# LANDING PAGE

*Front text*

-Smart Ai chats Unleashed Your Smart Companion Always Ready to Assist Seamlessly

* #IM4ICCT (Upper left side) —

Logo

* + Background Color Light blue
  + Sign In and Sign Up

*Sign in page*

-plain only neumorphism shadow only white color

-Username and password (hide unhide effect)

-Forgot password

-Basic Animation

*Sign up*

-Same with sign page plain only with nuemorphism shadow - name -Student no.

-Username

-password must have re-enter

-same background color light blue

*Main page*

-Greetings + name of user

-Get started button to start

-mini menu on left side

-User Guide Manual

# DATA TRAIN

*Front prompt message :*

Bot response :

Hi I am Educhat

# GREETINGS

*Patterns*

Hello, Hi ,hey Good day

*Responses*

Hello + name , hi + name , what can I do for you

Q & A/ Response

1. School Id

(How can I get a School ID? / What's the process to get a School ID?.)

Submit a picture with a white background to [library@icct.edu.ph](mailto:library@icct.edu.ph) along with the following details:

Name:

Course:

Student no. Campus:

Contact no.

Wait for a Gmail response informing you of the date you can claim it at the campus.

1. School Uniform

How to pay for the uniform?

Generate a code on the student portal and process the payment using Gcash.

How to claim the uniform at the campus?

Take a screenshot of the ledger and print it out. Go to the campus to claim the uniform.

1. School Policies

What is school policies?

School policies are formal guidelines and rules that govern the behaviour, actions, and procedures within an educational institution. They are designed to create a safe, respectful, and productive learning environment. Here are the main categories of school policies:

: You can find School Policies in handbook given.

1. Handbook

Where I can get a handbook?

Official Website: Check the ICCT Colleges website. Many institutions provide downloadable copies of their student handbooks in the "Current Students" or "Resources" section.

Admissions Office: Contact the admissions or registrar’s office directly. They can often provide a copy of the handbook or guide you to where you can find it.

Student Services: Reach out to student services or academic advising. They typically have handbooks and can answer any specific questions you have.

Library: If you’re on campus, the college library may have physical copies of the handbook available.

Ask Faculty or Staff: Professors or academic advisors can often help direct you to the right resources for obtaining the handbook.

1. SOG

What is SOG?: Summary of Grades

What is the use of SOG:

You can use the summary of grades for evaluation in your prospectus, verify your grades, and to see your accurate grades.

How to get SOG?:

Send an email on this Gmail address [mganda@icct.edu.ph](mailto:mganda@icct.edu.ph) together with your information, here’s format:

Good day Ms. Anda I would like to request my summary of grades. These are my details.

Student number:

Name:

Course:

Purpose why you’re requesting:

What to do after the email is sent?:

Wait for the schedule that will be given to your email and after that on your scheduled day you have to pay 100 pesos and print the receipt.

1. SIP

What is SIP?: student internship program

Is SIP important:

Yes, once you are in your 4th year, you’ll have to take internship program before you graduate. It’ll be one of your subjects.

How to enroll for SIP?: Wait for the announcement on the ICCT page, they give all informations what to do and what are the process there

1. Failed grades

What to do if I have a failed grades on portal?:

Get SOG and verify your grades first

What to do if grade is still fail after verify:

Talk to the professor, if they decided not to give you a chance, you’ll have to retake the subject.

How can I retake the subject:

Wait for the subject to open for you to request to add subject

1. Enrollment Status/ Records

How to enroll in ICCT?:

You can generally follow these steps:

Visit the Official Website: Check the ICCT Colleges website for enrollment information and application forms. <https://sms.icct.edu.ph/login>.

Select a Program: Choose the program you want to enroll in.

Prepare Required Documents: Gather necessary documents like transcripts, identification, and exam results.

Complete the Application: Fill out the application form accurately.

Submit the Application: Send the completed application along with required documents and any application fee.

Interview/Exam: Some programs may require an interview or entrance exam.

Await Acceptance: Check for notification regarding your acceptance status.

Register for Classes: Once accepted, follow instructions to register for classes.

Pay Tuition: Complete any financial arrangements or pay tuition fees.

9. A. REAL TIME PAYMENT.

How to get reference code/number to pay online: log in to student portal, go to ACCOUNT, click PAY ONLINE and click what you will pay, then click Generate Payment Code.

Once reference number was generated: you can pay thru GCASH or 711 and EC PAY

Before paying, double check the info your inputted0 to avoid errors.

After payment: you will receive a text message to your registered phone number “ICCT info” it means that you payment has been received by ICCT.

1. What is the process for dropping a subject?

To drop a subject, follow these steps:

first go to window 12 and inform them that you want to drop a subject.

Fill out the necessary forms for dropping the subject and state the reason why do you want to drop that subject.

After filling out the form, go to the guidance office to have it signed and to find out if your tuition refund will be 5%, 10%, 15%, or 20% after dropping the subject.

Next, go to the academic office to have the form signed by the academic affairs office. Then, return to window 12 to get it signed by the student affairs office/registrar (Mr. Paringit).

After the trimester, go to the school to claim your tuition refund.

1. Prospectus

How to claim my prospectus?

To claim your prospectus, you must first go to the main branch at ICCT Cainta. Navigate your way from the entrance to the administration offices (First Floor Only), where you will have to line yourself up at Window 1 or 3.

The following are the requirements you needed to present to claim your prospectus:

• Form 137 (your copy will be given from window 7, after it is verified that the main office has the original document)

• Latest SOG

If circumstances are that you claimed your Prospectus for the first time during your 4th or 5th year, you must write a formal letter of reason why you claimed your document, get it verified by the clerk at window 1 or 3, and get it notarized as soon as possible before returning it along with your other required documents (listed above)

How soon should I claim my prospectus?

It is recommended that you claim your prospectus as soon as you reach your second year as a student.