MANUEL S. ENVERGA UNIVERSITY FOUNDATION– CANDELARIA INC.

EUC Student Archiving System

USER MANUAL

Table of Contents

About this System

EUC Student Archiving System is a website that allows storing of student's information and documents. This website should not be shared to anyone and it is used exclusively for the registrar's office.

System Requirements

Browser: Any up-to-date internet browser (Google Chrome, Microsoft Edge, Brave Browser, etc.)*

Processor: Intel Core i3 or AMD processor with similar performance. For best experience, Intel Core i5/AMD Ryzen 5 (newer generation is a bonus)

RAM: 8 GB (Recommended: 16 GB, for better multitasking)

Storage: 128 GB HDD/SSD, SSD provides better performance

Internet: Wired/Wireless network with 100 Mbps

Display: 1024 x 768, for better clarity: 1920 x 1080

*We do not recommend operating this website on outdated browsers and/or operating systems for security and compatibility reasons although you can operate this website on outdated browser/OS.

Mobile access is restricted for security.

Getting Started

If you are a first timer or newly hired registrar staff, please create a new account.

For the security of this website, registration button is hidden. To enter type **https://eucsas.ccsdepartment.com/SASregister**. **Do not give this registration link to anyone**.

Note:
Have an account already? You can proceed to login page if you have an account.

You need to fill up the required information in the registration. For passwords, make sure you're using a strong password.

Tip:
Store your password in a secure location such as password manager. Do not put your password in notepad.

Staff Account Registration

Please enter the required fields to register.

Full Name:

name

Email:

example@domain.com

Password:

Confirm Password:

Register

Note: Your password needs to start with capital letters and your password must have at least one number or symbol. Password needs to be 6 characters long.

You will be received an email for OTP verification. Verification is required every time you register. Make sure your email is active. **Can't find your OTP? Check your spam/junk folder**.

EUC SAS - Verify your account   Inbox ×

A   allanmelitonalternate@gmail.com
to me ▾

Hello dummy! Your verification code is 982525

Email containing an OTP to verify account

Enter the correct OTP you received from email.

If you received an email, it contains an OTP code to verify your account. Once done, you can now sign in.

What if I forget my password?
If you forget your password, you can click "Forgot password" in the login page to change password.

Enter your email to get a password reset code. Make sure your email is active. If you received an email for password reset, enter the reset code.

EUC SAS – Update Password Inbox ×

A   **allanmelitonalternate@gmail.com**
to me ▾

Hello! Your password reset code is 881351

↩ Reply   → Forward   ☺

Code verification

Please enter code to reset your account's password.

Code:

Email sent to "allanmelitonalternate@gmail.com" for password reset.

Submit

Enter the correct OTP for password reset you received from email.

Once done, you can now change your password. Make sure you're using a strong password for better security.

Note: Your password needs to start with capital letters and your password must have at least one number or symbol. Password needs to be 6 characters long.

Change Password

Please enter new password.

Password: Confirm Password:

••••••••   👁   •••••••   👁

Change your password. Strong passwords are highly encouraged.

Change Password

After the password reset, you can now sign in using the new password.

**IMPORTANT NOTICE:** Do NOT share your OTP (One-Time Password) to anyone.

Note: If you click back in the navbar beside the EUC logo in changing password/OTP reset password entering process, your changing password process will be canceled and you will use the existing password. Your OTP you receive will become invalid and you need to enter your email again to generate a new OTP for changing password.

When you sign in to your account, this is how the homepage looks like. You can see the course population and the college population; how many students are enrolled (including graduated) in the university. Aside from the college population, you can see the "Did you know?" box containing random facts about the university and more.

Homepage
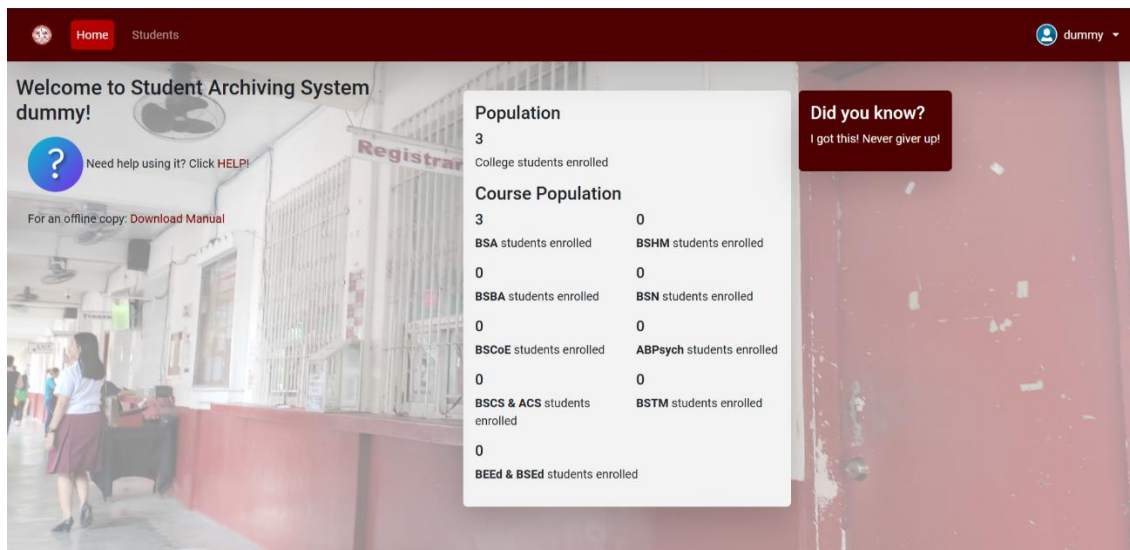
To log out, click your name in the navigation bar to open dropdown and click "log out".
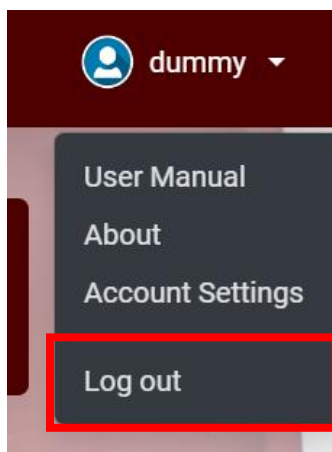
Managing Students

To open the students page, click "Students" in the navigation bar. This is how the students page looks like and you can add, edit, or delete students. This is a place where you can retrieve student documents.

You can use the course filtering navigation to filter by course only. You can also sort by last name ascending or descending, year level ascending or descending order or even graduates / batch (earliest-latest).

Trouble finding a student? You can use the search box to search a student.
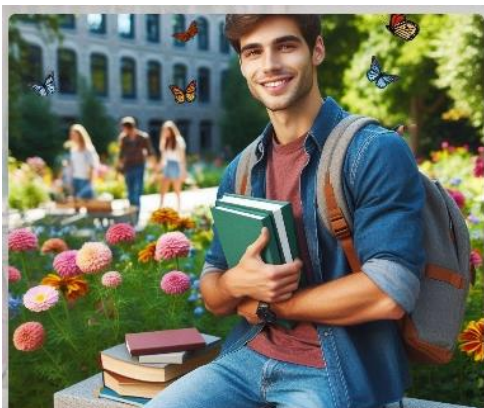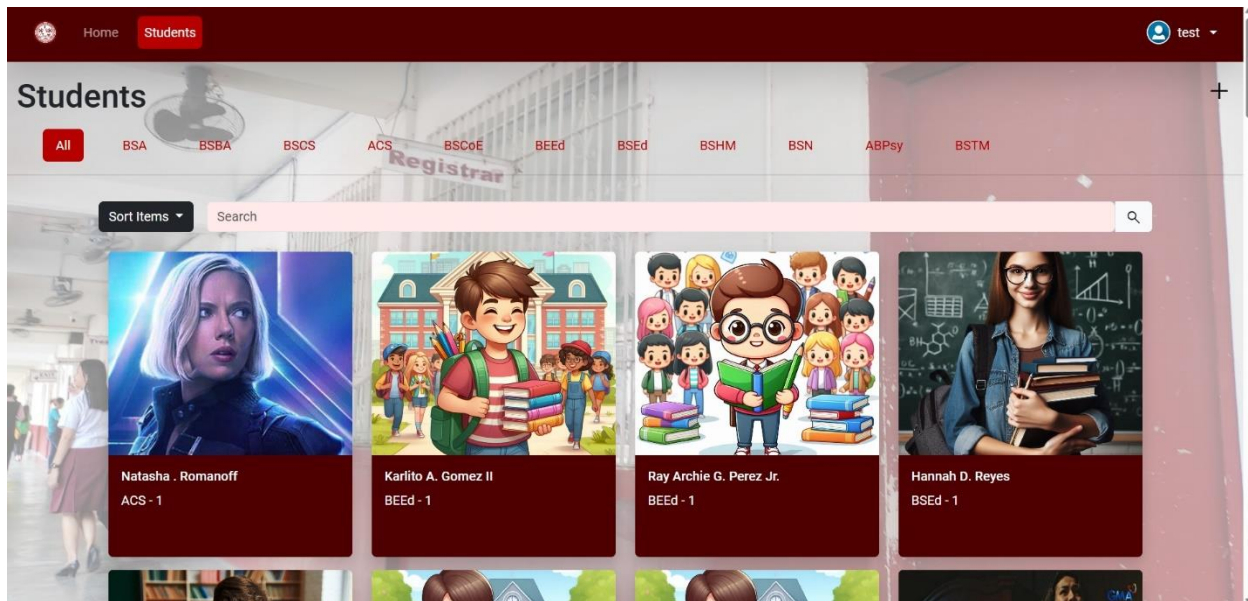
Student Name

Course & Year

Year when he/she graduated

e.g. Batch 2024

How to add a student?

Click the "+" icon to add a student.

Add Students ✕	Add Students ✕
First Name: [ ]	PSA Document: [Choose File] No file chosen
Last Name: [ ]	Birth Certificate Document: [Choose File] No file chosen
Middle Name*: [ ]	Good Moral Document: [Choose File] No file chosen
Middle Initial*: [ ]	Transfer Credential Document: [Choose File] No file chosen
Suffix (**optional**): [II, III, Jr., ...]	Transcript of Records Document: [Choose File] No file chosen
Course: [BSA ⌄]	Permanent Record Document: [Choose File] No file chosen
Section (**optional**): [ ]	Form 137 Document: [Choose File] No file chosen
Major: [- ⌄]	
Year Level: [1 ⌄]	
Batch*: [2025]	
[Submit]	[Submit]

Fill the required information and upload the required documents.

What are the optional details to add?

Middle name and initial– Why? **In rare scenarios, some students don't have a middle name. You can leave it blank.**

Section – If the student has one section only, leave it blank.

Major – Some courses doesn't have a major/specialization. When you select BSBA, BEED, BSEd, and BSCoE, it will show majors for the respective course. For BSCoE, you will select STEM or Non-STEM. Courses without majors will be shown "-" in the dropdown selection.

Suffix – If the student doesn't have a suffix such as II, III, or Jr., leave it blank.

Batch – If the student graduates, enter the batch/year graduated. If you leave it blank, it will set to 0 by default when you're entering to update modal window. (0 is hidden when opening student info)

What are the optional documents to upload?

Marriage Contract – This is an optional document. If the student is married, upload a marriage contract.

Optional Files – If you want to upload a different document, you can upload it here.

Allowed file formats:
Profile Image/Student Photo: .jpg, .jpeg, .png, .gif
Documents: .doc, .docx, .pdf, .jpg, .jpeg, .png,. gif

You can also add images in documents if it is saved as an image. However, it only supports 4 image formats mentioned above.

All documents you upload are stored in the server and encrypted for security.

Once done, you can now click student card and view the personal details and download the documents.

Can I edit a student details?
Yes, you can edit or update student details and update documents when needed. When you replace a file, all files you update will be replaced. However, if you leave them blank, the existing files will stay even you update student information.

Can I delete student?
No. Because this is an archiving system, all student data and documents should be stored forever.

Managing your account

Update your account

If you want to change your name, email or password, you can enter Account Settings in the dropdown menu.

Account Settings

Update or delete your user account.

Full Name:
```
test
```

Email:
```
allanmelitonalternate
```

Password:

Confirm Password:

[Update account] [Delete account]

Note: When changing an email, OTP verification is not required. Your new email address will be used for password reset OTP. This setting is useful if your old email is no longer usable.

Note: You can leave fields blank to maintain your existing name, email, or password. However, when you change password, you need to enter your password again in the confirm password text field to confirm changes with your password.

Delete your account

If you want to delete your account, you can delete your account by clicking "Delete Account" button in account settings page. **Students stored in the server will not be deleted**.

Password is required before account deletion.

WARNING: THIS ACTION IS IRREVERSIBLE!

Frequently Asked Questions

Q: Why EUC SAS cannot be accessed on mobile?
A: To protect security, EUC SAS will not be available on mobile.

Q: Why do we encrypt documents?
A: Security is the most important for handling sensitive documents. Every time you upload a document, it will secure all of the documents using encryption.

Q: Can anyone in the registrar's office use this?
A: Yes, any employees in the registrar's office can use this as long they have an account and registered to this system.

WARNINGS:
PLEASE DO NOT:
- Take screenshots of a student information.
- Share the documents you have downloaded. They are all confidential.
- Share the link to anyone else.