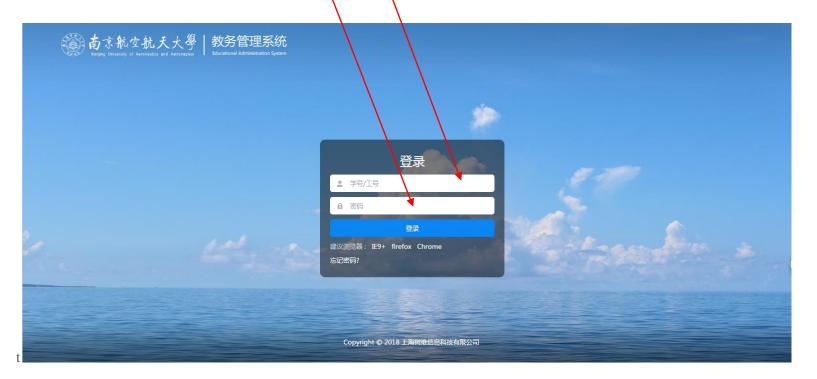# STEP 1：登录 Log in

地址 Website

系统地址 website： (Navigator suggested: 360 or Chrome) http://aao-eas.nuaa.edu.cn
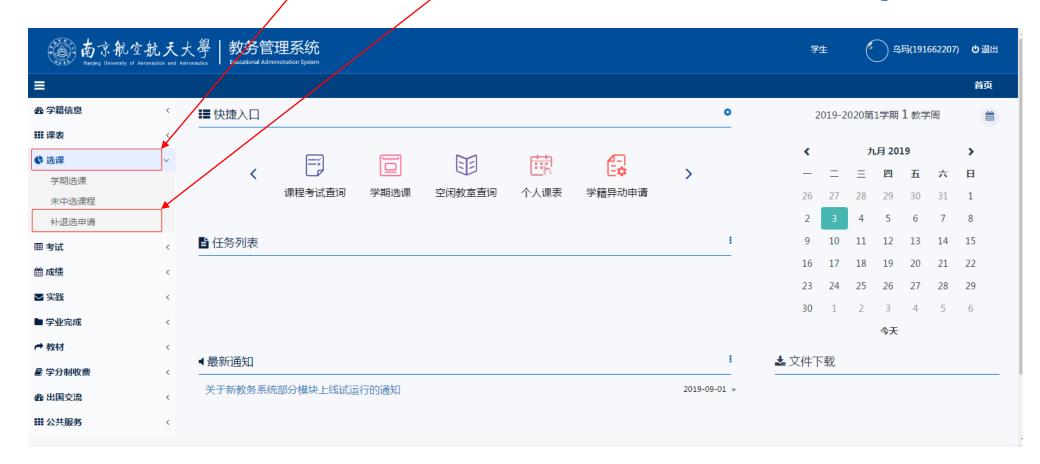
账号、密码 Account and Password

账号 : 账号为学生的学号 Account: Same as DED Account

密码 : 学生的旧版教务系统的密码 Password: Same as DED Account

STEP 2: Click "选课" → "补退选申请" (Course Selection→Reselect & Drop Course)
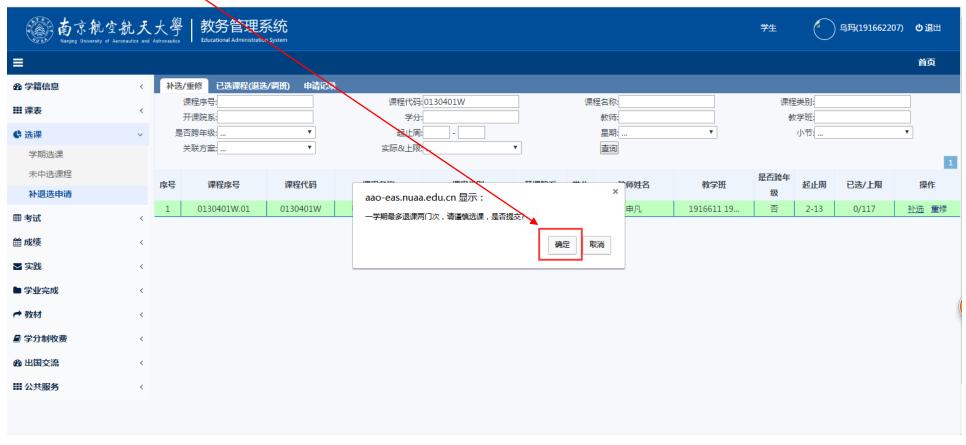
STEP 3: Enter"课程代码"，then Click "查询" （Search a course）

STEP 4: 补选课 **Reselect/retake course**
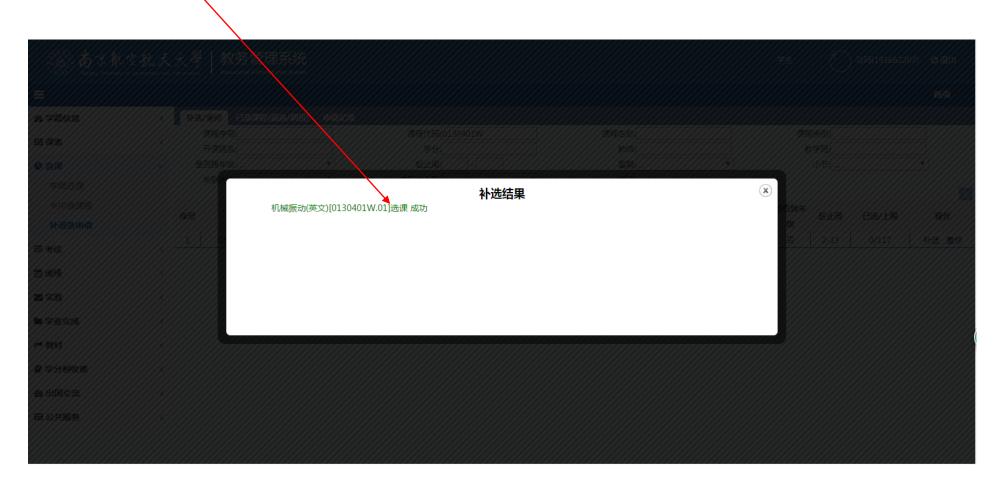
(1) Click "补选" （Reselect ）， or "重修" （retake）

(2) Click "确定" （Yes ）

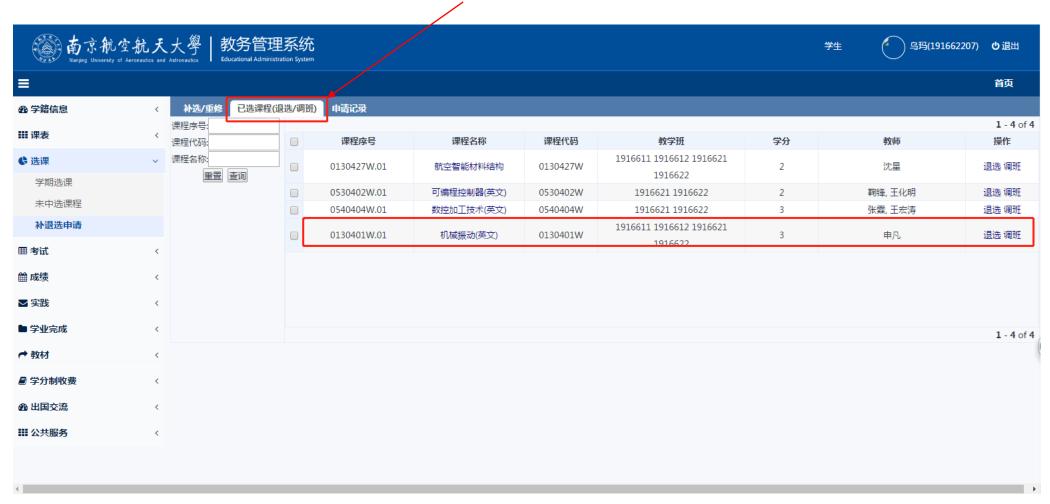Chinese reminder means:You can drop 2 courses only each semest, are you sure to submit?

(3)选课结果 Selection completed

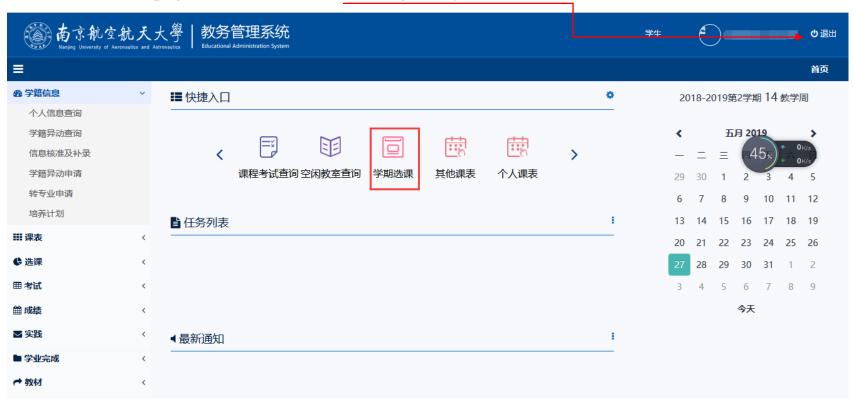Green words on this page shows how many courses have already been selected.

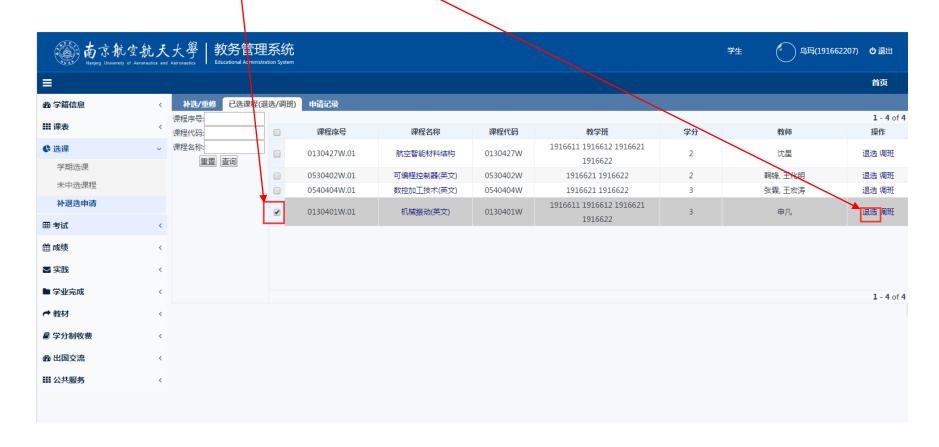# STEP 5: **Check the result, Click "已选课程（退选/调班）"。**

STEP 6: 退出系统 log off

Go back to main page & click "⏻退出" to log off system.

How to drop a course?

(1)Go to STEP 5, tick a course, Click "退选"(drop)

(2)Click "确定" （Yes ）

Chinese reminder means:You can drop 2 courses only each semester, are you sure to submit?

(3) 退课结果 **Drop completed**

Green words on this page shows how many courses have already been dropped.