Distance Learning: Online Program Application
User Manual

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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.3. One Time Password (OTP)

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.

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.

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.
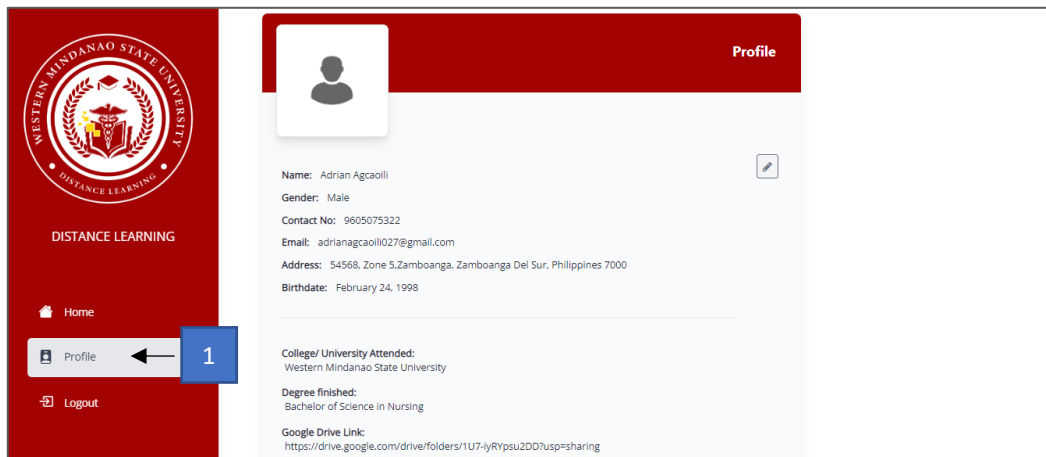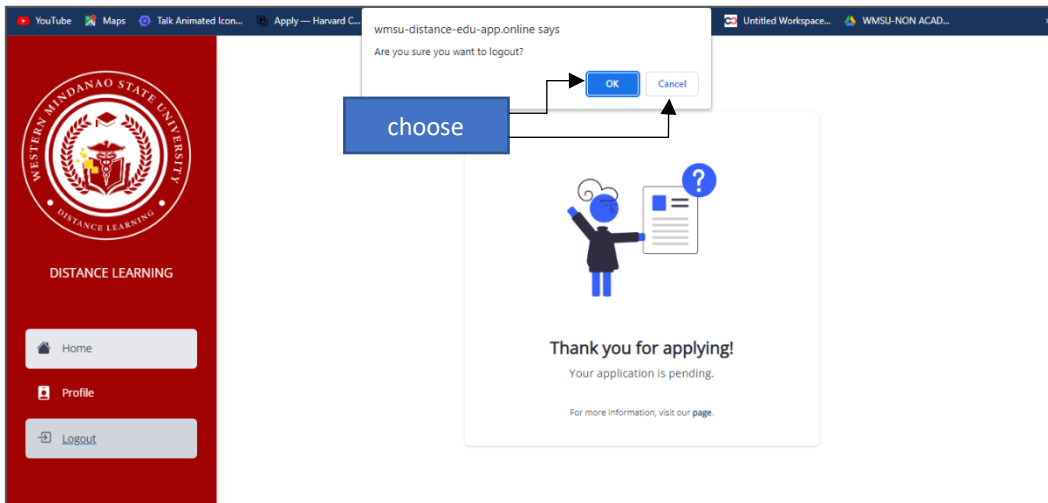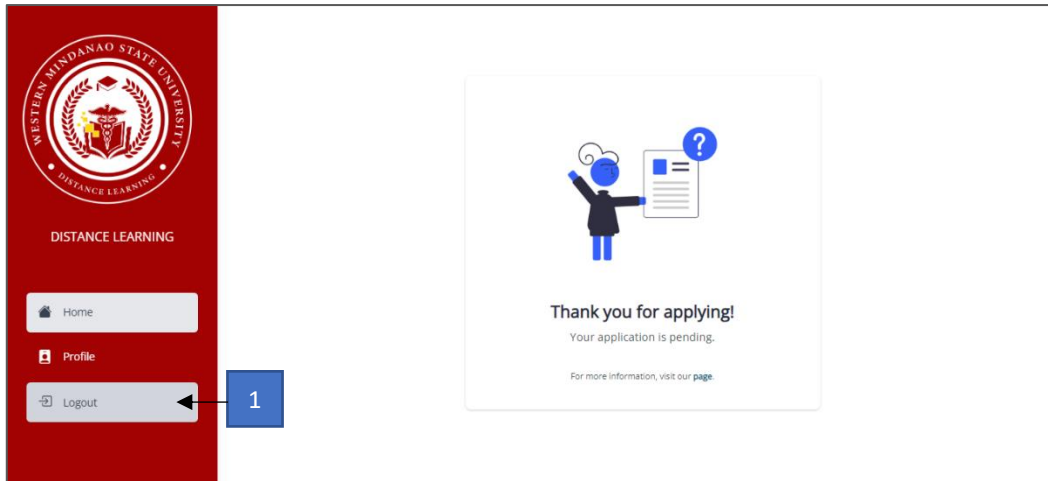

A.7.1 Edit Profile

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.
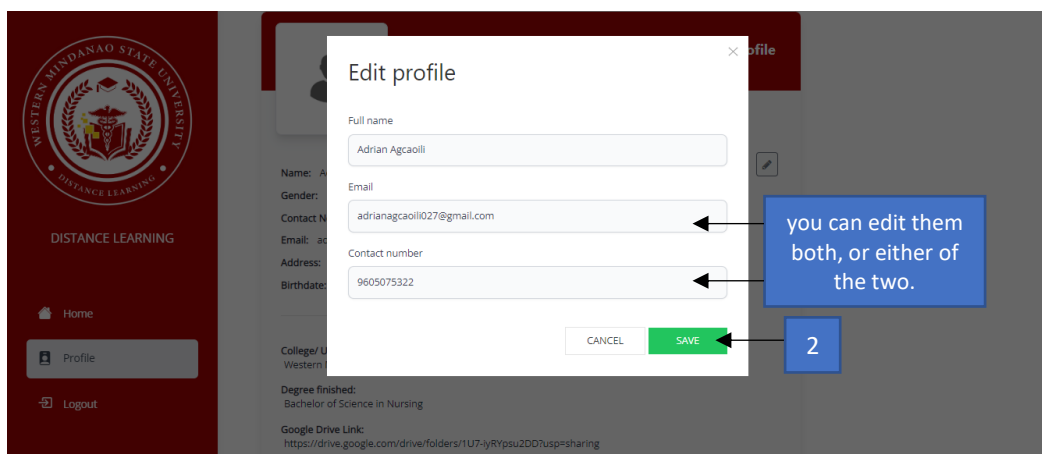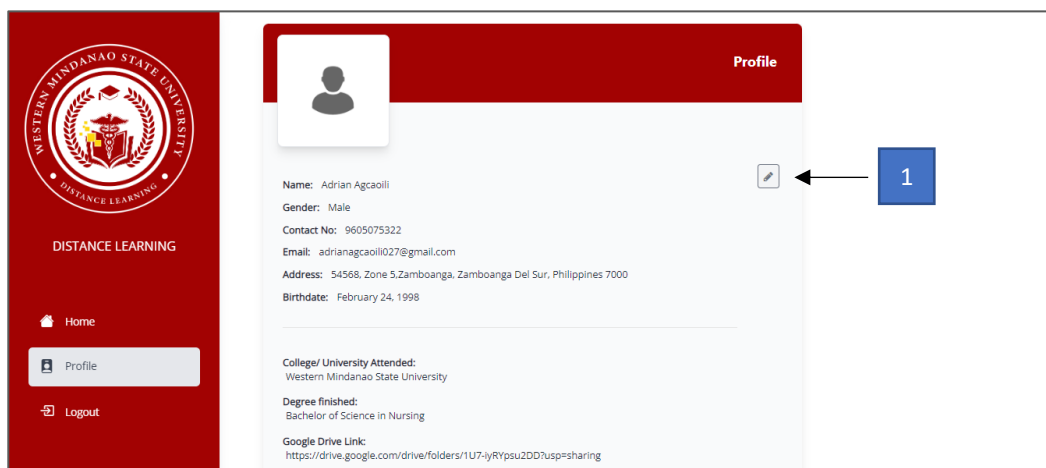
A.8. Logout

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

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.**
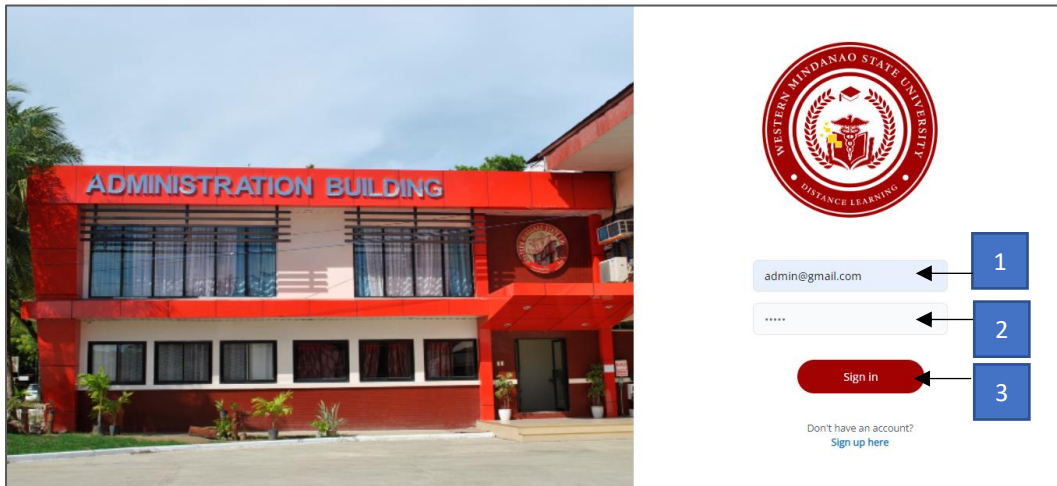
B.2. Admin Dashboard

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.
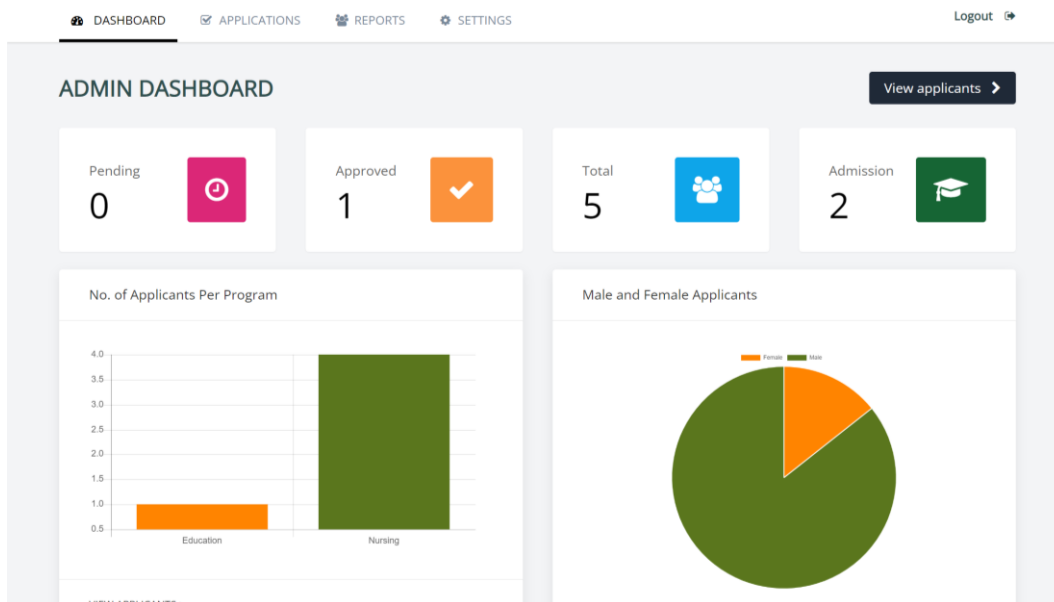
B.3. Applications

To view the applicants just click the **Applications** link and you will be redirected to the of **Pending Applications.**
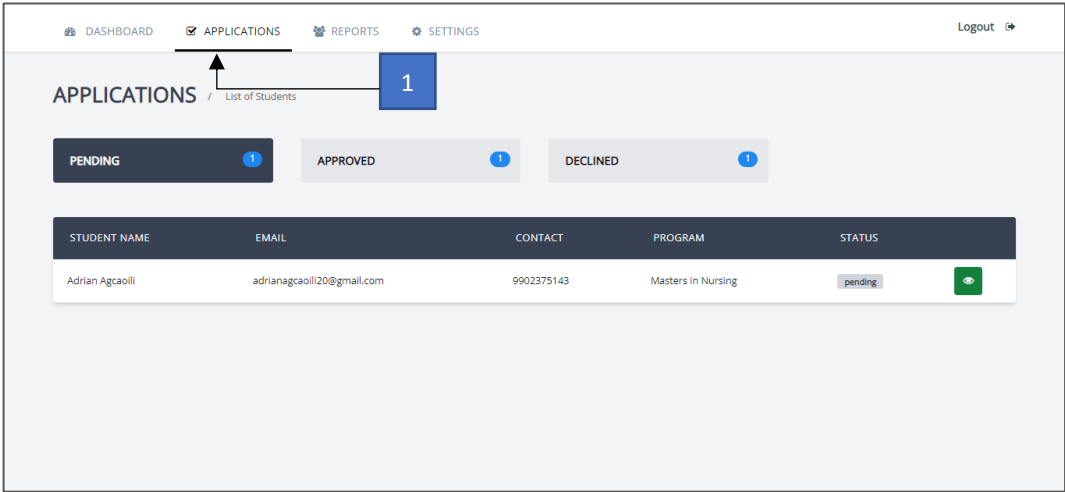
B.3.1. Pending Applications

Here you will see all the pending applications. To view the details of the applicant just click the **Eye** button.
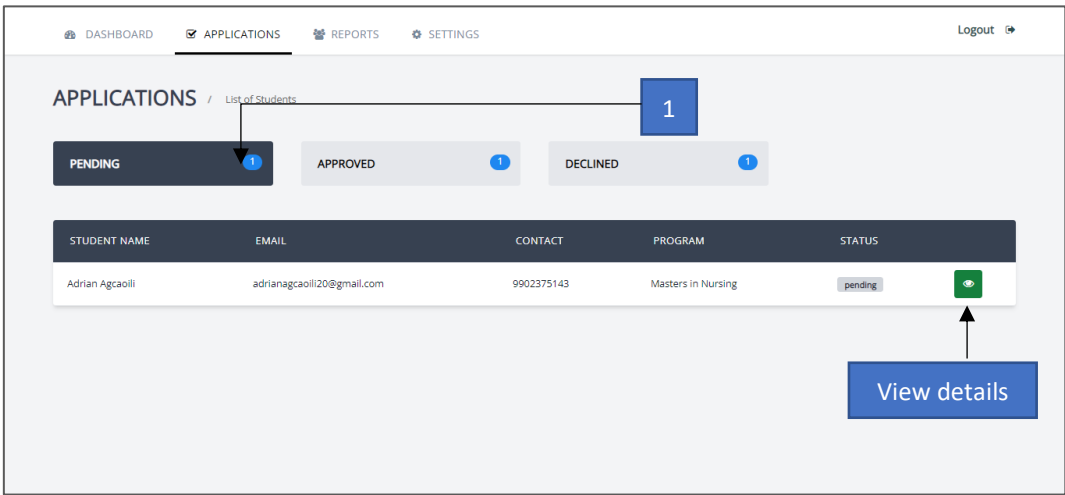
B.3.1.1 Pending Applications (View Details)

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

B.3.1.2 Declining the Application

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

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.

B.3.2.1 Approved Applications (View Details)

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

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.

B.3.3.1 Declined Applications (View Details)

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

B.4. Reports

To generate reports just click the **Reports** link and you will be redirected to the **Report** page.
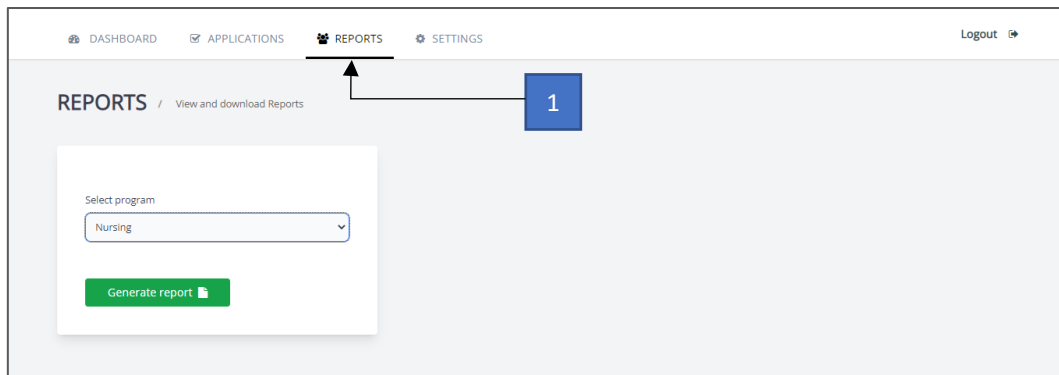
B.4.1. Select a program to generate a report

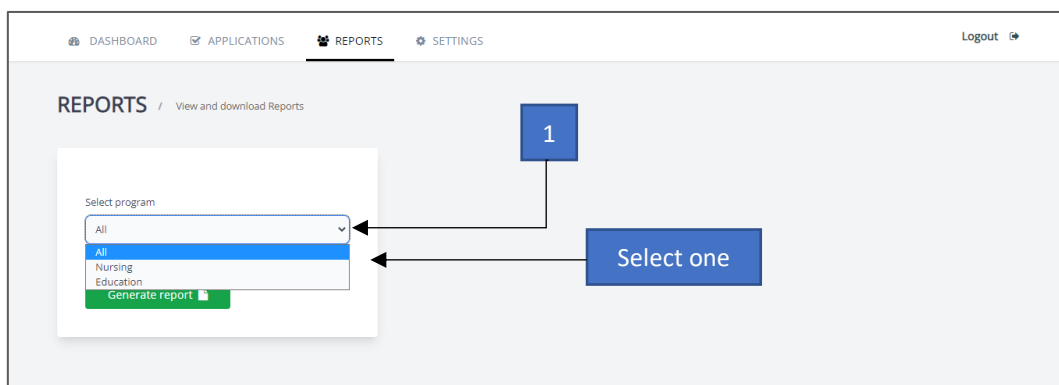You can generate with all the available programs, and you can also generate a report of a specific program. Just click the dropdown field and   select one of the choices.

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.

B.5. Settings

Click the **Settings** link and you will be redirected to the **Settings** page.
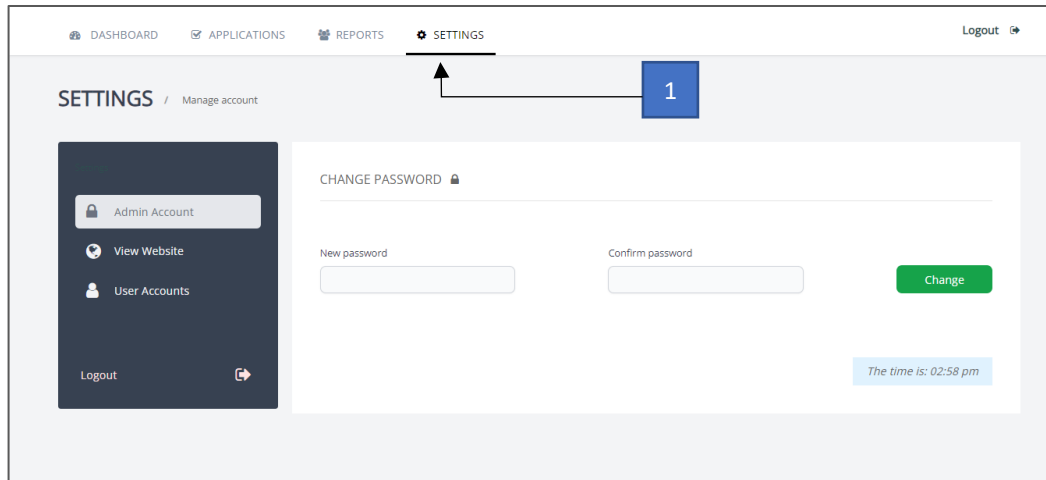
B.5.1. Change Admin Password

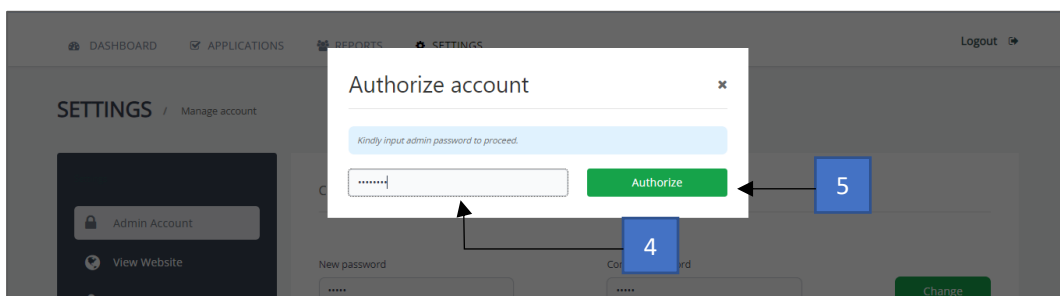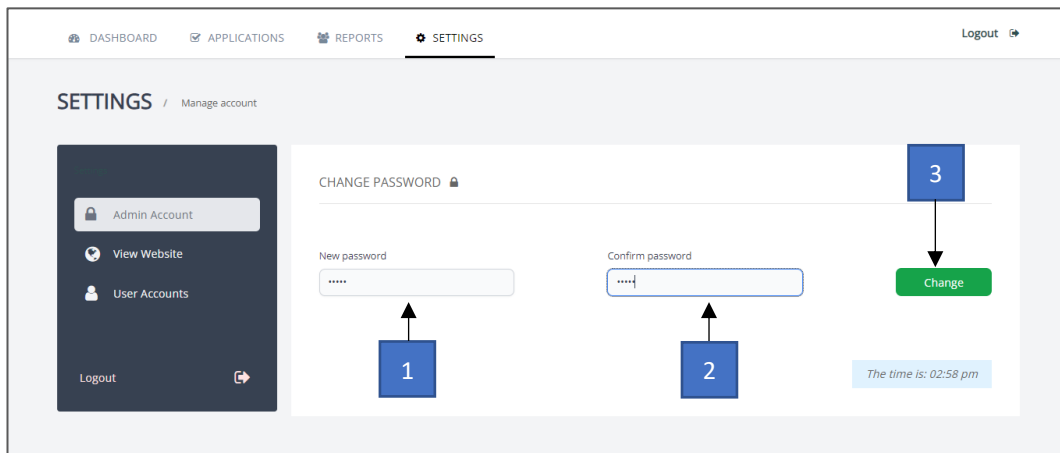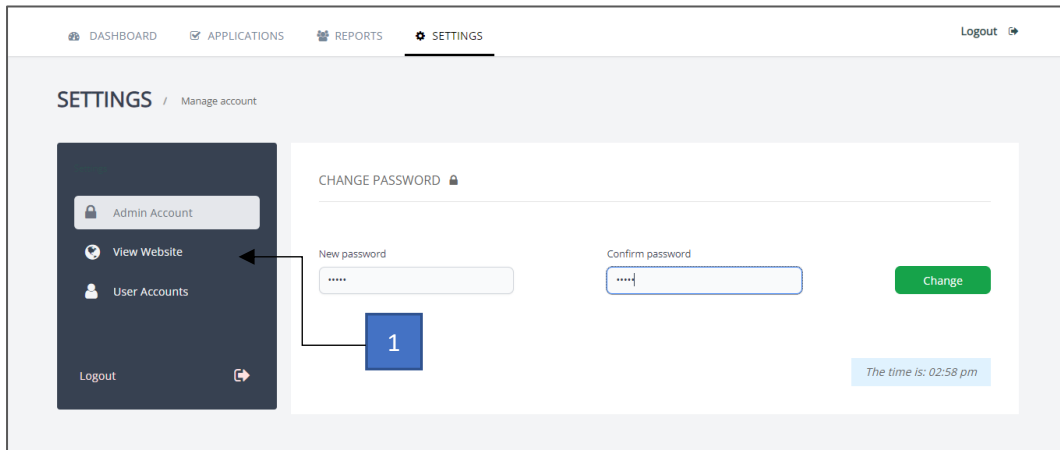To change the **Admin Password,** you must input the **new password** and   then **confirm the password.** Click the **Change** button to proceed. After   clicking the **Change** button, a modal will appear and will ask for your   current **Admin Password** for authorization.
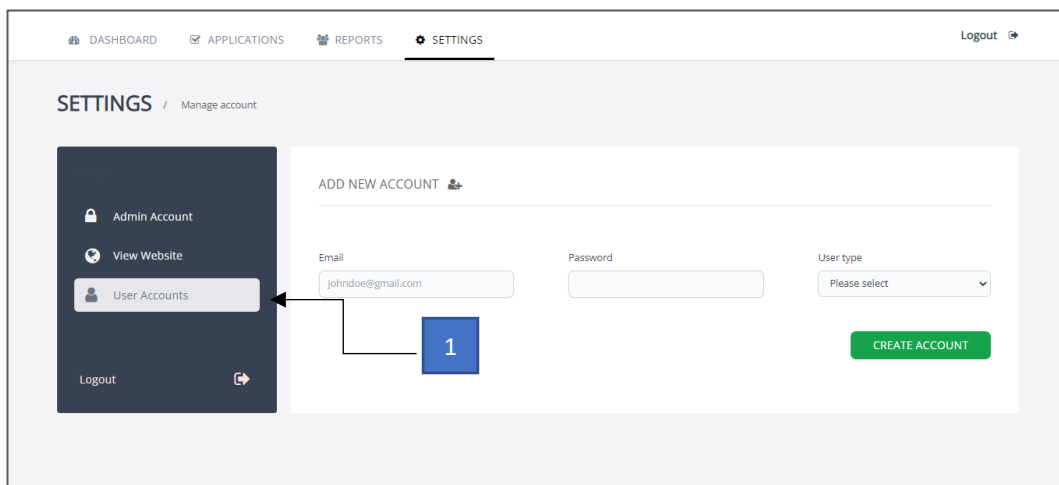
B.5.2. Visit Distance Learning Website

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.

B.5.4. Logout

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

C. PROGRAM ADVISER USER

PROGRAM ADVISER ACCOUNT (sample account)

NURSING:
Email: ad.nursing@gmail.com
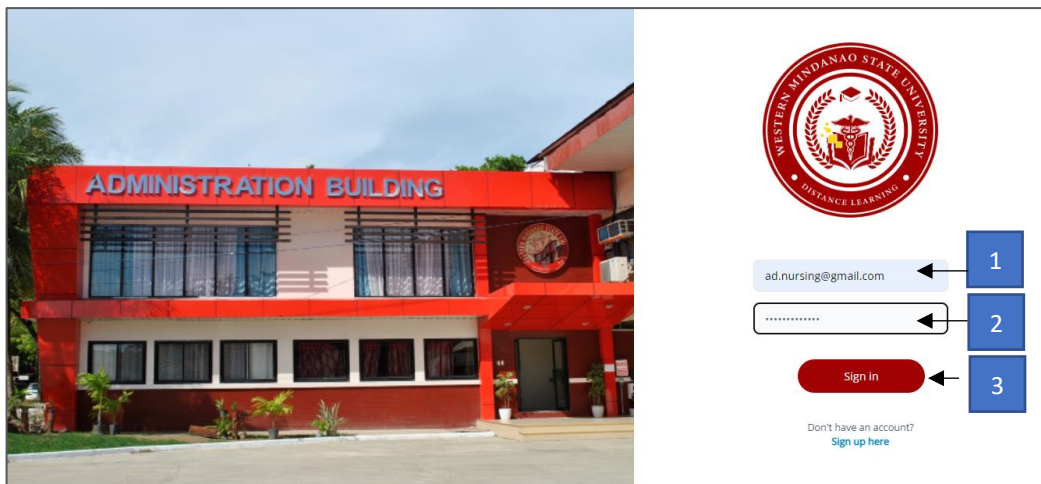Password: adnursing2022

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 Applicants' 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 appliacant, 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: ⚥ GENDER:
9605075322   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-

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

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

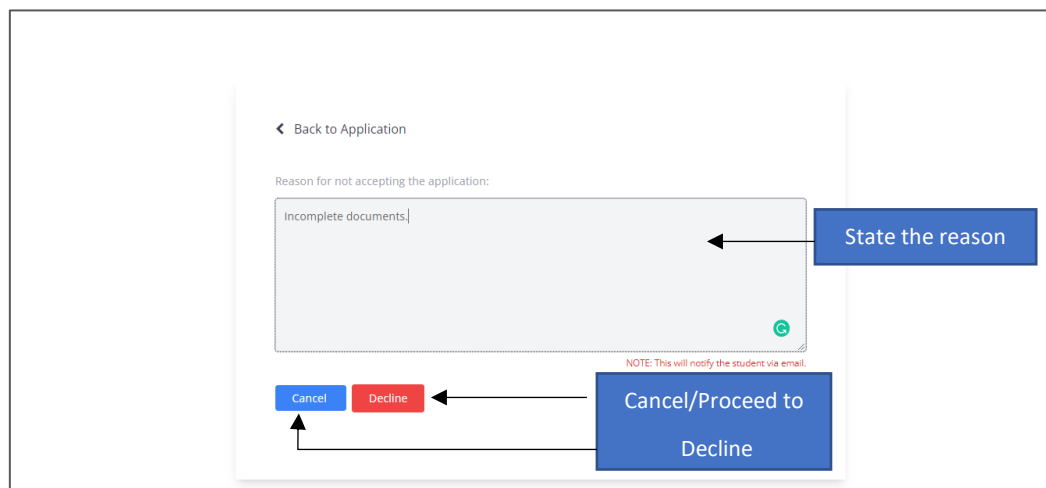5. How difficult or easy for you to connect to the internet to access your schoolwork?

DECLINE APPLICATION ⊘   CLICK HERE FOR ADMISSION >>

View the documents

Masters in Mental Health and Psychiatric
Nursing

📞 CONTACT NO: ⚥ GENDER:
9605075322   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-
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?

DECLINE APPLICATION ⊘   CLICK HERE FOR ADMISSION >>

Decline or Proceed the
Application for Admission

C.3.1.2 Declining the Application

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

‹ Back to Application

Reason for not accepting the application:

Incomplete documents.

State the reason

NOTE: This will notify the student via email.

Cancel   Decline

Cancel/Proceed to

Decline

C.3.2. View Declined Applications

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

View the application and information of the applicant.

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**.**

View the application and information of the applicant.

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 **Save as PDF** button to generate a PDF file of the report.