STEP 1: Register

Register by clicking the Register hyperlink on the Login screen

On the Registration page specify your (Username, Firstname, Lastname, Middle Initial, Nickname, Gender, Date of birth, Street address, Province/city, Father's name, Mother's name, password and email address)

Note that the username should be unique and if the username already exists on the database, you shall be notified to provide a new one. Also, both the username and password should be at least 5 characters long.

Username:

Firstname:

Lastname:

Middle Initial:

Nickname:

Gender:
Choose Gender ∨

Contact Number:

Date of Birth:
mm/dd/yyyy

Address Street:

STEP 2: Verify your email address

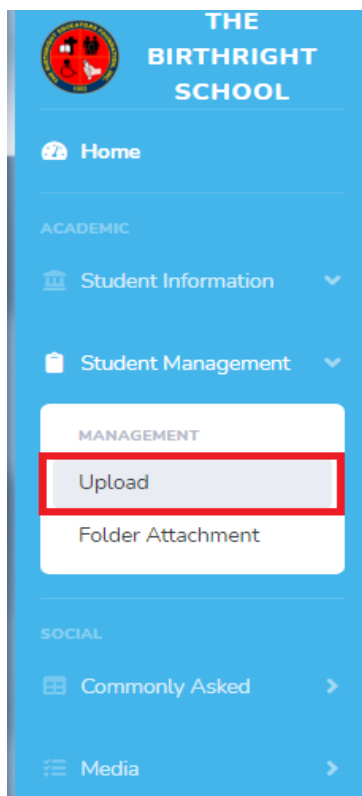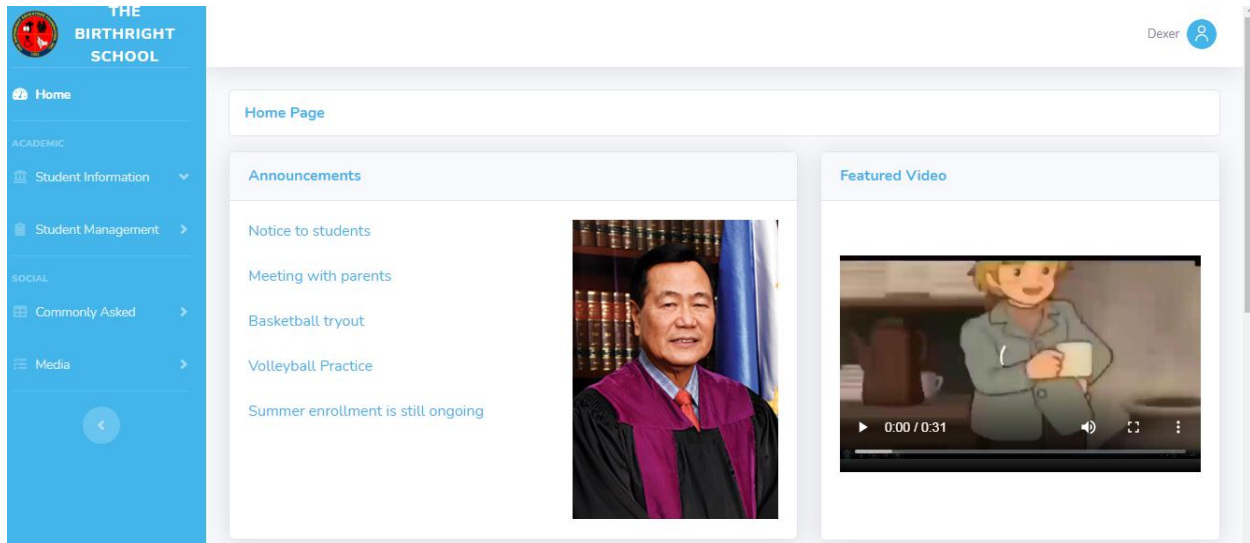Upon verifying your email, a message will appear prompting successful registration.

Registration Successful

Back to Login

You can choose to go to the login in screen again with the "Back to Login" button and login your newly registered account.
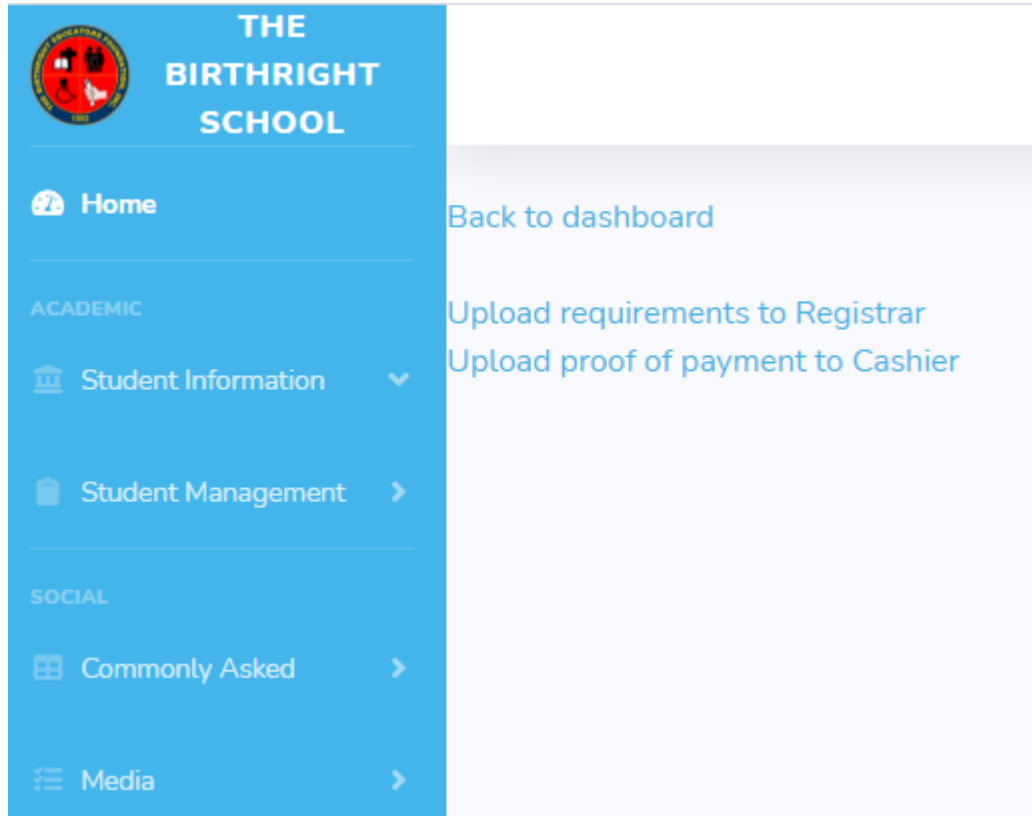
Upon successful logging in, the dashboard/main screen will appear

You can submit files by clicking on Student Management -> Upload on the side bar to the left of the page.

STEP 3: Upload proof of payment and/or requirements

In this upload page, you can choose to either upload proof of payment to the cashier or upload requirements to the registrar.

To upload your file, simply click on "Choose File" and then click the file you want to upload and click on "open". Next click on the upload button and that's it! Your file has been uploaded ready to be viewed by the cashier and/or registrar.