPCIT

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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)

1 2

Email	@hotmail.com	Send Verification
Authorization Code		

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/login/certification.do

Email : helpdesk@topcit.or.kr

TOPCIT

About TOPCIT

JOIN US SITE MAP KOREAN

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Test on Practical Competency in ICT

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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	1 @hotmail.com	Send Verification
Authorization Code	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.



Basic Information (+ Required)

ID	<input type="text"/>	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	<input type="text"/> year <input type="text"/> month <input type="text"/> day	
Gender	<input type="text"/> Male	
Primary Phone	<input type="text"/>	* e.g. : 010-1234-5678
Email	<input type="text"/> @hotmail.com	<input type="text"/> Direct input

Additional Information (for TOPCIT Registration)

Photo	 <input type="button" value="Choose File"/> <input type="button" value="Upload"/>	<ul style="list-style-type: none">* 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
Contact	<input type="text"/>	* e.g. 02-1234-1234
Postal/ZIP Code	<input type="text"/>	
Address	<input type="text"/>	
Occupation	<input type="text"/> Choose	* Field of Study <input type="text"/> Choose
Affiliation	<input type="text"/>	
Educational Background	<input type="text"/> Choose	
Nationality	<input type="radio"/> Korean <input type="radio"/> Foreigner	
Receiving SMS	<input type="radio"/> Yes <input type="radio"/> No	
Receiving Email	<input type="radio"/> Yes <input type="radio"/> No	

Confirm

Process of Creating an Account



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

Sign In

- Join TOPCIT
- Find ID
- Find Password

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

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

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

* 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"/> @ <input type="text"/>	<input type="button" value="Direct input"/>	

Process of Creating an Account



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

Sign In

- Join TOPCIT
- Find ID
- Find Password

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!

To use all the services on TOPCIT website, please create an account. Creating an account consists of three steps.

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 Male

* 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 Employee * Field of Study Non-IT

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

* Educational Background Faculty Major

* Nationality ☒ Korean ☐ Foreigner

* Receiving SMS ☒ Yes ☐ No


* Receiving Email ☒ Yes ☐ No

2

← → ↻ ⌂ www.topcit.or.kr/login/memberInfo.do 🔍 📄 ⚙️ 🌐

Email : helpdesk@topcit.or.kr HOME Sign In JOIN US SITE MAP KOREAN

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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, Yuseongdaero, 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