

Welcome To Philtech School Management

A screenshot of a login page with a black background. At the top, the text 'PHILIPPINE TECHNOLOGICAL INSTITUTE OF SCIENCE ARTS AND TRADE' is displayed in a light blue, monospaced font, with 'P O R T A L' centered below it. Below this is a light blue rectangular button with the text 'SIGN IN'. Under the button is a link that says '[1] Create account'. There are three input fields, each with a light blue label and a light blue border. The first is labeled 'Enter your email:' and contains the text 'example@gmail.com'. The second is labeled 'Enter your password:' and contains a series of asterisks. The third is labeled 'Enter your No. ID:' and contains the text 'EX-123456'.

Login Page

You will be presented with a login page. The page will display the institute's name and have fields for your login credentials.

How To Log in?

Step 1: Enter Credentials

- Email: Enter your registered email address in the designated field. The example shown is example@gmail.com , but you should use your actual email address.
- Password: Enter your password in the designated field. Remember that passwords are case-sensitive.
- Student ID: Enter your student ID number (No. ID) in the designated field. The example shown is EX-123456 .

Step 2: Login

Click the "Sign In" button to access the portal. If your credentials are correct, you will be granted access. If not, double-check your email, password, and student ID number for accuracy.

Step 3: Create Account (If Necessary)



If you are a new user and do not yet have an account, input [1] "Create account" link to register. Follow the instructions provided on the registration page



This indicates that a login attempt using the provided email, password, or ID number was unsuccessful. There is no question or problem to solve, only an error message to inform the user of the failed login attempt.

PhilTech Gateway Account Creation

This manual guides you through the process of creating an account on the PhilTech Gateway.

The screenshot shows a terminal-style interface for the PhilTech Gateway. At the top, it says 'PHILTECH GATEWAY' and has a navigation bar with 'Personal Information', 'Account information', and 'Position'. A '[9] Back' button is on the right. The 'Personal Information' section is active. It contains the following fields: 'Enter firstname:' with 'Example' entered, 'Enter lastname:' with 'Example' entered, 'Date of birth (DD/MM/YYYY):' with '01/01/1999' entered, 'Sex at birth (Male/Female):' with 'Male' entered, and 'Home Address:' with '21st Floor Equitable Bank Tower, 8751 Paseo de Roxas St., Makati City, 1226, Philippines' entered.

Step 1: Personal Information Section

This section requires you to provide the following personal details:

- First Name: Enter your first name in the provided field. The example shows "Example."
- Last Name: Enter your last name in the provided field. The example shows "Example."
- Date of Birth: Enter your date of birth using the DD/MM/YYYY format (Day/Month/Year). The example shows "01/01/1999."
- Sex at Birth: Select either "Male" or "Female" from the provided options. The example shows "Male."
- Home Address: Enter your complete home address in the provided field. The example shows a full address. Ensure accuracy as this information may be important.

Step 2: Navigation

- [n] Next: After completing all sections, click "[n] Next" to proceed to the next step in the registration process. There may be additional steps or verification required.
- [b] Back: If you need to review or correct your entries, click "[b] Back" to return to the previous section.

Important Notice when filling up

The screenshot shows a terminal window with the following text: 'Date of birth (DD/MM/YYYY):', 'Jan 1 1999', and '(System): Invalid date format! Use DD/MM/YYYY Press any key to try again...'.

The system detected an invalid date format. The user entered "Jan 1 1999," but the system requires the DD/MM/YYYY format (Day/Month/Year). The user needs to correct the date format to proceed.

The screenshot shows a terminal window with the following text: 'Enter email address:', 'Example@gmail.com', and '(System): Email already exists! Please choose another. Press any key to try again...'.

The system indicates that the entered email address ("Example@gmail.com") is already in use. The user is instructed to choose a different email address.

PhilTech Gateway Account Information



The screenshot shows a web form titled "PHILTECH GATEWAY" with a progress indicator showing "Personal Information" completed and "Account information" as the current step. The "Account Information" section contains four input fields: "Enter username:" with the example "Example", "Enter email address:" with the example "Example@gmail.com", "Enter contact no.:" with the example "09123456789", and "Enter password.:" with the example "*****". At the bottom right, there are two buttons: "[n] Next" and "[b] Back".

Step 1: Access the Account Information Section

After completing the "Personal Information" section (as described in previous manuals), you should be presented with the "Account Information" section of the registration form.

Step 2: Account Details

Enter the following information accurately:

- Enter username: Choose a username. This should be unique and memorable. The example shows "Example."
- Enter email address: Enter your email address. This will be used for communication and password recovery. The example shows "Example@gmail.com."
- Enter contact no.: Enter your contact phone number. The example shows "09123456789."
- Enter password: Create a strong password. This should be a combination of uppercase and lowercase letters, numbers, and symbols. Remember this password securely. The example shows "*****" representing a hidden password.

Step 3: Navigation

- [n] Next: Once you've completed all fields, click "[n] Next" to proceed to the next stage of the registration process.
- [b] Back: If you need to review or change any information, click "[b] Back" to return to the previous section.

PhilTech Gateway Position Selection

This explains how to select your position in the PhilTech Gateway registration process. This step comes after completing the Personal Information and Account Information sections.



The screenshot shows a web form titled "PHILTECH GATEWAY" with a red header. Below the header, there are three tabs: "Personal Information", "Account information", and "Position". The "Position" tab is selected. The form contains a label "Select position:" followed by a text input field with a dropdown arrow and a "[1] ^" indicator. Below the input field is a list of three options: "[q] Student", "[w] Faculty", and "[e] Admin".

Step 1: Access the Position Selection Section

After completing the previous sections of the registration form, you should be presented with the "Position" section.

Step 2: Select Your Position

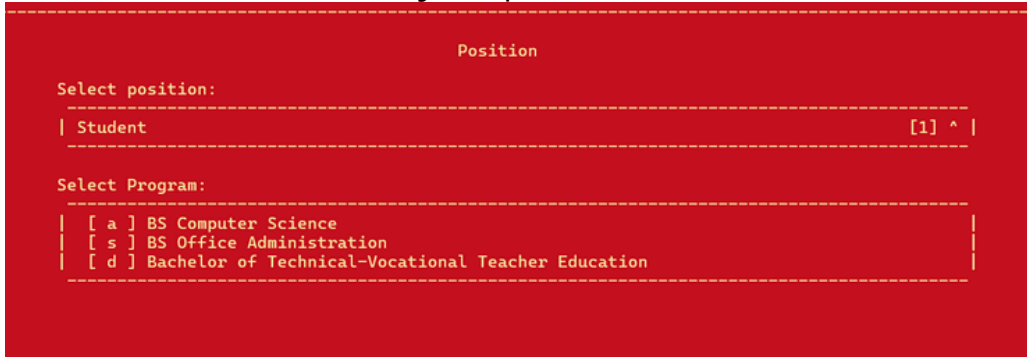
The form provides three options for your position within the PhilTech Gateway:

- [q] Student: Select this option if you are a student.
- [w] Faculty: Select this option if you are a faculty member.
- [e] Admin: Select this option if you are an administrator.

Choose the option that best reflects your role within the institute. The method of selection is not explicitly shown in the image; it may involve typing the corresponding letter (q, w, or e) or clicking on the option.

PhilTech Gateway Program Selection

This manual describes how to select your program in the PhilTech Gateway registration process. This step follows the selection of your position as a "Student."



The screenshot shows a terminal-style interface with a dark blue background. At the top, the word "Position" is centered. Below it, the prompt "Select position:" is followed by a dashed line. Under the dashed line, the word "Student" is displayed, and to its right, "[1] ^|" indicates the current selection. Below this, the prompt "Select Program:" is followed by another dashed line. Under this second dashed line, three options are listed, each preceded by a letter in brackets: "[a] BS Computer Science", "[s] BS Office Administration", and "[d] Bachelor of Technical-Vocational Teacher Education".

Step 1: Access the Program Selection Section

After selecting "Student" as your position, you'll be presented with the program selection section.

Step 2: Choose Your Program

Select one of the following programs by typing the corresponding letter (a, s, or d):

- [a] BS Computer Science: Select this if you are enrolled in the Bachelor of Science in Computer Science program.
- [s] BS Office Administration: Select this if you are enrolled in the Bachelor of Science in Office Administration program.
- [d] Bachelor of Technical-Vocational Teacher Education: Select this option if you are enrolled in the Bachelor of Technical-Vocational Teacher Education program.


PhilTech Gateway Account Creation Confirmation

This manual describes the final step of the PhilTech Gateway account creation process.

```
Select position:
-----
| Student
-----

Select Program:
-----
| [ a ] BS Computer Science
| [ s ] BS Office Administration
| [ d ] Bachelor of Technical-Vocational Teacher Education
-----

Account created successfully!
Your ID Number is: CS-119091
Press any key to continue...
```



Step 1: Account Creation Confirmation

After completing all previous steps (personal information, account information, position selection, and program selection, if applicable), the system will display a confirmation message.

Step 2: Account ID Number

The confirmation message will include your assigned Account ID Number. This is crucial information; please remember or write down your Account ID Number: CS-119091 (as shown in the example). You will need this number to access your account in the future.

Step 3: Continue

The system will prompt you to press any key to continue. Press any key on your keyboard to proceed.

Log in your Current Account you Created



PHILIPPINE TECHNOLOGICAL INSTITUTE
OF SCIENCE ARTS AND TRADE
P O R T A L

SIGN IN

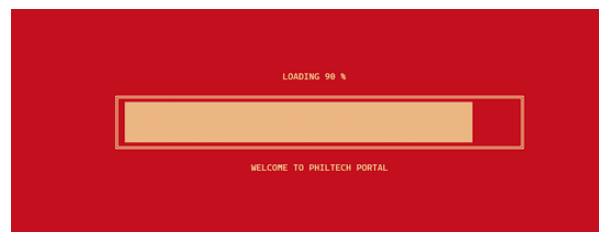
[1] Create account

Enter your email:
| example@gmail.com |

Enter your password:
| ***** |

Enter your No. ID:
| EX-123456 |

After Login In



A Loading Screen will pop up, the System will take you to the Main menu Base on the Position Role you Selected



Student Main Menu



Faculty Main Menu



Registrar Main Menu



Admin main menu

That's all for the Log in Page