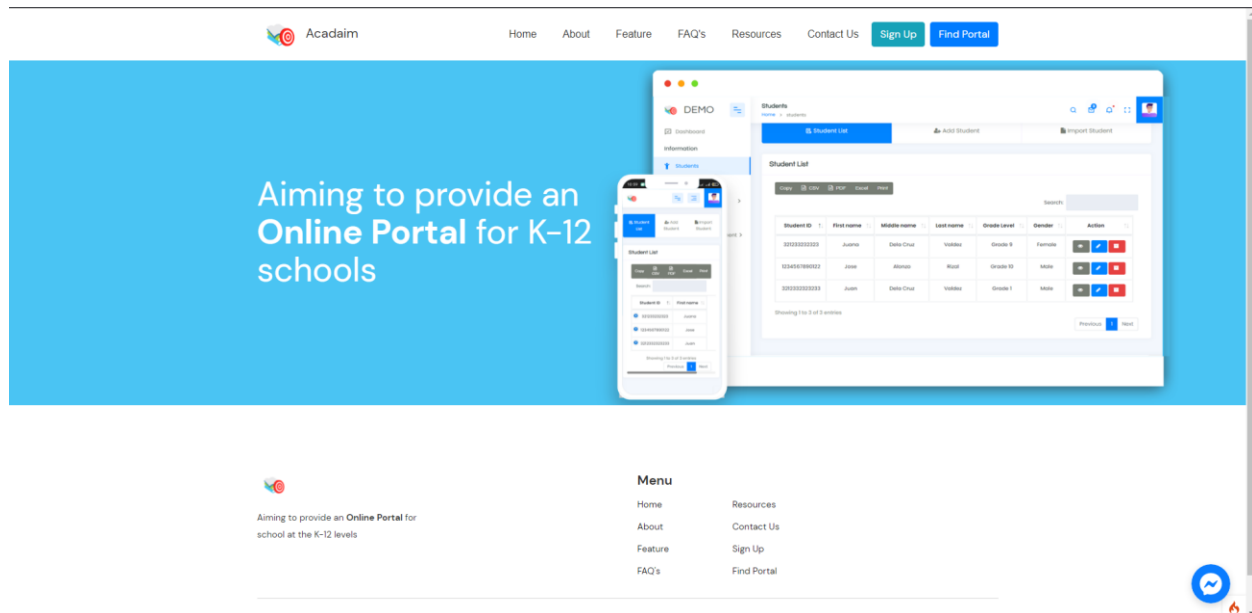


## Sign Up



Click the Sign-Up button.

## Start using Acadain right away

Sign up for free, which includes all features.

School Name:\*

STI College Marikina

Organization type:\*

Private school

First Name:\*

Test

Mobile Number:\*

+63 9477681690

User Id:\*

testacadain

Subdomain Name:\*

sticollegemarikina

.acadain.com

Country:

Philippines

Exclusive in the Philippines

Last Name:\*

Acadain

Email:\*

test.acadain@gmail.com

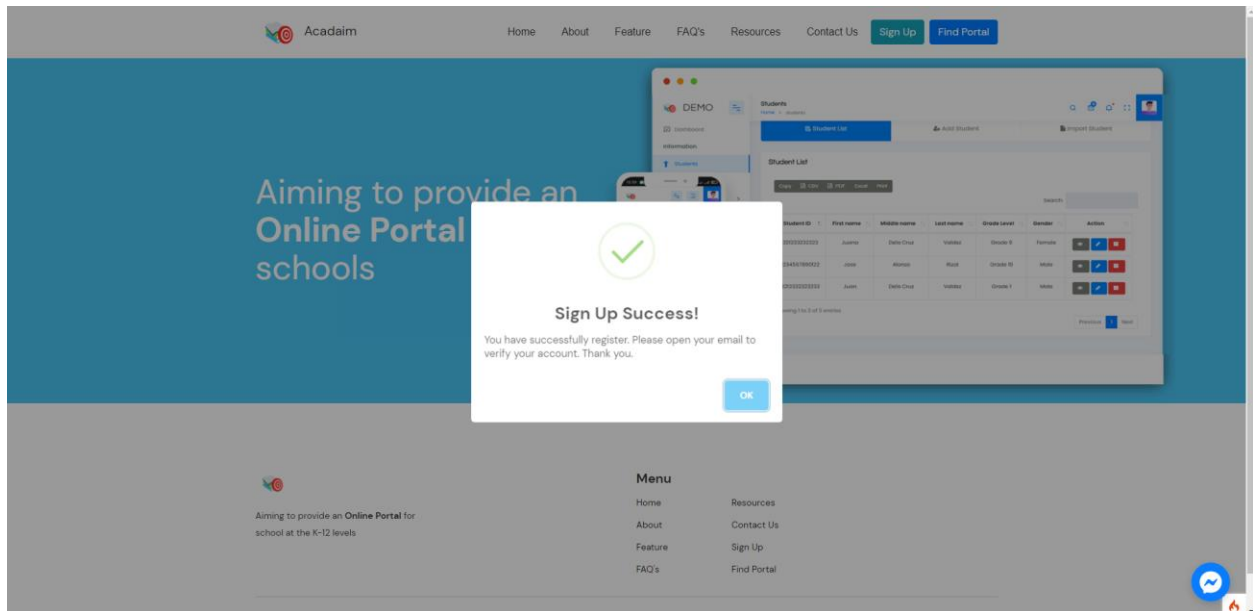
Password:\*

\*\*\*\*\*

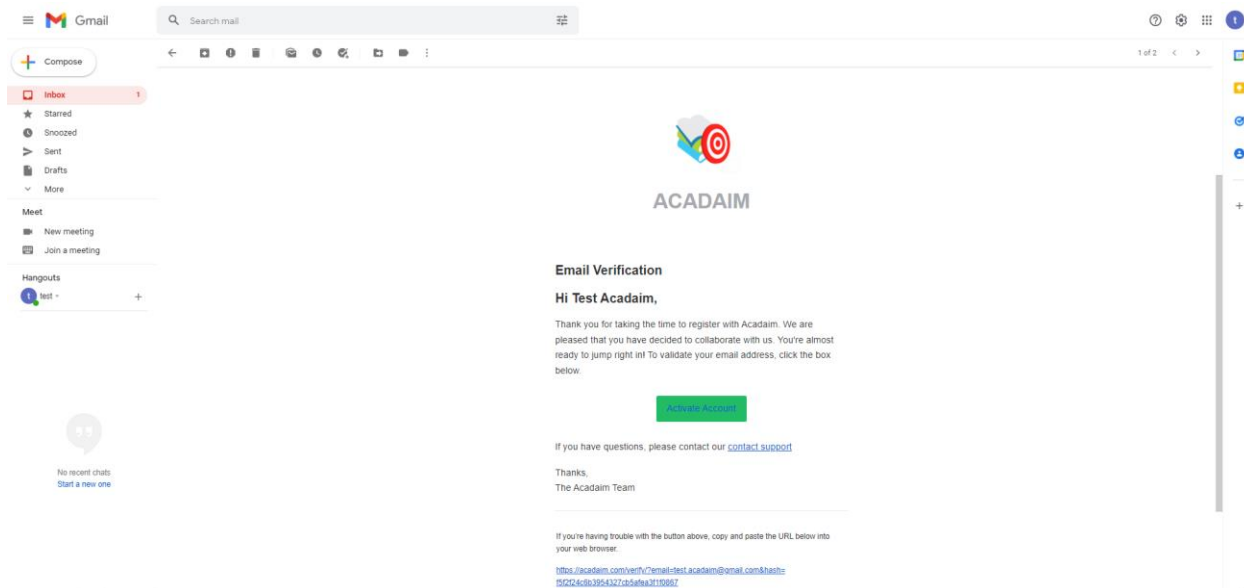
☒ I agree to the Terms of Use and have read the [Privacy Policy](#)

Sign Up

Fill-Up the form then click sign-up.



Sign-Up Success! Should appear after signing up.



Open the email that you use in signing up to activate your account.

## Sign in

Enter your user id and password to access the portal.

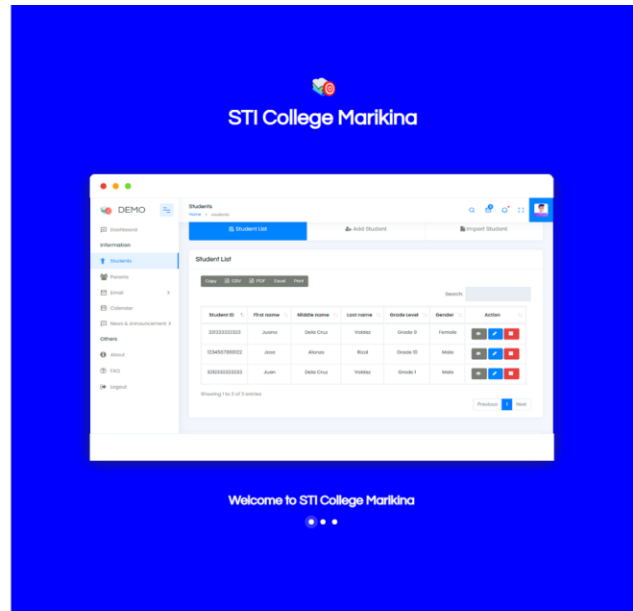
User ID

Enter user id

Password

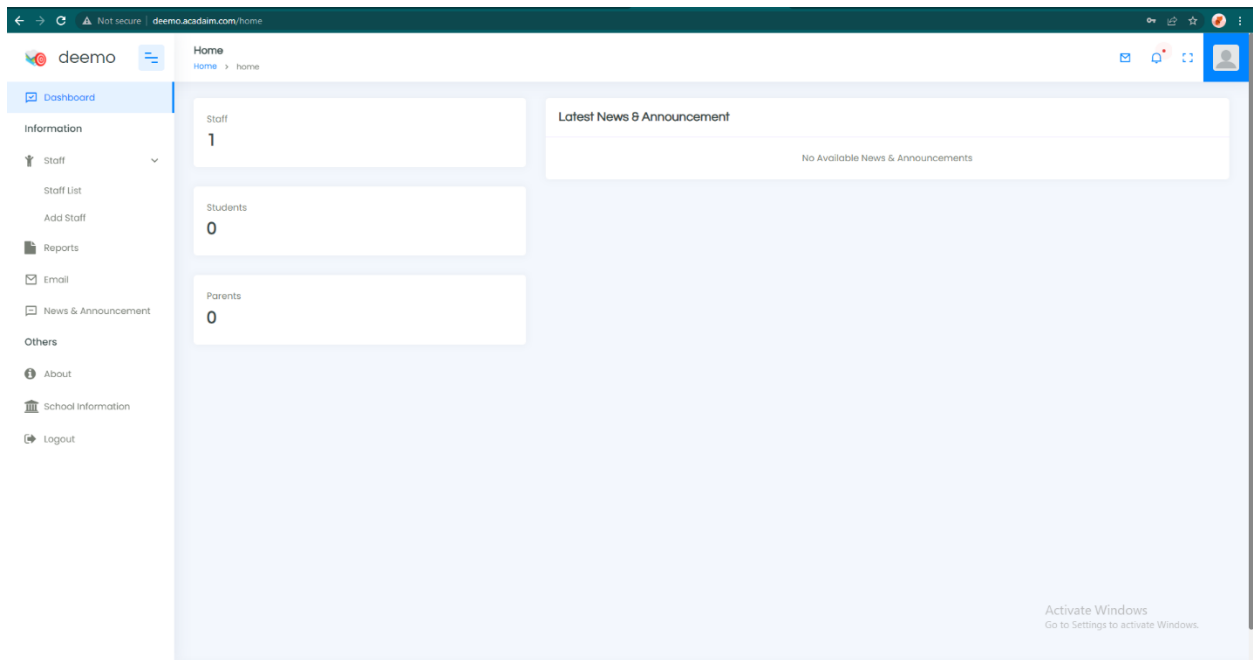
Password

Sign in



You are now successfully registered.

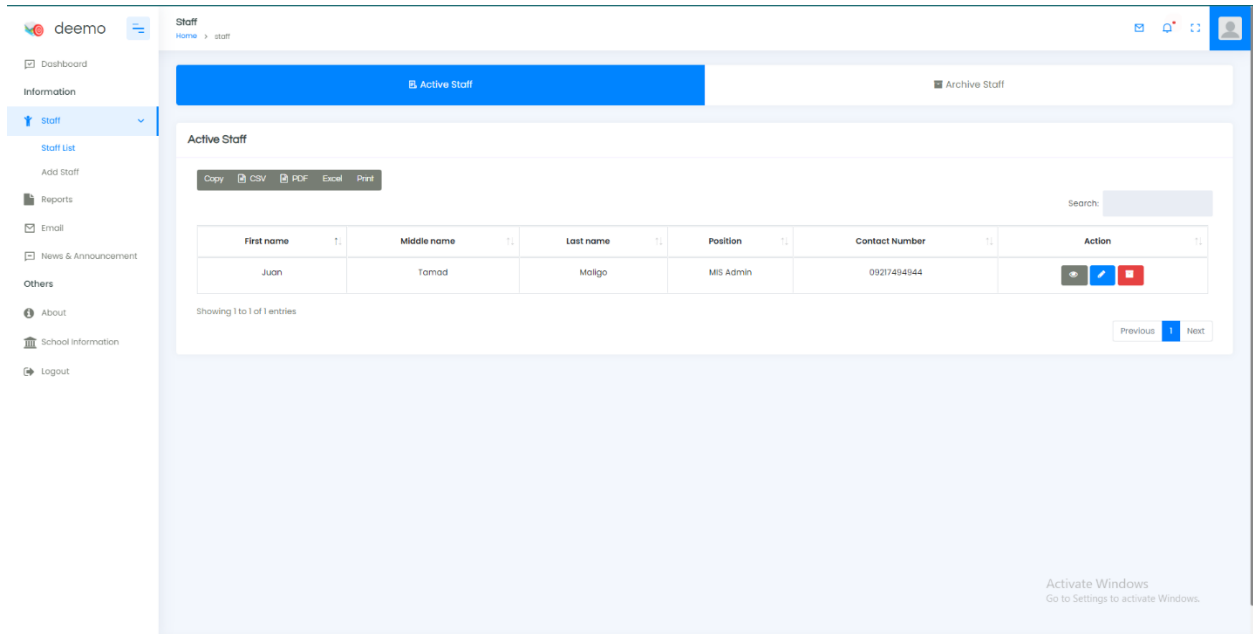
## Creating MIS Administrator Account



Login the School Administrator Account.

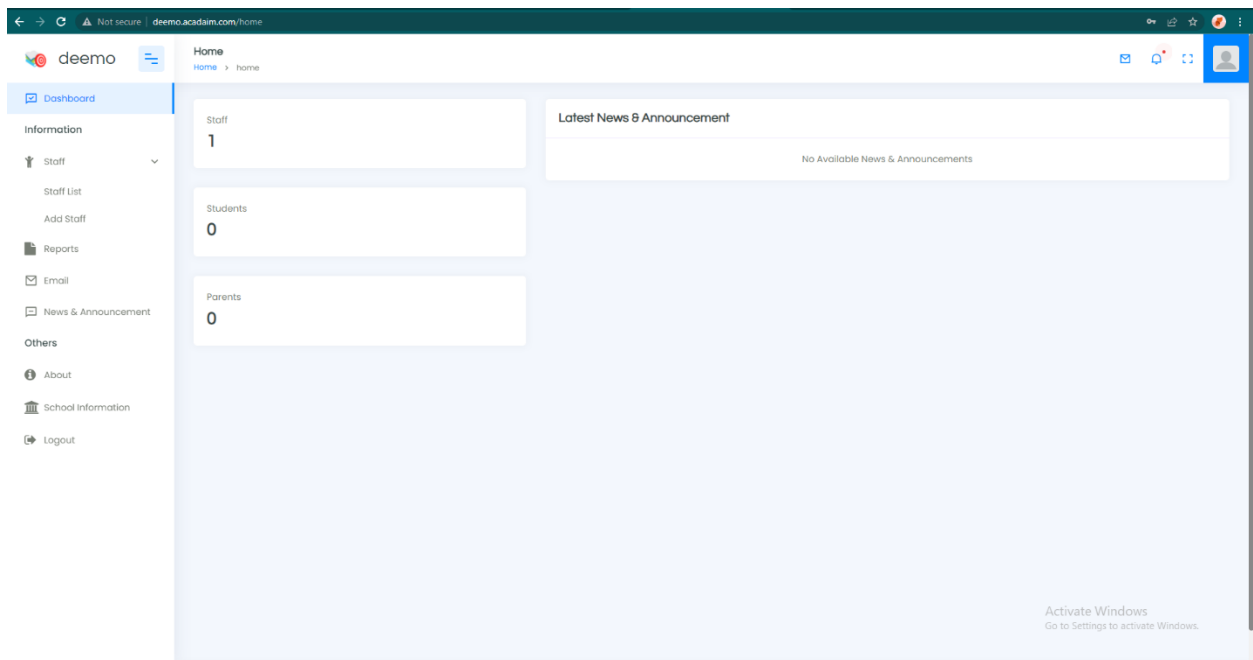
The screenshot shows the 'Add Staff' form in the deemo application. The left sidebar is the same as the dashboard. The main content area is titled 'Add Staff' and contains several sections: 'Account Type' with a dropdown menu set to 'MIS Administrator'; 'Basics' with fields for 'First Name\*' (Juan), 'Middle Name' (Tamad), and 'Last Name\*' (Maligo); 'Location' with an 'Address' field (Markina City); 'Contact' with a 'Mobile Number' field (0927494944); and 'Log in' with 'User Id' (misdeemo) and 'Password' fields. At the bottom are 'Submit' and 'Cancel' buttons. The browser address bar shows 'demo.acadain.com/staff/add-staff'.

Click the staff drop-down list then click add staff. Under the account type, choose MIS Administrator then fill-up the form and lastly click submit button.



Under the staff drop-down list, click the staff list to view all the staff added to the school.

## Creating Academic Administrator

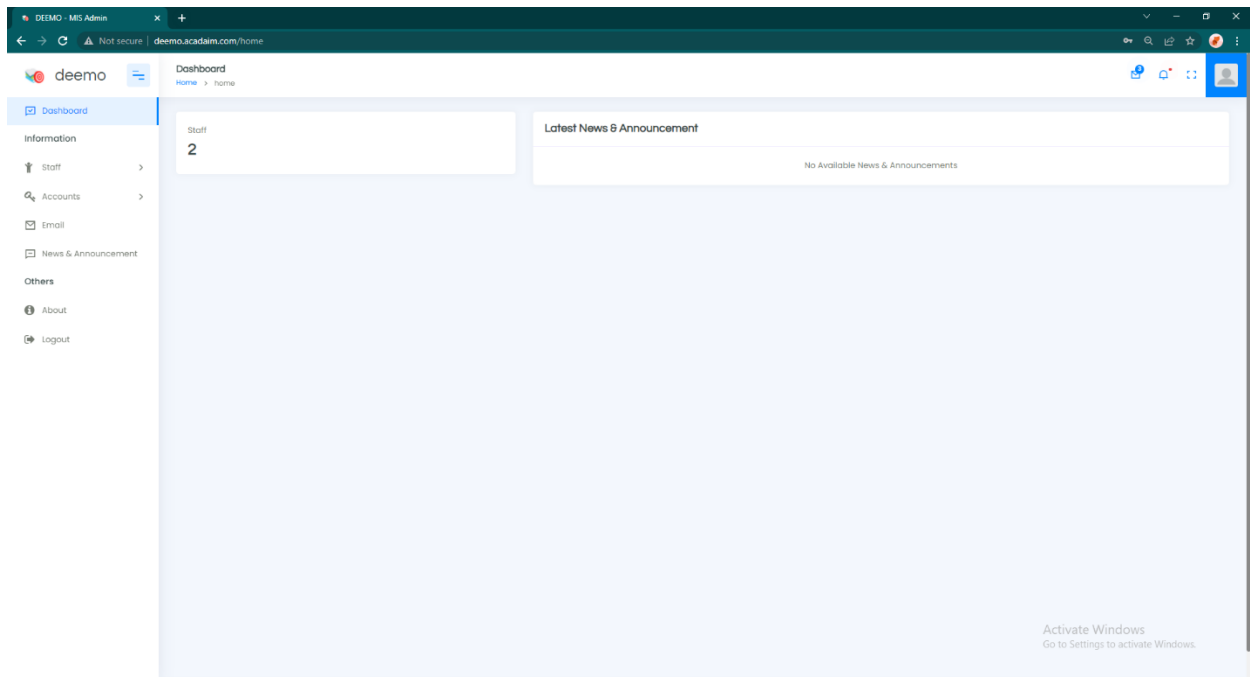


Login the School Administrator Account.

The screenshot shows the 'Add Staff' form in the DEEMO School Admin interface. The form is titled 'Add Staff' and is located at the URL 'demo.acadam.com/staff/add-staff'. The form is divided into several sections: 'Account Type', 'Basics', 'Location', 'Contact', and 'Log in'. The 'Account Type' section has a dropdown menu with 'Academic Administrator' selected. The 'Basics' section has fields for 'First Name\*' (Edward), 'Middle Name\*' (C), and 'Last Name\*' (Crut). The 'Location' section has an 'Address\*' field with the value 'sari.mtoto'. The 'Contact' section has a 'Mobile Number\*' field with the value '09023406408'. The 'Log in' section has a 'User Id\*' field with the value 'acaddemo' and a 'Password\*' field with a masked password '\*\*\*\*'. At the bottom of the form are 'submit' and 'cancel' buttons.

Click the staff drop-down list then click add staff. Under the account type, choose Academic Administrator then fill-up the form and lastly click submit button.

## Creating Registrar Account



Login using the MIS Administrator Account.

**DEEMO - MIS Admin**

Dashboard

Home > staff/add-staff

**Add Staff**

**Account Type**

Account Type\*

Registrar

**Basics**

First Name\* Middle Name\* Last Name\*

Kevin Lokas Tama

**Location**

Address:

kevin@gmail.com

**Contact**

Mobile Number:

091552044168

**Log in**

User Id:

regdeemo

Password:

Submit Cancel

Activate Windows  
Go to Settings to activate Windows.

Click the staff drop-down list then click add staff. Under the account type, choose Registrar then fill-up the form and lastly click submit button.

**DEEMO - MIS Admin**

Dashboard

Home > staff

**Active Staff**

Copy CSV PDF Excel Print

Search:

First name	Middle name	Last name	Position	Contact Number	Action
Alvin	D	Makatulog	Teacher	0315016163	✖ ⚙ 🗑
Jomarie		Rola	School Administrator	0921749493	✖ ⚙ 🗑
Kevin	Lokas	Tama	Registrar	091552044168	✖ ⚙ 🗑

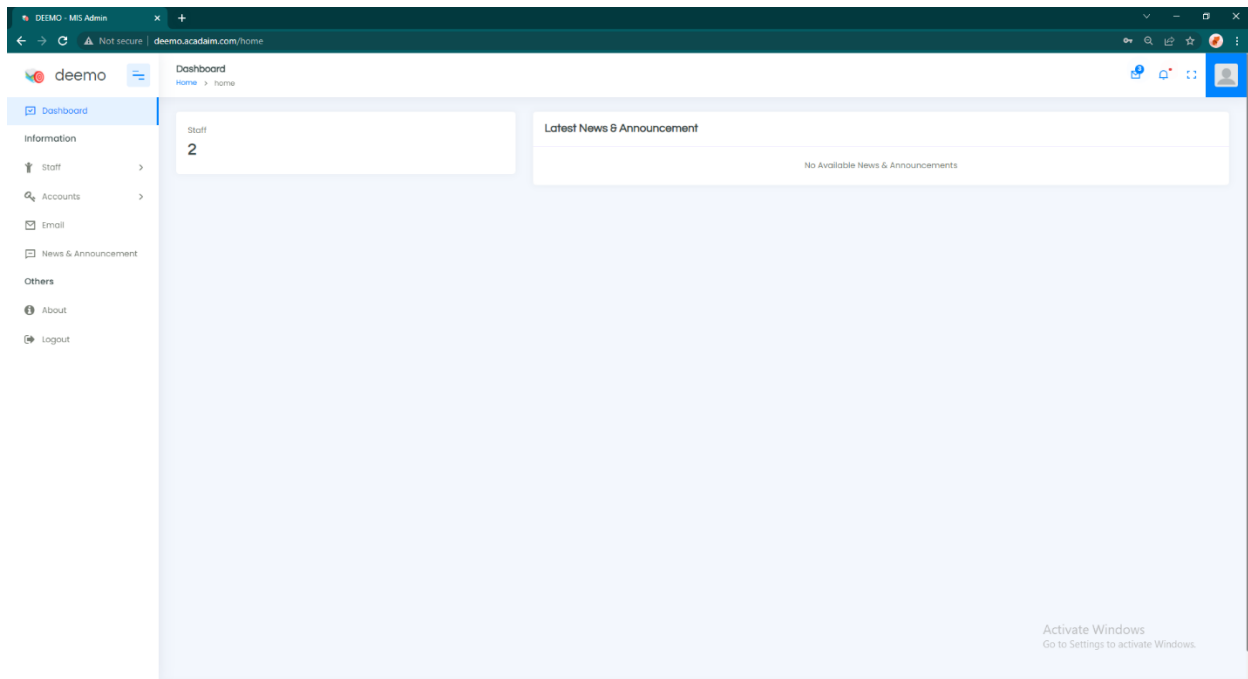
Showing 1 to 3 of 3 entries

Previous Next

Activate Windows  
Go to Settings to activate Windows.

Under the staff drop-down list, click the staff list to view all the staff added to the school.

## Creating Teacher Account

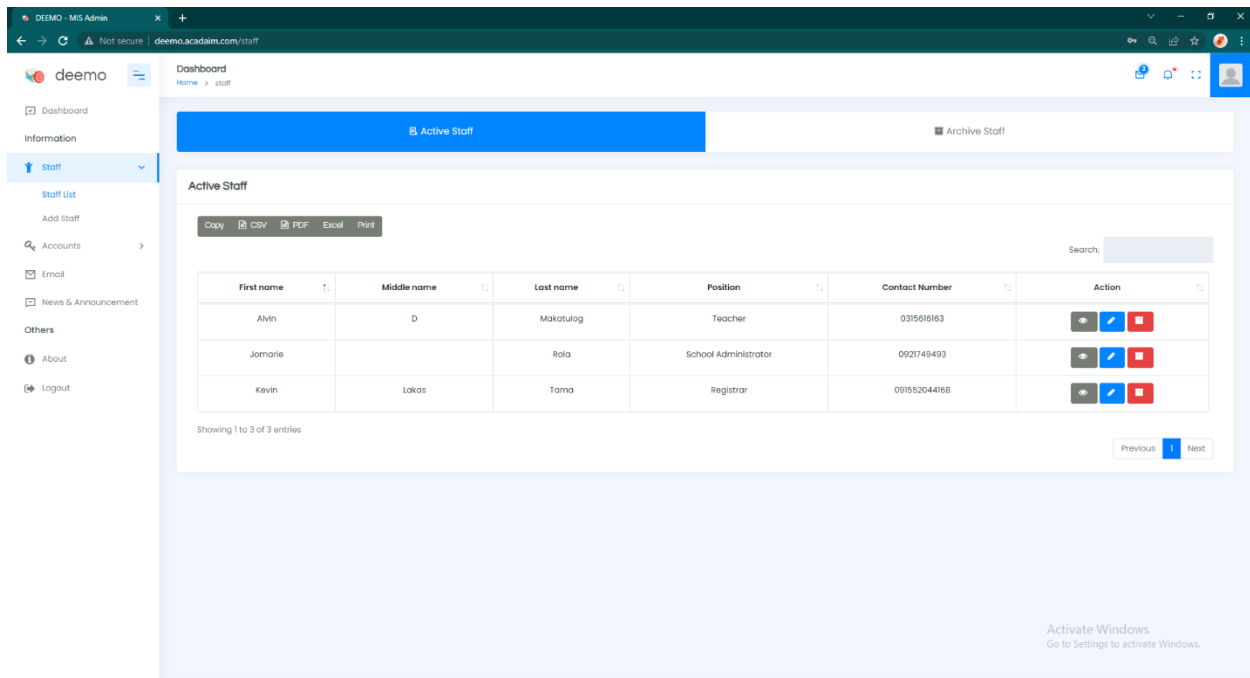


Login using the MIS Administrator Account.

A screenshot of the 'Add Staff' form in the deemo application. The browser address bar shows 'demo.acadain.com/staff/add-staff'. The form is titled 'Add Staff' and contains several sections: 'Account Type' with a dropdown menu set to 'Teacher'; 'Basics' with fields for 'First Name\*' (Alvin), 'Middle Name' (D), and 'Last Name\*' (Makatulog); 'Location' with an 'Address' field (Marikina City); 'Contact' with a 'Mobile Number' field (0915510163); and 'Log In' with 'User Id' (teacherdeemo) and a 'Password' field. At the bottom are 'submit' and 'cancel' buttons. An 'Activate Windows' watermark is visible in the bottom right corner.

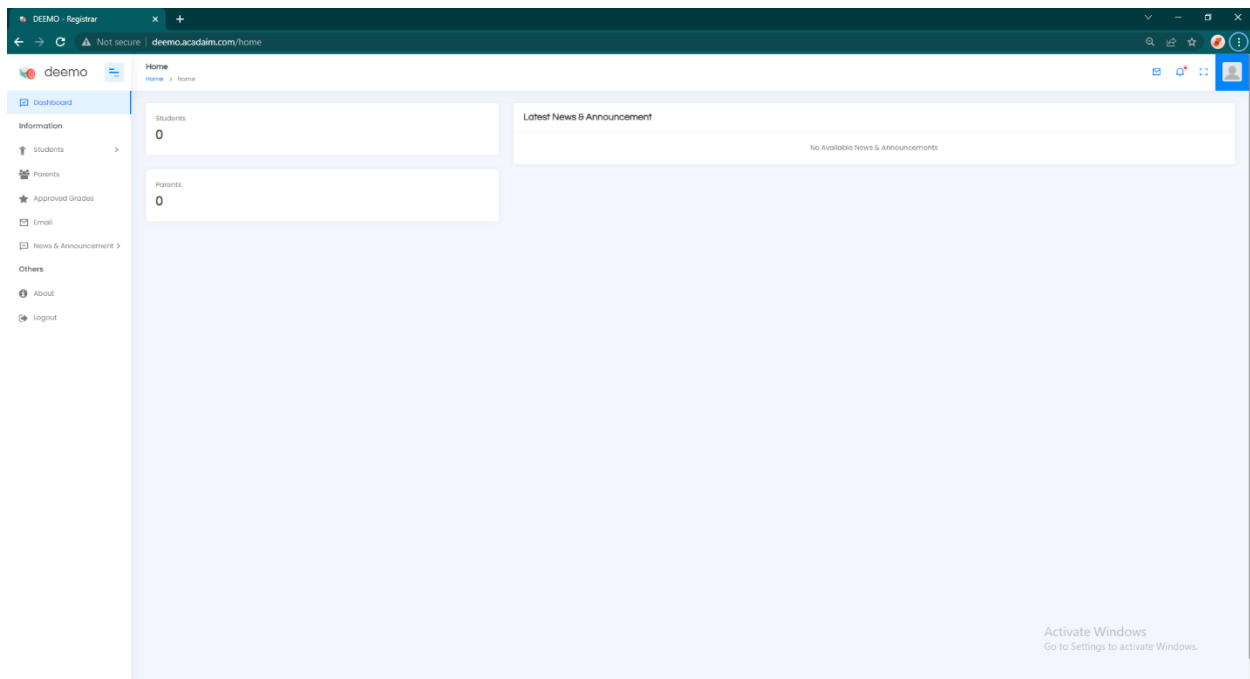
Click the staff drop-down list then click add staff. Under the account type, choose Teacher then fill-up the form and lastly click submit button.





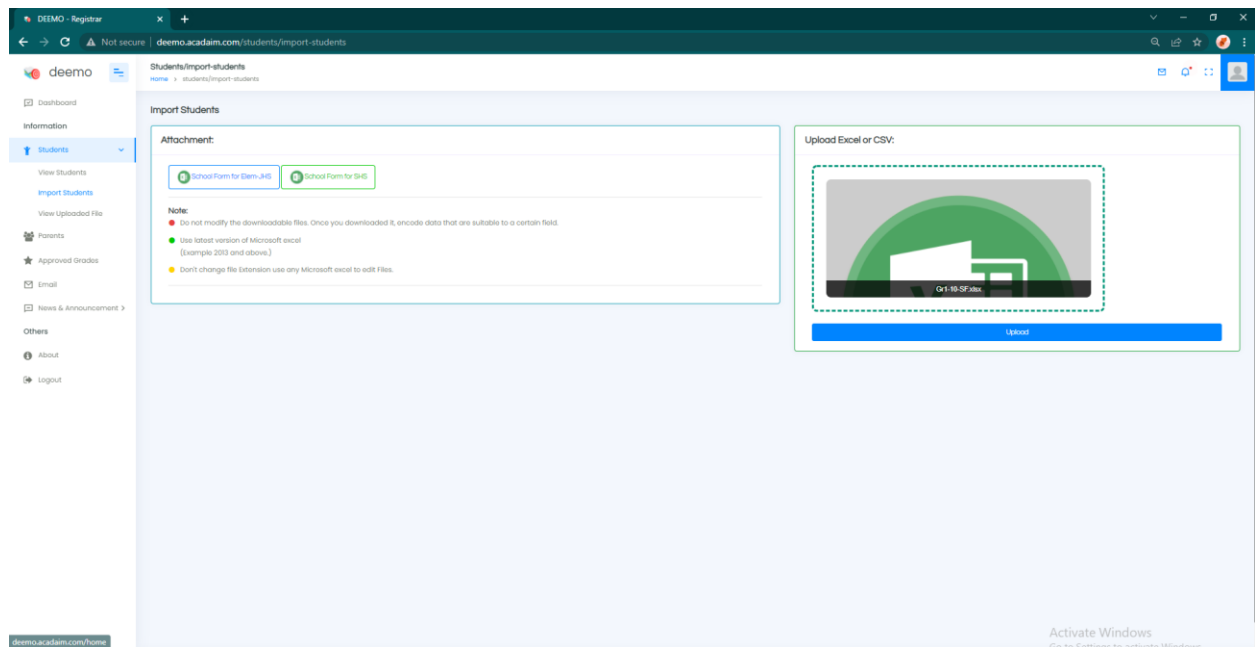
Under the staff drop-down list, click the staff list to view all the staff added to the school.

## How to Add Student Information and Student Account

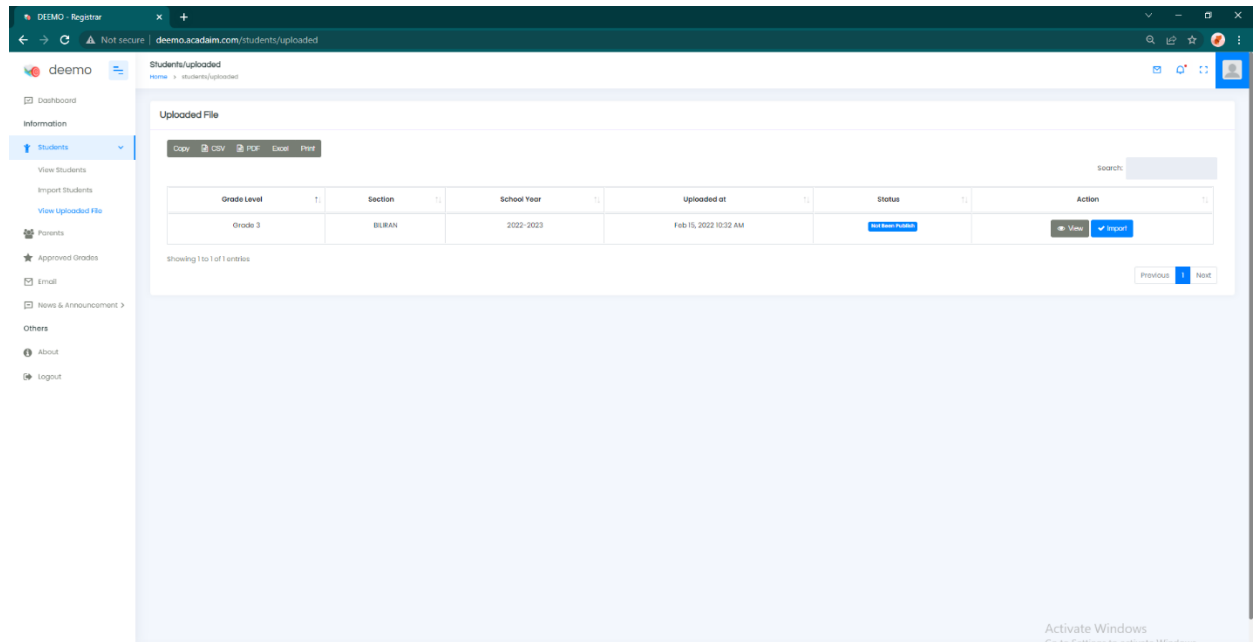


Login using the Registrar Account.



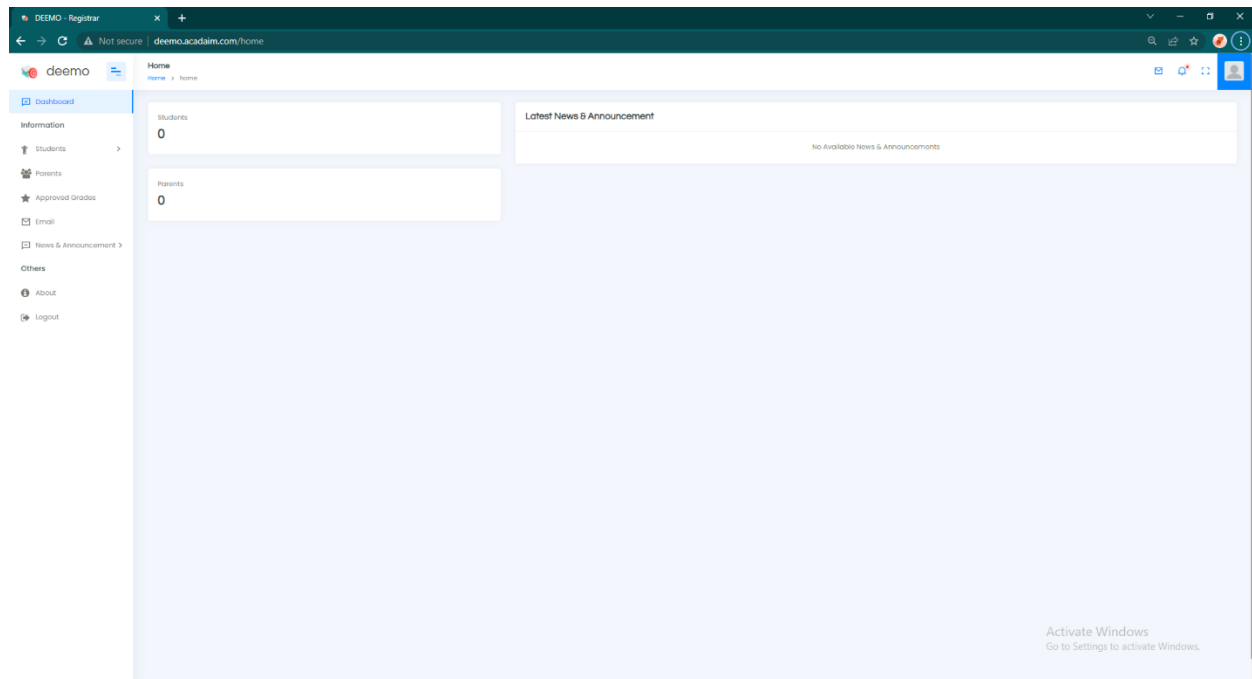


Upload the school form where you encoded the student information.

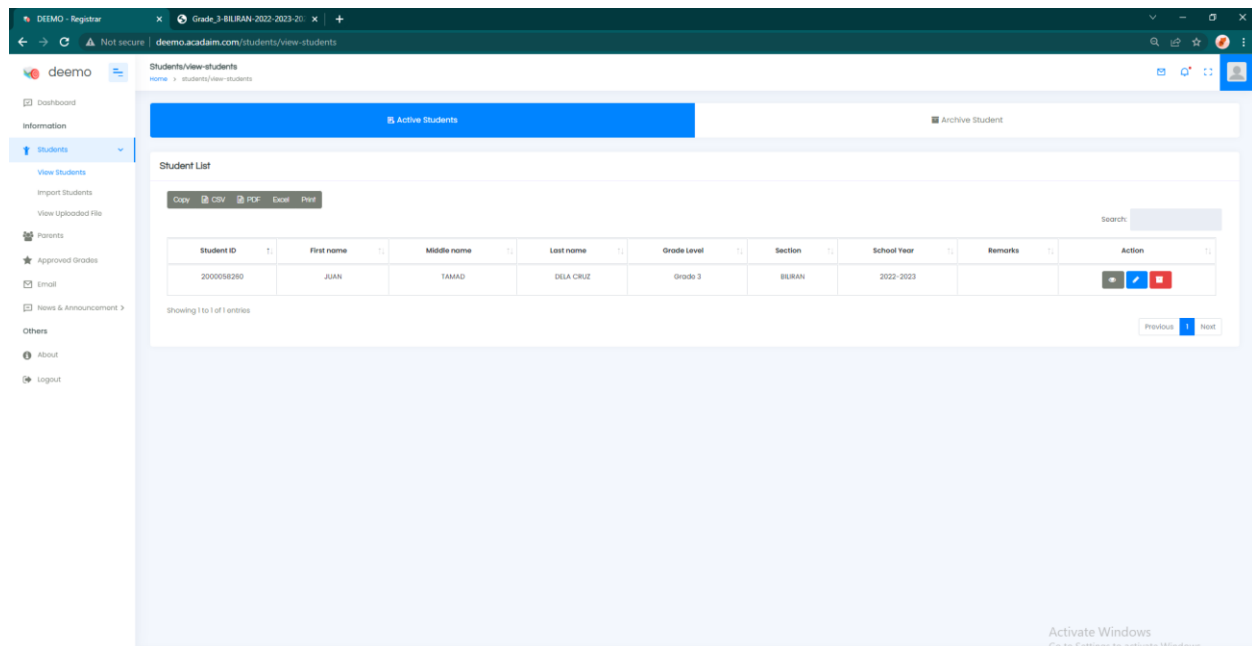


After the school form is uploaded, the student information will not automatically encode in the system. Click the Students drop-down list then click View Uploaded Files. You can see in this tab the school form that you uploaded. Click the import button to add the student information in the school form that you uploaded in the system.

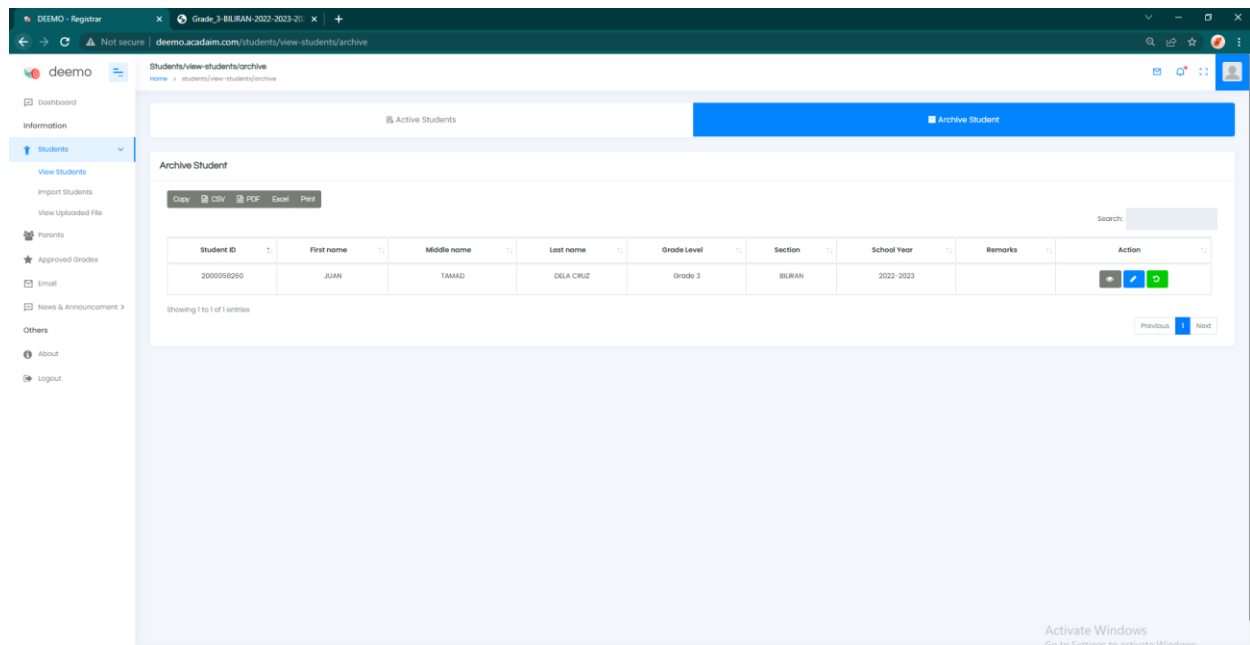
## Archive Student Account



Login using the Registrar Account.



Click the Students drop-down list then click View Students. In the Active Students tab, choose a student that you want to archive. To archive, click the red button in the action column.



In the Archive tab, you can see the student that you archive.

## How to login Student and Parent Account

Section IT701P						
Student ID Number or LRN	NAME (Last Name, First Name, Middle Name)	Sex (M/F)	BIRTHDATE (mm/dd/yyyy)	BIRTH PLACE (Province)	Relig	
1	2000152905 Dieron, John Eric, Magtibay	M	9/26/1999	pasig	catholic	
2	2000152906 Dieron, Adrian Emerson, Magtibay	M	9/26/2000	pasig	catholic	
3	2000152907 Berdin, Benmar Joel, Belano	M	9/26/2001	pasig	catholic	

To login the student or parent account, use the Student ID Number or LRN as the user ID and Password.

For Student:

Name: John Eric Magtibay, Dieron

User ID: 2000152905

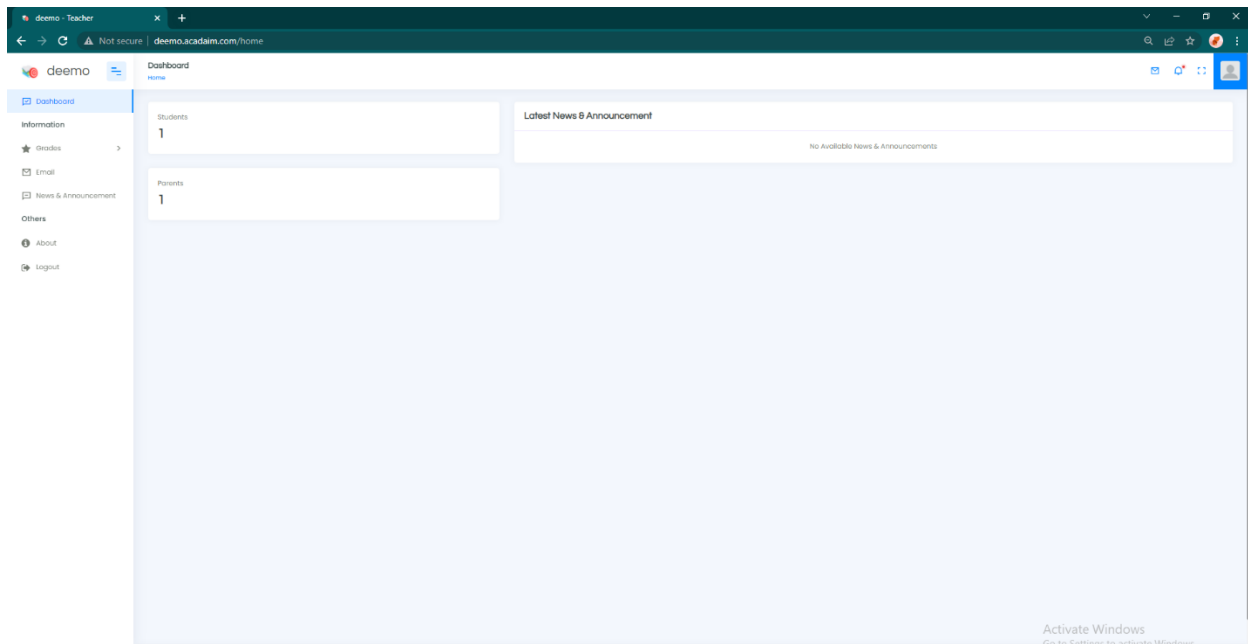
Password: 2000152905

For Parent:

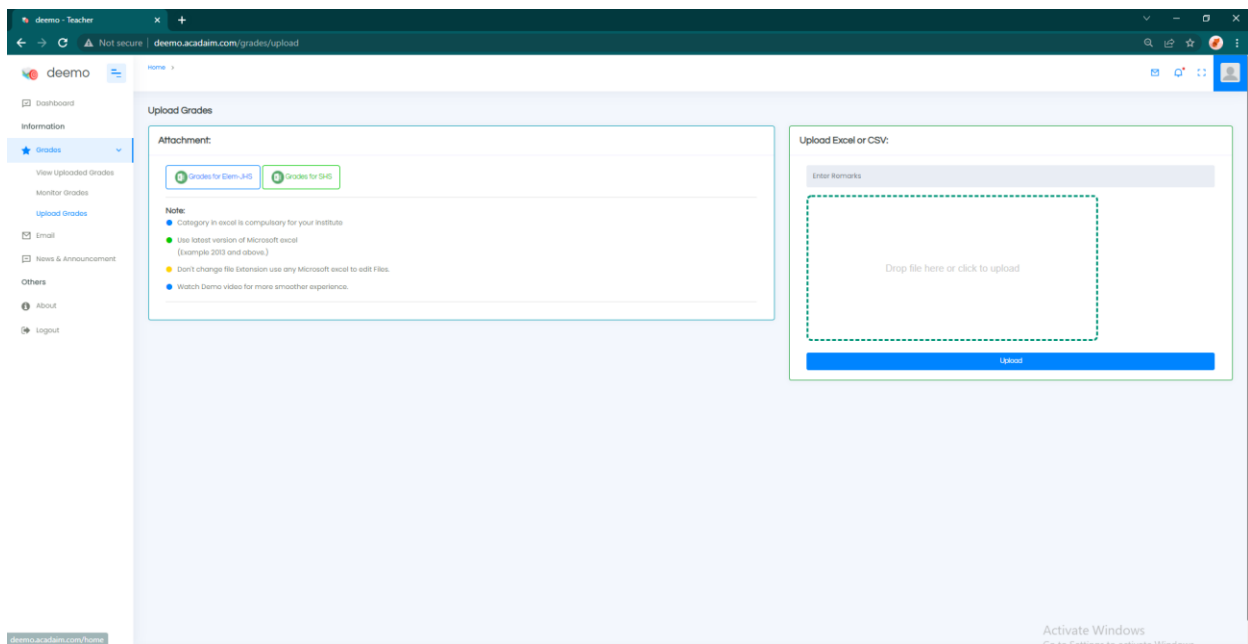
User ID: 2000152905.parent

Password: parent2000152905

## How to Upload Grades

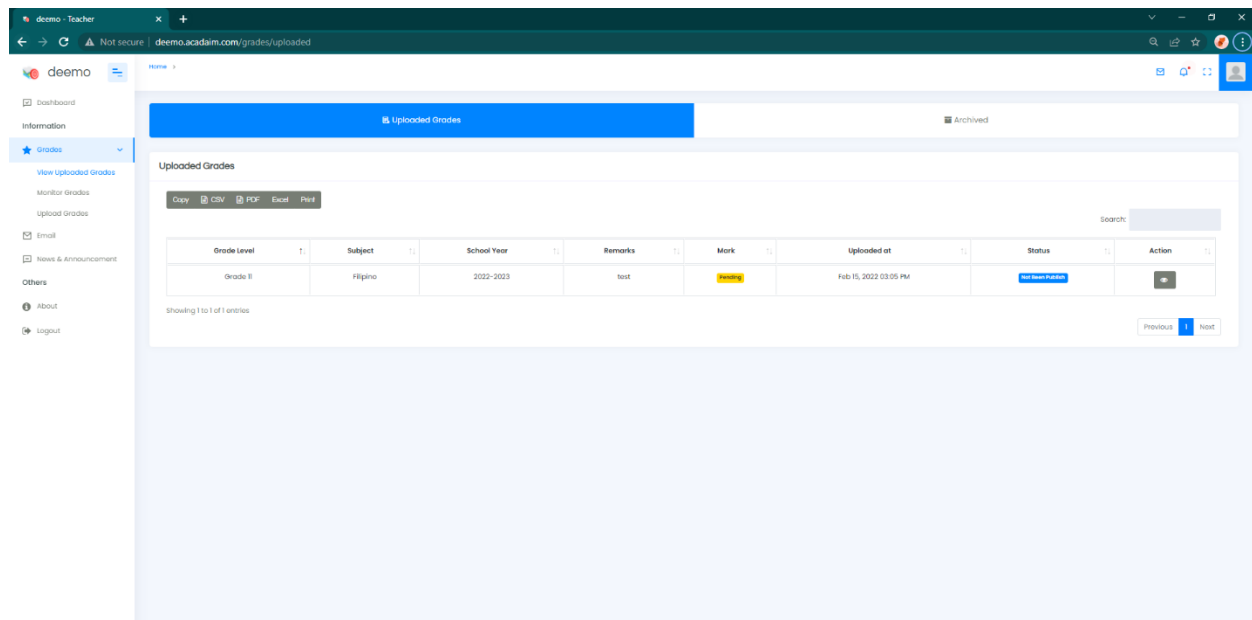


Login using the Teacher Account.



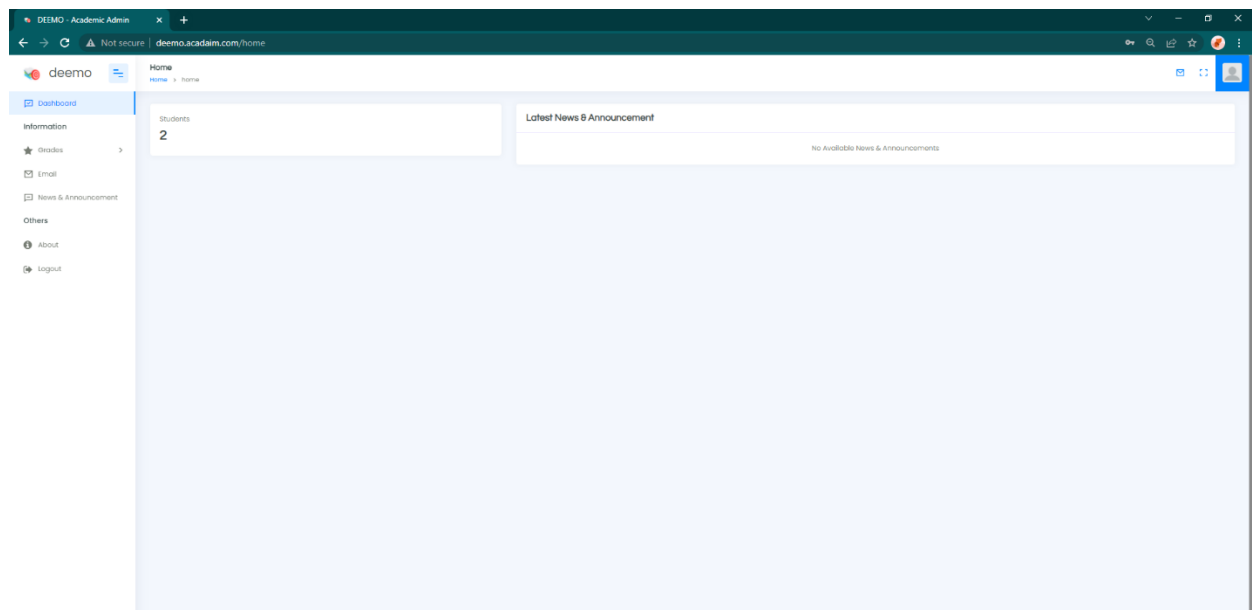
Click the Grades drop-down list then click Upload Grades. In the Upload Grades tab, download the grades form (excel file) that you are using to add the grades of the student information.





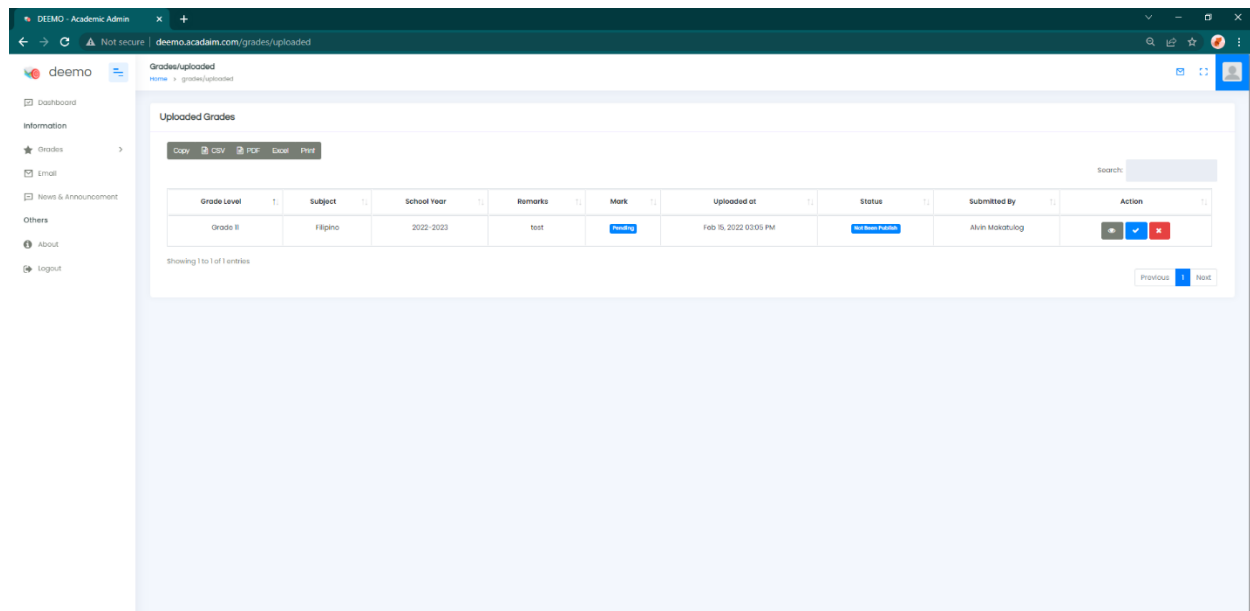
In the View Uploaded Grades tab, you can see here the grade form that you uploaded. You can see pending in the mark column since the Academic Administrator didn't approve the grades yet.

## How to Approve Grades



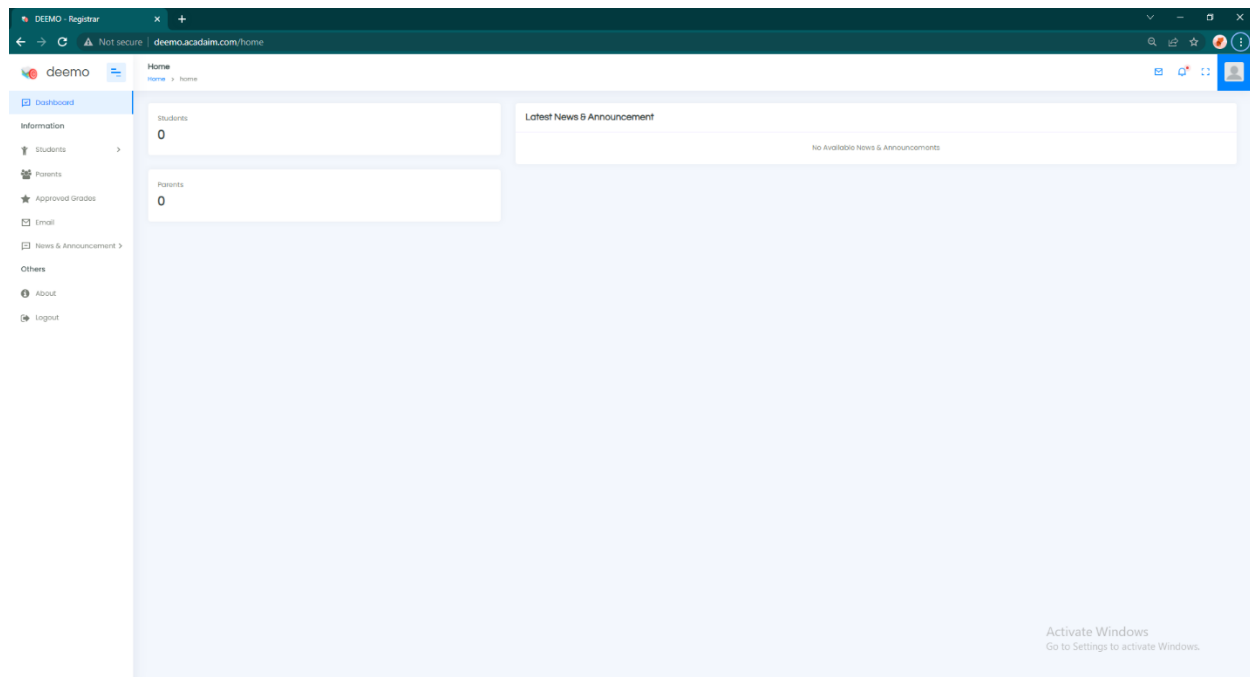
Login using the Academic Administration Account.





Click the Grades drop-down list then click Uploaded Grades. In the Uploaded Grades tab, you will see the grades uploaded by the teachers. The Academic Administrator can click the eye icon to view the grades uploaded by the teacher and if there is no problem with the grades, the Academic Administrator can approve the uploaded grades.

## How to Publish Grades



Login using the Registrar Account.

The screenshot shows a web browser window with the URL `deemo.acadain.com/grades/approved`. The page has a sidebar on the left with a navigation menu. The main content area is titled "Approved Grades" and contains a table with one data row. Above the table is a search bar and a set of tabs. The table has columns for Grade Level, Subject, School Year, Remarks, Mark, Uploaded at, Status, Submitted By, and Action. The data row shows "Grade II", "Filipino", "2022-2023", "test", a green "Approved" status, and "Feb 15, 2022 03:05 PM". The "Status" column also contains a "Not Been Posted" button. The "Action" column contains "View" and "Publish" buttons. Below the table, it says "Showing 1 to 1 of 1 entries".

deemo

Grades/approved

Approved Grades

Grade Level Subject School Year Remarks Mark Uploaded at Status Submitted By Action

Grade II	Filipino	2022-2023	test	Approved	Feb 15, 2022 03:05 PM	Not Been Posted	Alvin Mookutaling	View Publish
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Showing 1 to 1 of 1 entries

Click the Approve Grades tab, you can see here the grades that is uploaded by the teacher and approved by the academic administrator. Click the publish button to allow the student to view their grades.