



**WESTERN MINDANAO STATE UNIVERSITY**

**Distance Learning Education**

Normal Road, Baliwasan 7000 Zamboanga City



# **Distance Learning: Online Program Application User Manual**

**Prepared by:**

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**Zamboanga City**

**NOTE:**

This manual serves as a reference guide for navigating the system.

**The manual is split into three parts:**

1. The first part introduces you to the STUDENT USER profile and interface.
2. The second part introduces you to working with the ADMIN profile and interface.
3. The third part introduces you to working with the PROGRAM ADVISER profile and interface.

**STEPS:**1

The blue square-shaped icons with a number represent a series of steps for navigating the system's various components.

**A. ACCESS & STUDENT USER PROFILE**

You can access the website through this link.

<http://wmsu-distance-edu-app.online/>

### A.1. Sign In

Enter your registered account in the input fields with your email and password. Then click the **Sign In** button to proceed. To register an account just click the **Sign up here** button.



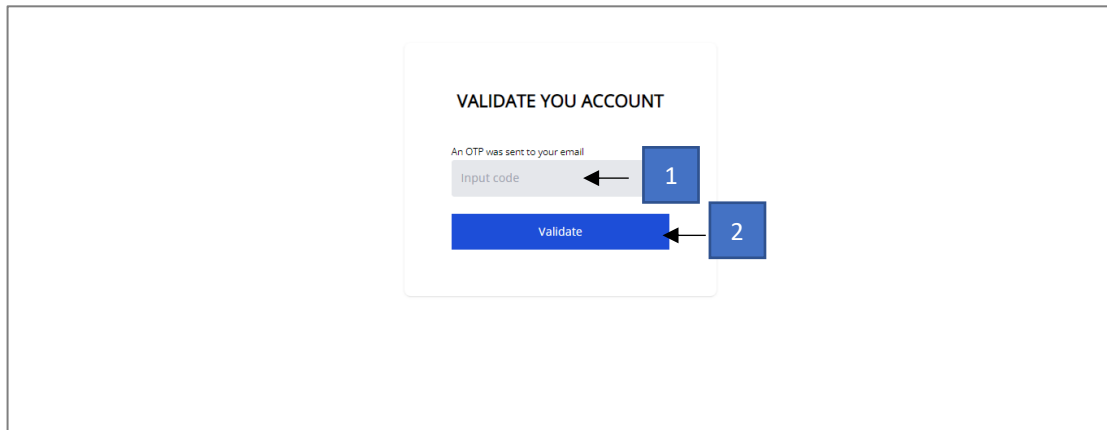
### A.2. Sign Up

For the registration of an account, the user must provide the following details: **first name, last name, valid email address, password, and confirm password.** The user must check the checkbox for the **terms and conditions**. Click the **Register** button to proceed.

A screenshot of the "ACCOUNT REGISTRATION" form. It contains several input fields: "First name" (with "Adrian" entered), "Last name" (with "Agcaoili" entered), "Email" (with "adrianagcaoili20@gmail.com" entered), "Password", and "Confirm password". To the right of the "First name" field is a blue box with the number "1". To the right of the "Last name" field is a blue box with the number "2". To the right of the "Email" field is a blue box with the number "3". To the right of the "Password" field is a blue box with the number "4". To the right of the "Confirm password" field is a blue box with the number "5". Below these fields is a checkbox labeled "I agree with the terms and conditions", with a blue box containing the number "6" to its left. Below the checkbox is a red "Register" button, with a blue box containing the number "7" to its left. To the right of the "Register" button is a "Login" link.

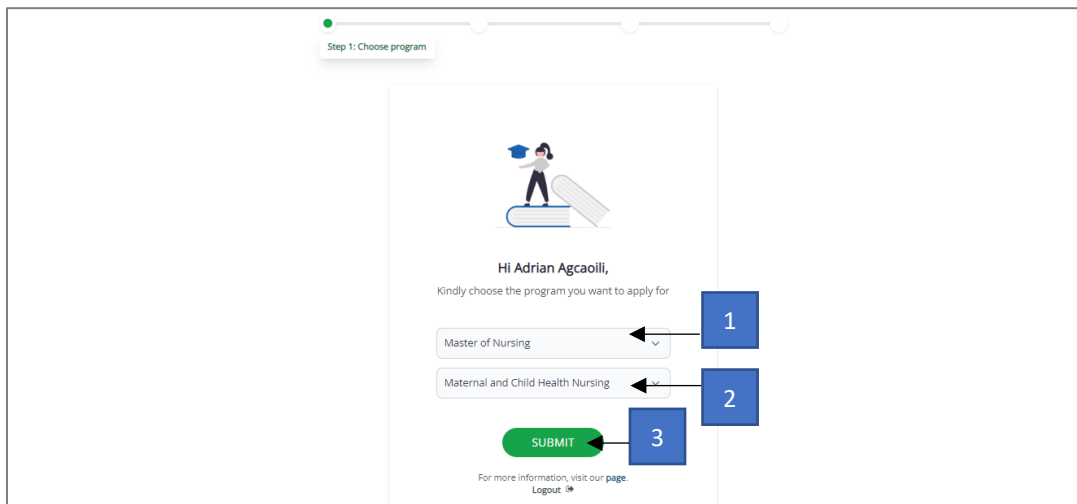
After submitting your account registration, the system will send an OTP code to

your email. Enter the code and click the **Validate** button to proceed. Once your account is validated you may now sign in.



#### A.4. Choose a program

After signing in to your account, you must select the program that you want to apply to. First, select a master's program, and second, select a field of specialization. Once done selecting, click the **Submit** button to proceed. You may also visit the website of Distance Learning by clicking the **Page** link and you may also logout your account using the **Logout** link.



#### A.5. Personal Information Form

Fill out the form with the following information:

- **Personal Details**
- **Address**
- **School Attended**
- **Google Drive link of your documents.**

Click the **Proceed to Application** button to submit your information.

The screenshot shows the 'PERSONAL DETAILS' form. At the top, a progress bar indicates 'Step 2: Personal Info'. The form fields are as follows:


- First name:** Adrian
- Last Name:** Agcaoili
- Date of birth:** 24/02/1998 (Callout 1 points to the date field)
- Gender:** Male (Callout 2 points to the gender field)
- Civil Status:** Single (Callout 3 points to the civil status field)
- Alternative Email (or main email):** adrianagcaoili027@gmail.com (Callout 4 points to the email field)
- Mobile number:** 09605075322 (Callout 5 points to the mobile number field)
- Telephone (Optional):** (Callout 6 points to the optional telephone field, which is currently empty)

The screenshot shows the 'ADDRESS' and 'SCHOOL ATTENDED' sections of the form. The fields are as follows:

- ADDRESS:**
  - House #:** 54568 (Callout 6 points to the house number field)
  - Street:** Zone 5 (Callout 7 points to the street field)
  - City:** Zamboanga (Callout 8 points to the city field)
  - State / Province:** Zamboanga Del Sur (Callout 9 points to the state/province field)
  - Country:** Philippines (Callout 10 points to the country field)
  - Postal / ZIP Code:** 7000 (Callout 11 points to the postal/zip code field)
- SCHOOL ATTENDED:**
  - College / University:** Western Mindanao State University (Callout 12 points to the college/university field)
  - Degree:** Bachelor of Science in Nursing (Callout 13 points to the degree field)
- NOTE:** Kindly create a Google Drive Folder and attach/upload your documents for Proof of Identity and Credentials then paste the link below. Make sure to set the audience to 'Anyone with the Link'. Example link: <https://drive.google.com/drive/folders/1U7-yR/psu200?usp=sharing>
- Google Drive Link:** (Callout 14 points to the Google Drive link field, which is currently empty)
- PROCEED TO APPLICATION >** (Callout 15 points to the button)
- 16** (Callout 16 points to the bottom right corner of the form)

## A.6. Application Form

Fill out the application form by answering the five (5) questions given. All questions should be answered. Click the **Submit** button to submit your application form. After submitting, on your homepage it will show the **status** of your application.



DISTANCE LEARNING

Home

Profile

Logout

Step 3: Application

### APPLICATION FORM

1. Why do you want to apply for a master's program for Distance Learning at this university?

Sample Answer A

1

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

Sample Answer B

2

3. Is online education as effective as face-to-face instruction? and why?

Sample Answer C

3

4. How well could you manage your time while learning remotely?

Sample Answer D

4

5. How difficult or easy for you to connect to the internet to access your schoolwork?

Sample Answer E

5

SUBMIT

6



DISTANCE LEARNING

Home

Profile

Logout



**Thank you for applying!**

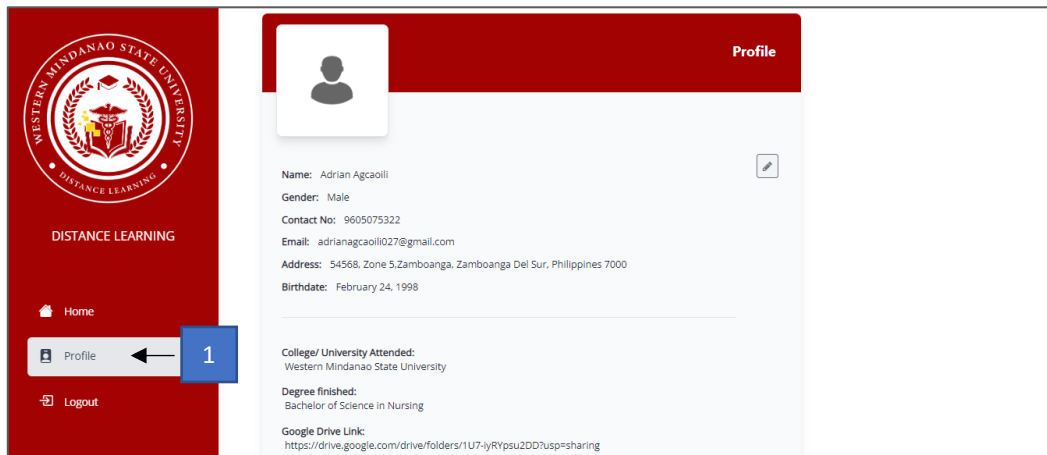
Your application is pending.

For more information, visit our [page](#).

status

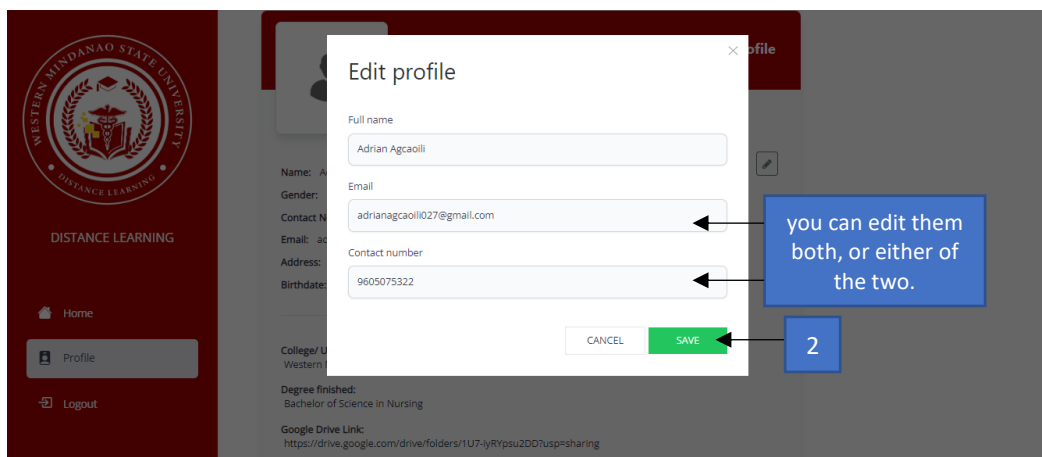
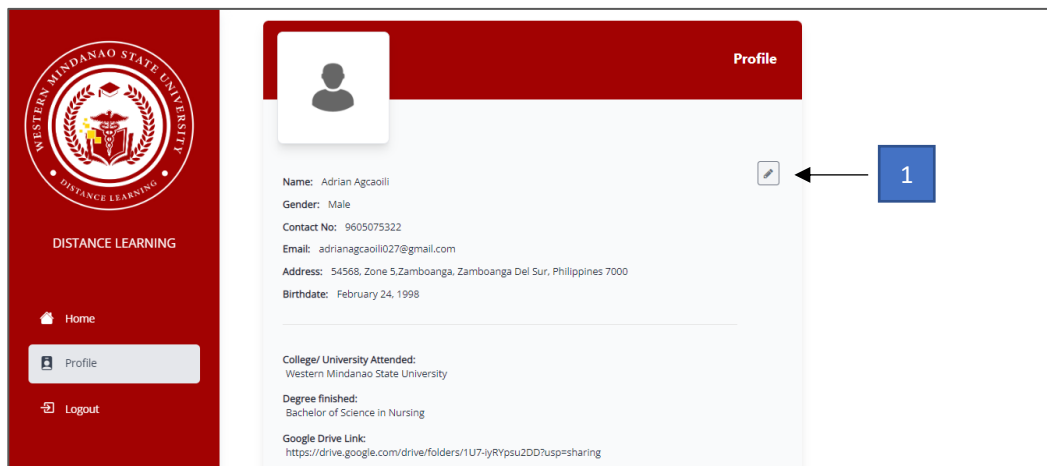
## A.7. User Profile

You can visit your profile by clicking the **Profile** button. You will see the information about yourself based on the forms you have submitted.

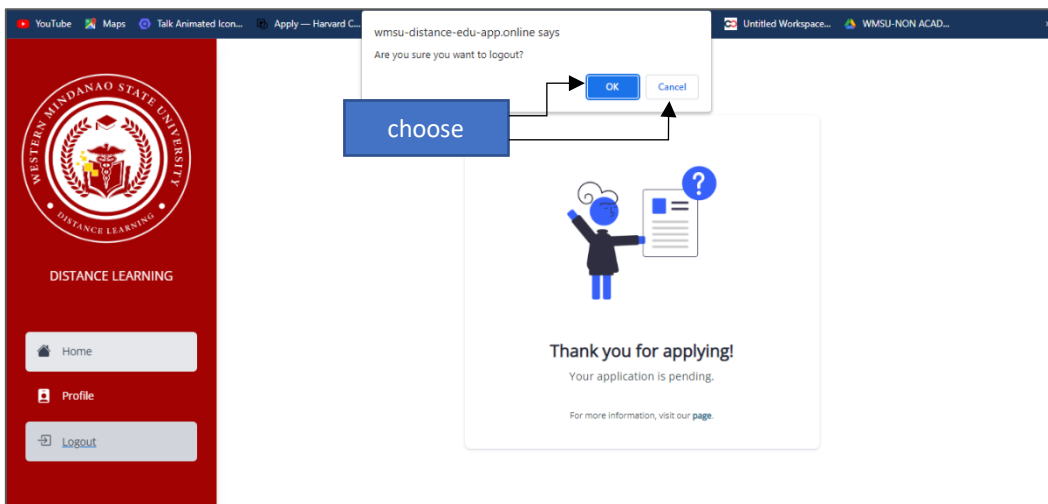
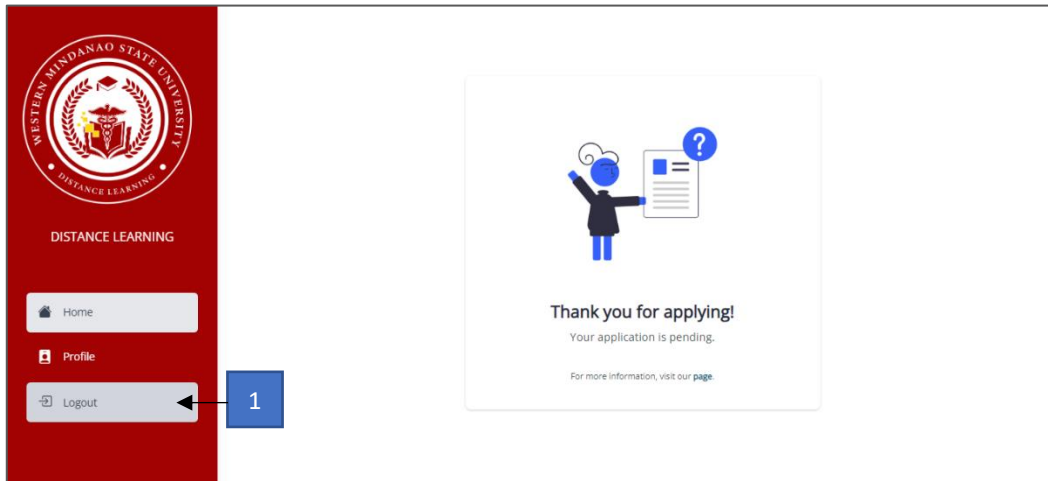


### A.7.1 Edit Profile

Click the **pen icon** to edit your profile. You can only edit your **Email**, and **Contact No.** Click the **Save** button if you to save your edit and the **Cancel** button if not.



To log out of your account, just click the **Logout** button, and after that, a prompt will appear asking if you want to log out of your account or not. Click **Ok** to proceed and **Cancel** if not.



## B. ADMIN USER / DISTANCE LEARNING HEAD



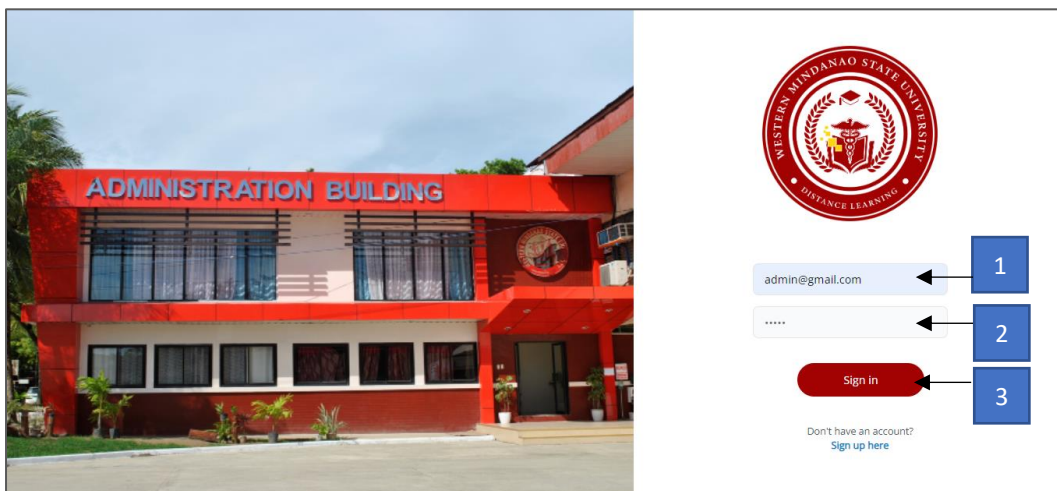
## ADMIN ACCOUNT (default account)

Email: admin@gmail.com

Password: admin

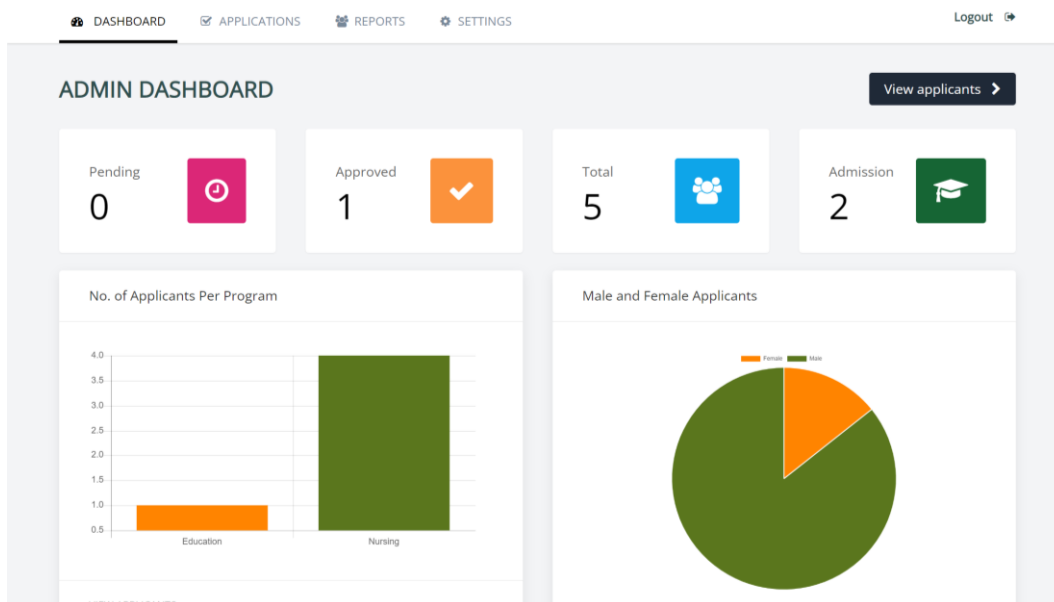
### B.1. Sign In (as ADMIN)

Sign in to your admin account by providing your email and password then click the **Sign In** button to proceed and you will be redirected to the **ADMIN DASHBOARD**.



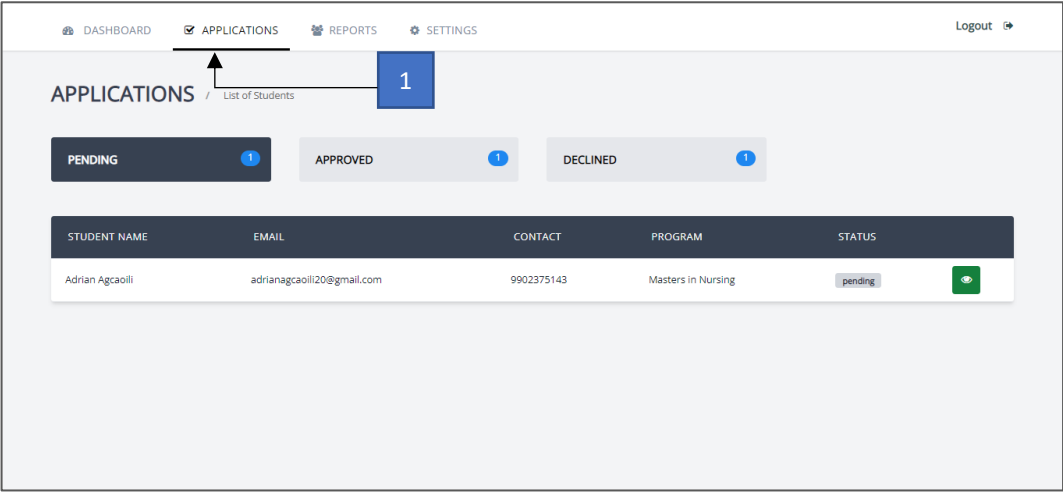
### B.2. Admin Dashboard

In the Admin Dashboard you will see the number of pending applicants, total number of applicants, the number of approved applicants. There are also graphical representations of the number of applicants per program and the number of male and female applicants.



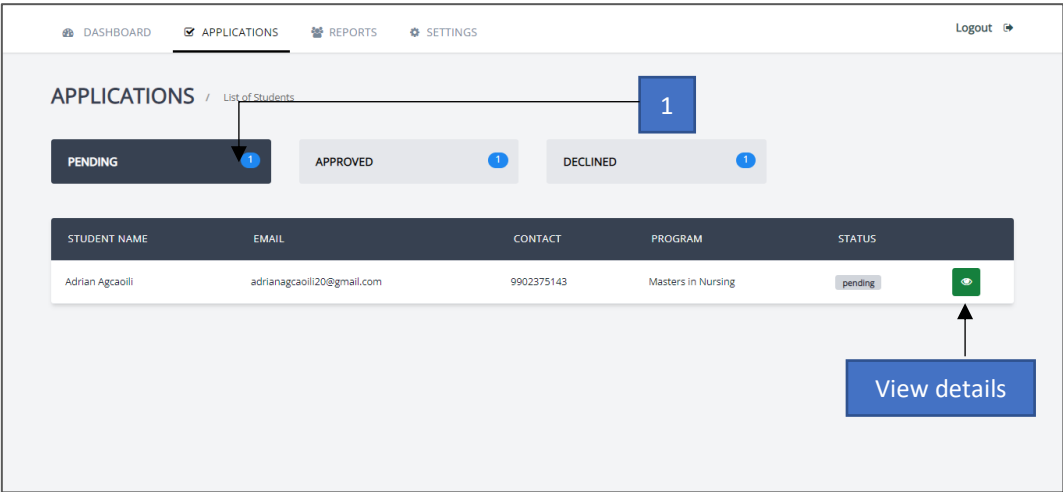
### B.3. Applications

To view the applicants just click the **Applications** link and you will be redirected to the of **Pending Applications**.



#### B.3.1. Pending Applications

Here you will see all the pending applications. To view the details of the applicant just click the **Eye** button.



### B.3.1.1 Pending Applications (View Details)

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

STUDENT DETAILS

STUDENT NAME:

Adrian Agcaoili

DEGREE:

Masters in Nursing

COURSE:

Masters in Mental Health and Psychiatric Nursing

CONTACT NO:

9902375143

GENDER:

Male

BIRTHDATE:

February 24, 1998

EMAIL:

adrianagcaoili20@gmail.com

ADDRESS:

54543, Zone 2,Zamboanga, Zamboanga Del Sur, Philippines 7000

STATUS: pending

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer:  
Sample Answer A

View next answer

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

+

3. Is online education as effective as face-to-face instruction? and why?

+

4. How well could you manage your time while learning remotely?

+

5. How difficult or easy for you to connect to the internet to access your schoolwork?

+

Approve/Decline the application

Approve

Decline

Masters in Mental Health and Psychiatric Nursing

CONTACT NO:

9902375143

GENDER:

Male

BIRTHDATE:

February 24, 1998

EMAIL:

adrianagcaoili20@gmail.com

ADDRESS:

54543, Zone 2,Zamboanga, Zamboanga Del Sur, Philippines 7000

SCHOOL ATTENDED:

Far Eastern University Alabang Campus

DEGREE:

Bachelor of Science in Nursing

GOOGLE DRIVE LINK:

<https://drive.google.com/drive/folders/1U7-IyRYpsu2DD?usp=sharing>

3. Is online education as effective as face-to-face instruction? and why?

+

4. How well could you manage your time while learning remotely?

+

5. How difficult or easy for you to connect to the internet to access your schoolwork?

+

Approve

Decline

View the documents

### B.3.1.2 Declining the Application

After clicking the **Decline** button, you have to state the reason why the application will be declined.

The screenshot shows a modal window titled 'Decline Application'. At the top left is a back arrow and the text 'Back to Application'. Below this is the label 'Reason for not accepting the application:' followed by a text input field containing 'Incomplete documents'. To the right of the input field is a blue callout box with the text 'State the reason' and an arrow pointing to the input field. Below the input field is a red 'Cancel' button and a red 'Decline' button. To the right of these buttons is a blue callout box with the text 'Cancel/Proceed to Decline' and an arrow pointing to the 'Decline' button. A small red note at the bottom of the modal says 'NOTE: This will notify the student via email.'

### B.3.2. Approved Applications

Here you will see all the approved applications. To view the details of the applicant just click the **Eye** button.

The screenshot shows the 'APPROVED' tab selected in the 'APPLICATIONS' section. The table lists one student, Lawrence Larano, with the status 'approved'. A blue callout box with the number '1' points to the 'APPROVED' tab. A blue callout box with the text 'View details' points to the eye icon in the 'STATUS' column.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Lawrence Larano	zeroalchemist12@gmail.com	9977135647	Masters in Education	approved

### B.3.2.1 Approved Applications (View Details)

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

STATUS: approved

STUDENT DETAILS

STUDENT NAME:

Lawrence Larano

DEGREE:

Masters in Education

COURSE:

Masters in Major in Educational Administration

CONTACT NO:

9977135647

GENDER:

Male

BIRTHDATE:

May 7, 2022

EMAIL:

zeroalchemist12@gmail.com

ADDRESS:

12, Palmeras Drive Guiwan,Zamboanga City,  
Zamboanga Del Sur, Philippines 7000

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer:  
Testing case test

View next answer

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

5. How difficult or easy for you to connect to the internet to access your schoolwork?

Masters in Major in Educational Administration

CONTACT NO:

9977135647

GENDER:

Male

BIRTHDATE:

May 7, 2022

EMAIL:

zeroalchemist12@gmail.com

ADDRESS:

12, Palmeras Drive Guiwan,Zamboanga City,  
Zamboanga Del Sur, Philippines 7000

SCHOOL ATTENDED:

Western Mindanao State University

DEGREE:

BS Education

GOOGLE DRIVE LINK:

<https://drive.google.com/drive/folders/1U7-IyRYpsu2DD?usp=sharing>

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

5. How difficult or easy for you to connect to the internet to access your schoolwork?

View the documents

### B.3.3. Declined Applications

Here you will see all the declined applications. To view the details of the applicant just click the **Eye** button.

The screenshot shows a dashboard with a top navigation bar containing 'DASHBOARD', 'APPLICATIONS' (selected), 'REPORTS', and 'SETTINGS'. A 'Logout' link is in the top right. Below the navigation bar, the 'APPLICATIONS' section is active, showing a breadcrumb 'List of Students'. There are three status filters: 'PENDING' (0), 'APPROVED' (0), and 'DECLINED' (2). A blue box with the number '1' has an arrow pointing to the 'DECLINED' filter. Below the filters is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table lists two declined applications for 'Adrian Agcaoli'. Each row has a green 'eye' icon in the status column. A blue button labeled 'View details' has an arrow pointing to the 'eye' icon of the second application.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Adrian Agcaoli	adrianagcaoli027@gmail.com	9605075322	Masters in Nursing	declined
Adrian Agcaoli	adrianagcaoli20@gmail.com	9902375143	Masters in Nursing	declined

#### B.3.3.1 Declined Applications (View Details)

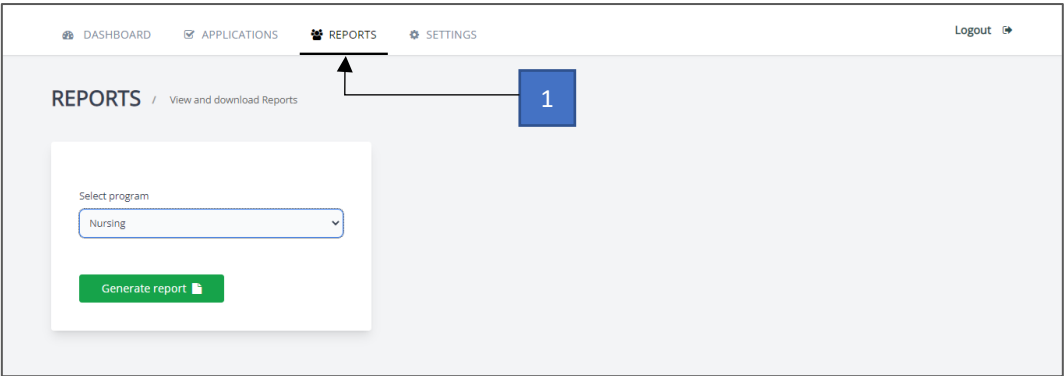
In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

The first screenshot shows the 'STUDENT DETAILS' for Adrian Agcaoli, including his name, degree (Masters in Nursing), course (Masters in Mental Health and Psychiatric Nursing), contact number, gender, birthdate, email, and address. To the right, a list of five questions is shown, each with a '+' icon. A blue button 'View next answer' has an arrow pointing to the first question. Below the questions, a red box indicates the reason for decline: 'Incomplete documents.' The status 'declined' is shown in a yellow box at the top right.

The second screenshot shows the same student details, but with additional information: 'SCHOOL ATTENDED: Far Eastern University Alabang Campus', 'DEGREE: Bachelor of Science in Nursing', and 'GOOGLE DRIVE LINK: https://drive.google.com/drive/folders/1U7-IyRpsu2DD?usp=sharing'. A blue button 'View the documents' has an arrow pointing to the Google Drive link.

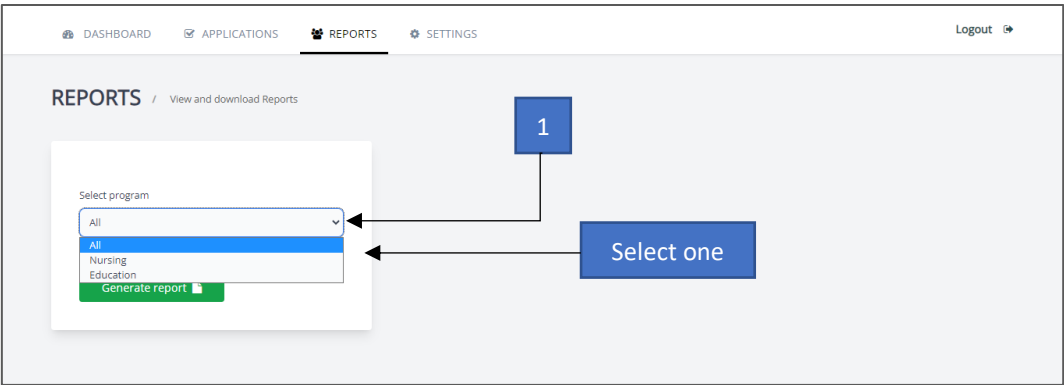
### B.4. Reports

To generate reports just click the **Reports** link and you will be redirected to the **Report** page.



#### B.4.1. Select a program to generate a report

You can generate with all the available programs, and you can also generate a report of a specific program. Just click the dropdown field and select one of the choices.



### B.4.1.2. Generate Report

Click the **Generate Report** button to generate a report. You will be redirected to a page that show the content of the report and you can generate a **PDF file** of the report.

DASHBOARD

APPLICATIONS

REPORTS

SETTINGS

Logout

REPORTS / View and download Reports

Select program

Nursing

Generate report

Click to generate report



Back

PDF

Click to generate PDF

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission

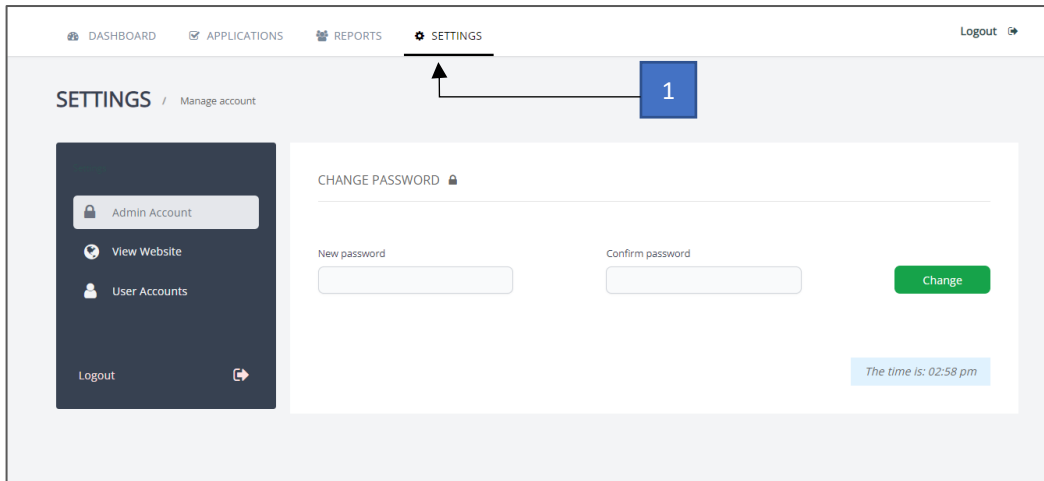
pdf.php1 / 1100%+

<div><div></div><div><b>DISTANCE LEARNING EDUCATION</b> Western Mindanao State University <i>Normal Road, Balwasan 7000 Zamboanga City Philippines</i></div><div></div></div>						
ID	STUDENT NAME	EMAIL	CONTACT #	COLLEGE	MAJOR	STATUS
2177835	Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Nursing	Medical-Surgical Nursing	admission



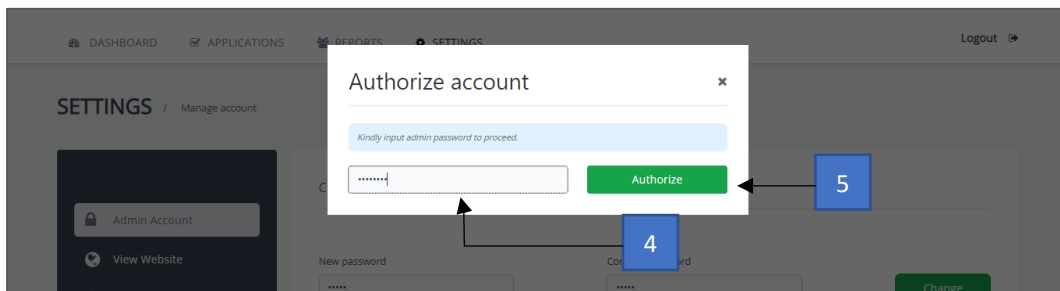
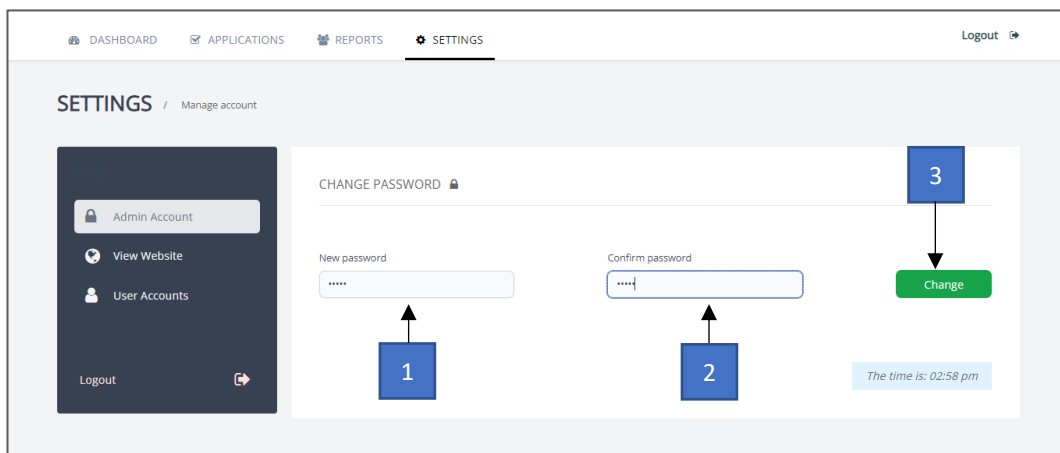
## B.5. Settings

Click the **Settings** link and you will be redirected to the **Settings** page.



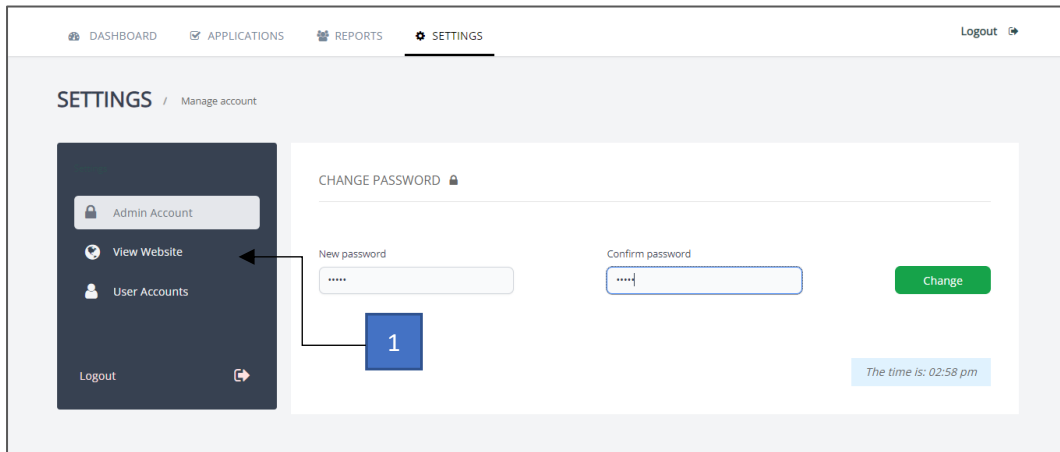
### B.5.1. Change Admin Password

To change the **Admin Password**, you must input the **new password** and then **confirm the password**. Click the **Change** button to proceed. After clicking the **Change** button, a modal will appear and will ask for your current **Admin Password** for authorization.



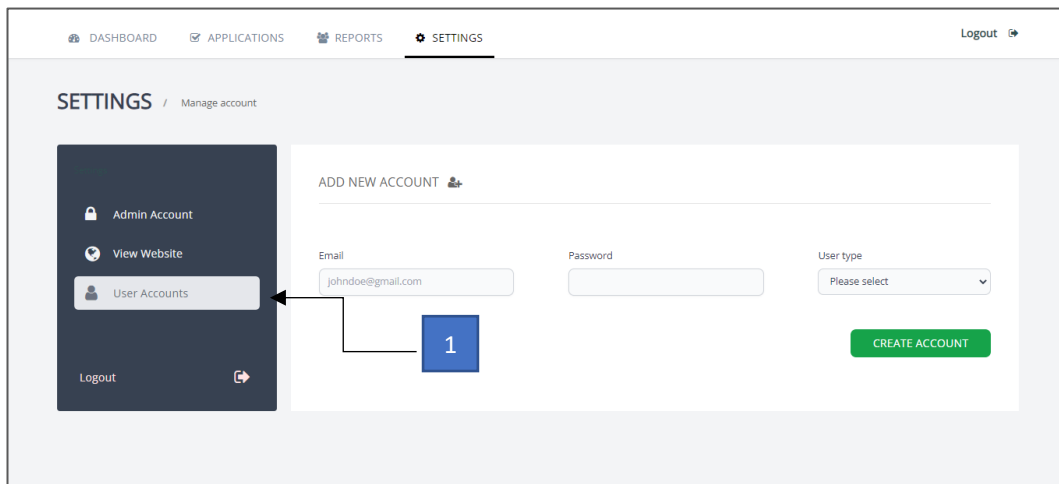
### B.5.2. Visit Distance Learning Website

To visit the Distance Learning Website just click the **View Website** link.



### B.5.3. User Accounts

Click the **User Accounts** link and you will be redirected to the **User Accounts** page.



### B.5.3.1 Add New Account

To add a new account, enter the **email** and **password** of the user. Then select the **user type: Nursing Adviser, Education Adviser, or Admin**. After that click the **Create Account** button. After clicking the **Create Account** button, a modal will appear and will ask for your current **Admin Password** for authorization.

The screenshot shows the 'ADD NEW ACCOUNT' form in the 'SETTINGS / Manage account' section. The form has three input fields: 'Email' (containing 'adrianagcaoil027@gmail.com'), 'Password' (containing 'adnursing2022'), and 'User type' (a dropdown menu set to 'Nursing Adviser'). A green 'CREATE ACCOUNT' button is at the bottom right. A sidebar on the left contains 'Admin Account', 'View Website', 'User Accounts', and 'Logout'. Blue numbered boxes indicate the sequence: 1 points to the Email field, 2 points to the Password field, 3 points to the User type dropdown, and 4 points to the CREATE ACCOUNT button.

The screenshot shows the 'Authorize account' modal. The modal has a title 'Authorize account' and a subtitle 'Kindly input admin password to proceed.' Below the subtitle is a password input field (masked with dots) and a green 'Authorize' button. The background shows the 'ADD NEW ACCOUNT' form with blue numbered boxes: 5 points to the password input field in the modal, and 6 points to the 'Authorize' button.

### B.5.4. Logout

To log out of your account, just click the **Logout** button.

The screenshot shows the 'CHANGE PASSWORD' form in the 'SETTINGS / Manage account' section. The form has two input fields: 'New password' and 'Confirm password', followed by a green 'Change' button. A sidebar on the left contains 'Admin Account', 'View Website', 'User Accounts', and a red 'Logout' button. A blue numbered box 1 points to the 'Logout' button. The bottom right corner shows the time: 'The time is: 04:44 pm'.

## C. PROGRAM ADVISER USER

### PROGRAM ADVISER ACCOUNT (sample account)

#### NURSING:

Email: ad.nursing@gmail.com

Password: adnursing2022

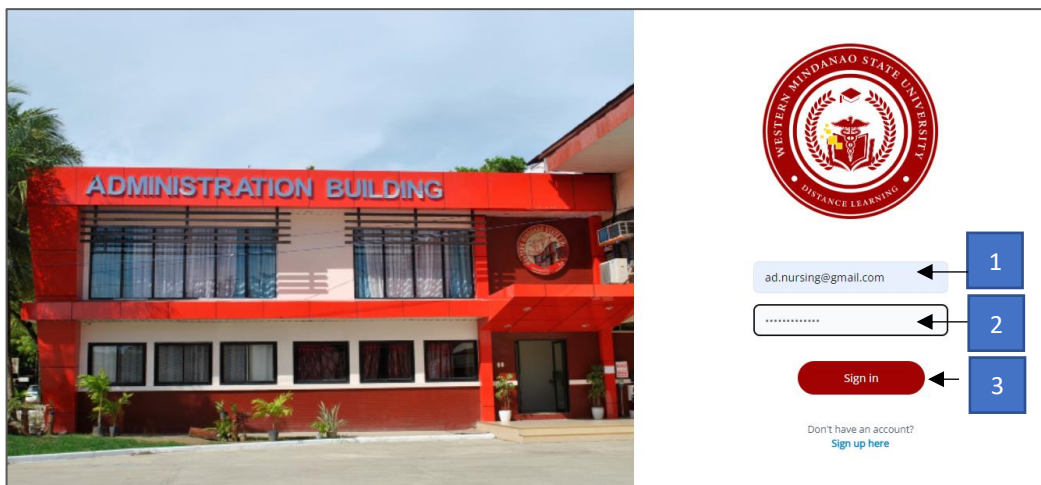
#### EDUCATION:

Email: ad.edu@gmail.com

Password: adedu2022

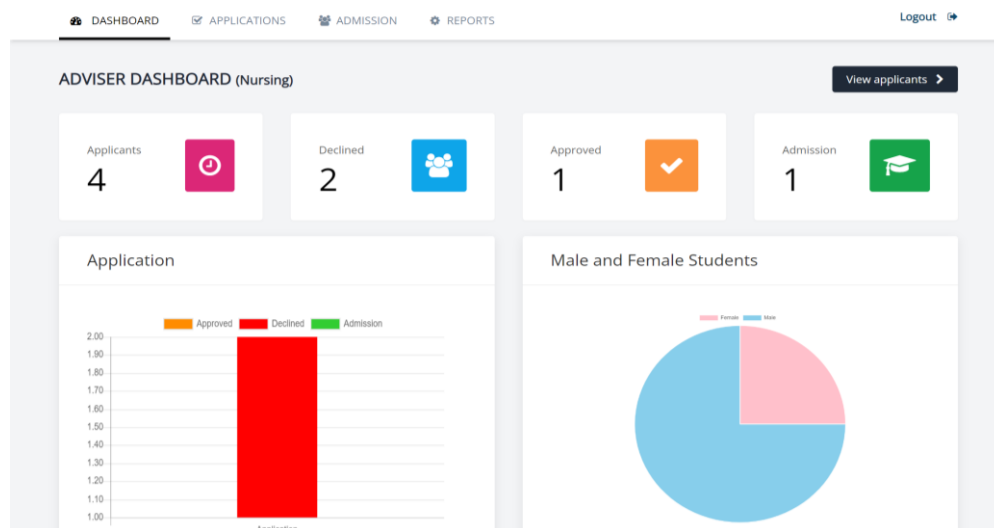
### C.1. Sign In (as Program Adviser)

Sign in to your adviser account by providing your email and password then click the **Sign In** button to proceed and you will be redirected to the **ADVISER DASHBOARD**.



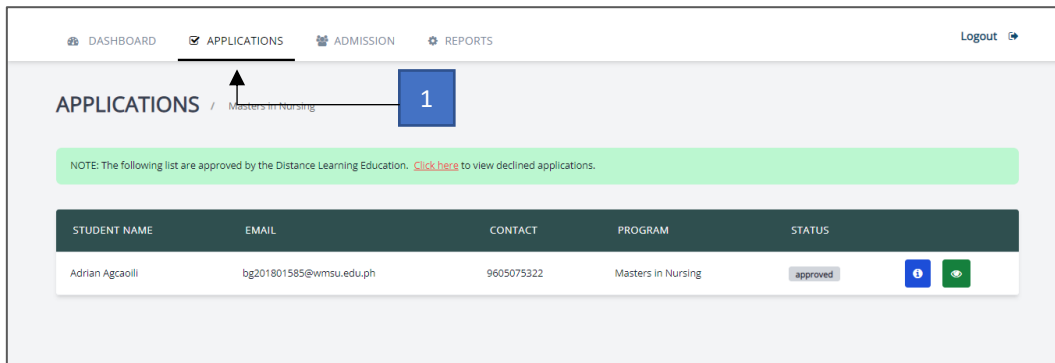
### C.2. Adviser Dashboard

In the Adviser Dashboard you will see the number of applicants, number of declined applicants, the number of approved applicants, and number applicants under Admission. There are also graphical representations of the number of applicants for application status and the number of male and female applicants of a specific program.



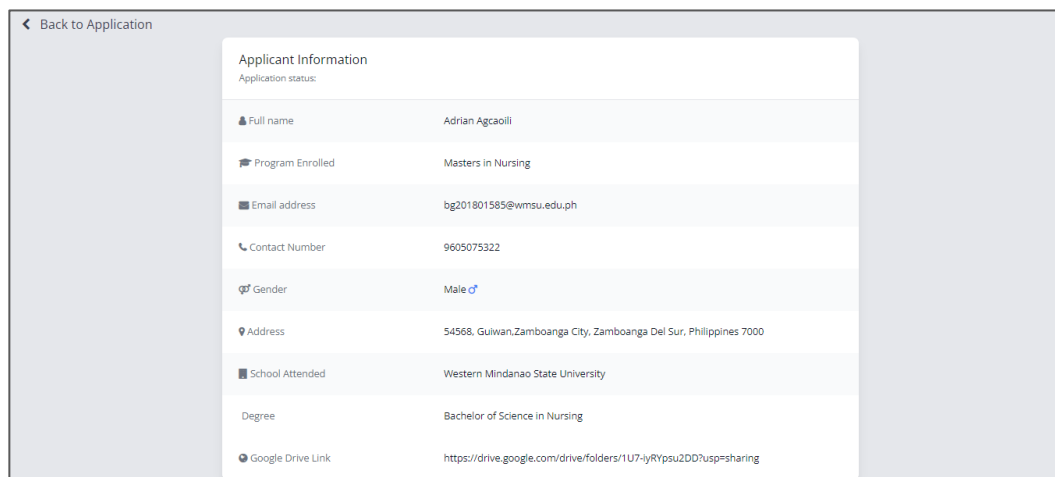
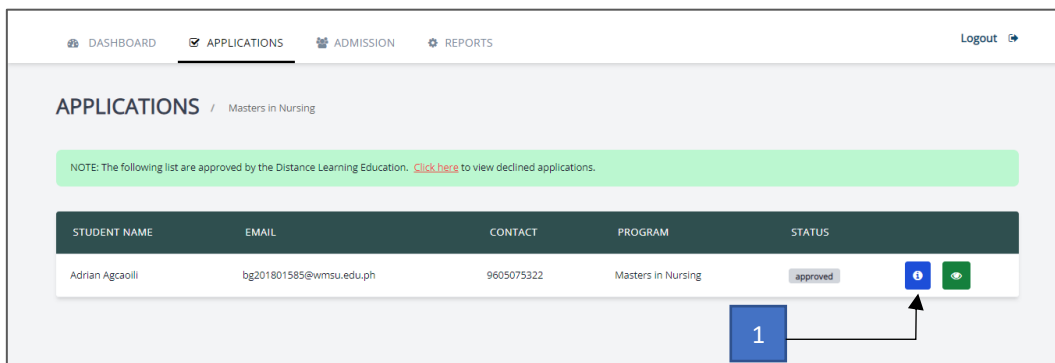
### C.3. Applications

To view the applicants just click the **Applications** link and you will be redirected to the page of application approved by the head of Distance Learning.



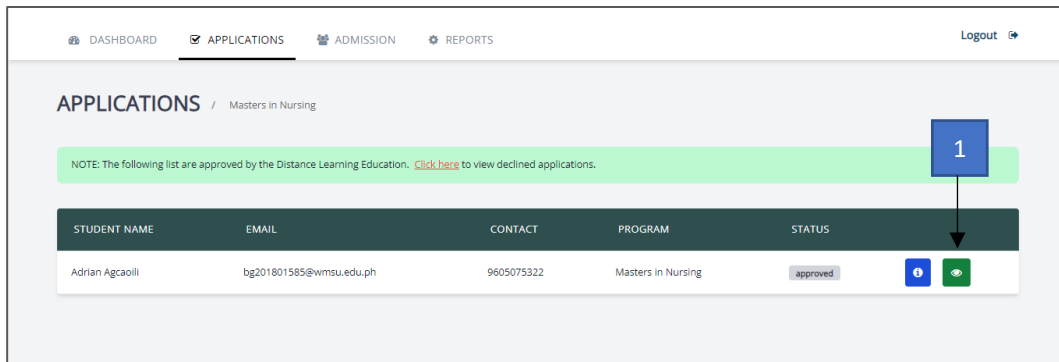
#### C.3.1. View Applicant Information

Click the ⓘ icon and you will be redirected to the page of the personal information of the applicant.



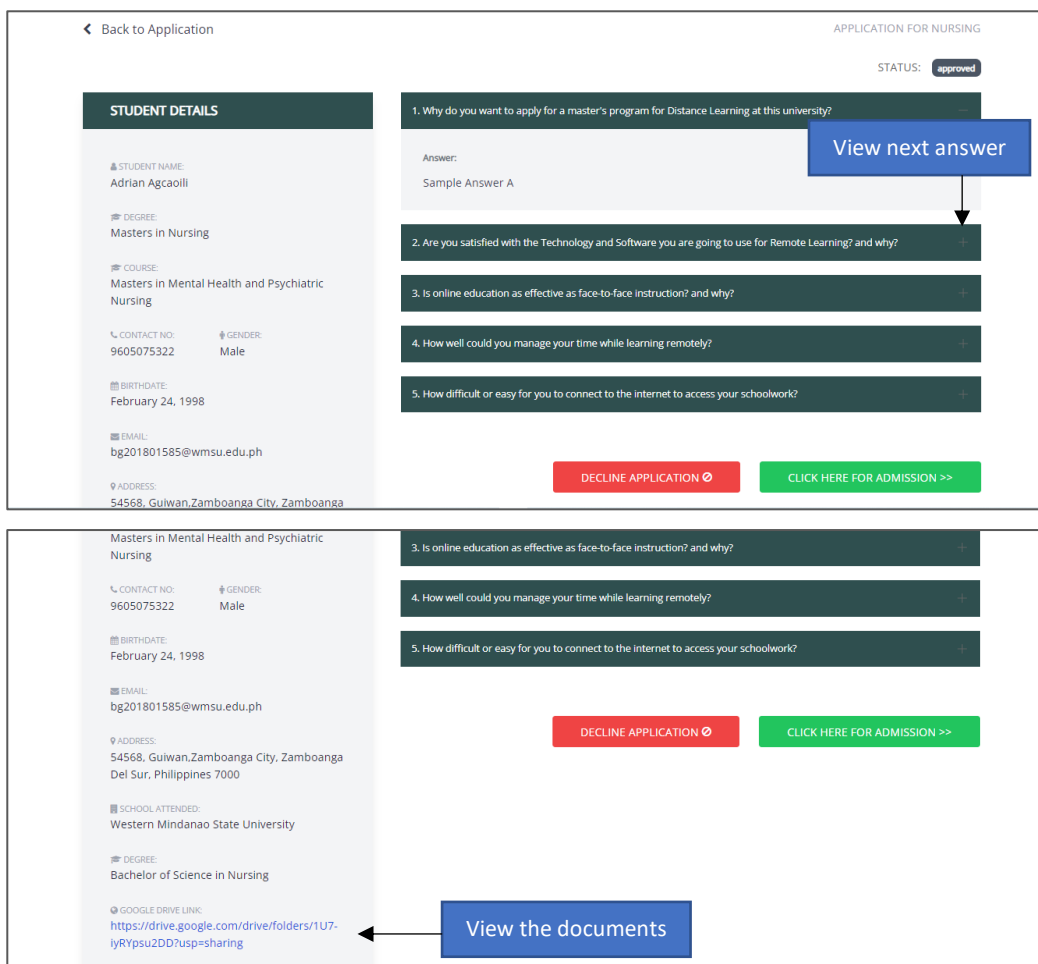
### C.3.2. View Applicant's Application

To view the application of the applicant just click the **Eye** button.



#### C.3.2.1. View Applicant's Application

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.



Masters in Mental Health and Psychiatric Nursing

CONTACT NO: 9605075322 GENDER: Male

BIRTHDATE: February 24, 1998

EMAIL: bg201801585@wmsu.edu.ph

ADDRESS: 54568, Guiwan, Zamboanga City, Zamboanga Del Sur, Philippines 7000

SCHOOL ATTENDED: Western Mindanao State University

DEGREE: Bachelor of Science in Nursing

GOOGLE DRIVE LINK: <https://drive.google.com/drive/folders/1U7-lyRypsu2DD7usp=sharing>

3. Is online education as effective as face-to-face instruction? and why? +

4. How well could you manage your time while learning remotely? +

5. How difficult or easy for you to connect to the internet to access your schoolwork? +

DECLINE APPLICATION

CLICK HERE FOR ADMISSION >>

Decline or Proceed the Application for Admission

### C.3.1.2 Declining the Application

After clicking the **Decline Application** button, you have to state the reason why the application will be declined.

Back to Application

Reason for not accepting the application:

Incomplete documents.

Cancel

Decline

State the reason

Cancel/Proceed to Decline

NOTE: This will notify the student via email.

### C.3.2. View Declined Applications

To view the declined applications just click the **Click here** link.

DASHBOARD

APPLICATIONS

ADMISSION

REPORTS

Logout

APPLICATIONS / Masters in Nursing

1

NOTE: The following list are approved by the Distance Learning Education. [Click here](#) to view declined applications.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Adrian Agcaolli	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved

View the application and information of the applicant.

Back to Application

DECLINED APPLICATIONS

Application

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS		
Adrian Agcaoili	adrianagcaoili027@gmail.com	9605075322	Masters in Nursing	declined	Info	View
Adrian Agcaoili	adrianagcaoili20@gmail.com	9902375143	Masters in Nursing	declined	Info	View

Info

C.4. Admission

To view the admission just click the **Admission** link and you will be redirected to the admission page of applications approved by the Program Adviser.

DASHBOARD

APPLICATIONS

ADMISSION

REPORTS

Logout

ADMISSION / List of Students for Admission

1

NOTE: The following list are ready for admission. You can download the list [here](#).

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS		
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission	Info	View

View the application and information of the applicant.

DASHBOARD

APPLICATIONS

ADMISSION

REPORTS

Logout

ADMISSION / List of Students for Admission

Application

NOTE: The following list are ready for admission. You can download the list [here](#).

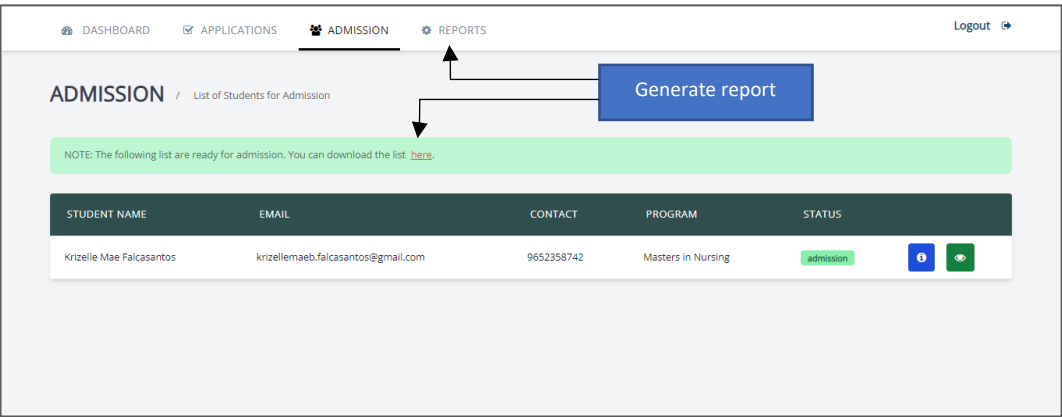
STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS		
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission	Info	View

Info



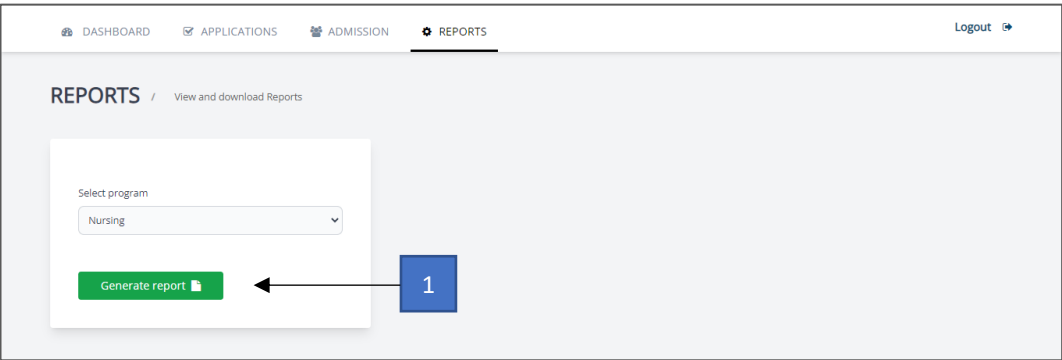
### C.5. Reports

Click the **Reports** link and you will be directed to the report page.



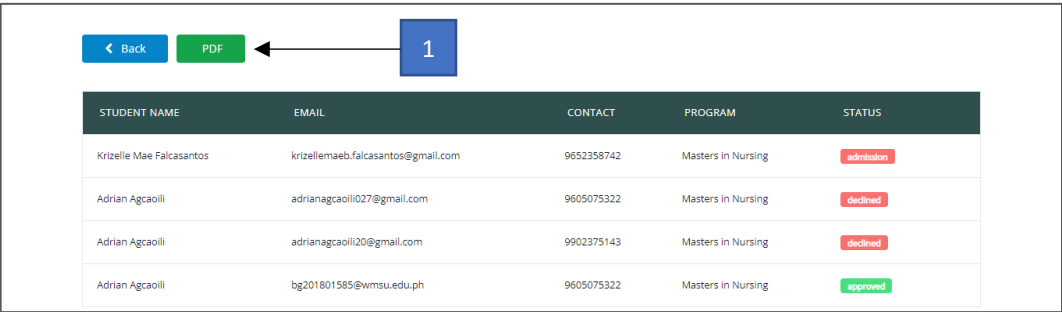
#### C.5.1. Generate Reports

Click the **Generate Report** button to proceed.





##### C.5.1.1. Generate Reports

Click the **PDF** button to generate a PDF file of the report.



pdf.php

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		<b>DISTANCE LEARNING EDUCATION</b> Western Mindanao State University <i>Normal Road, Baliwasan 7000 Zamboanga City Philippines</i>				
ID	STUDENT NAME	EMAIL	CONTACT #	COLLEGE	MAJOR	STATUS
2177835	Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Nursing	Medical-Surgical Nursing	admission
4124554	Adrian Agcaoli	bg201801585@wmsu.edu.ph	9605075322	Nursing	Mental Health and Psychiatric Nursing	approved