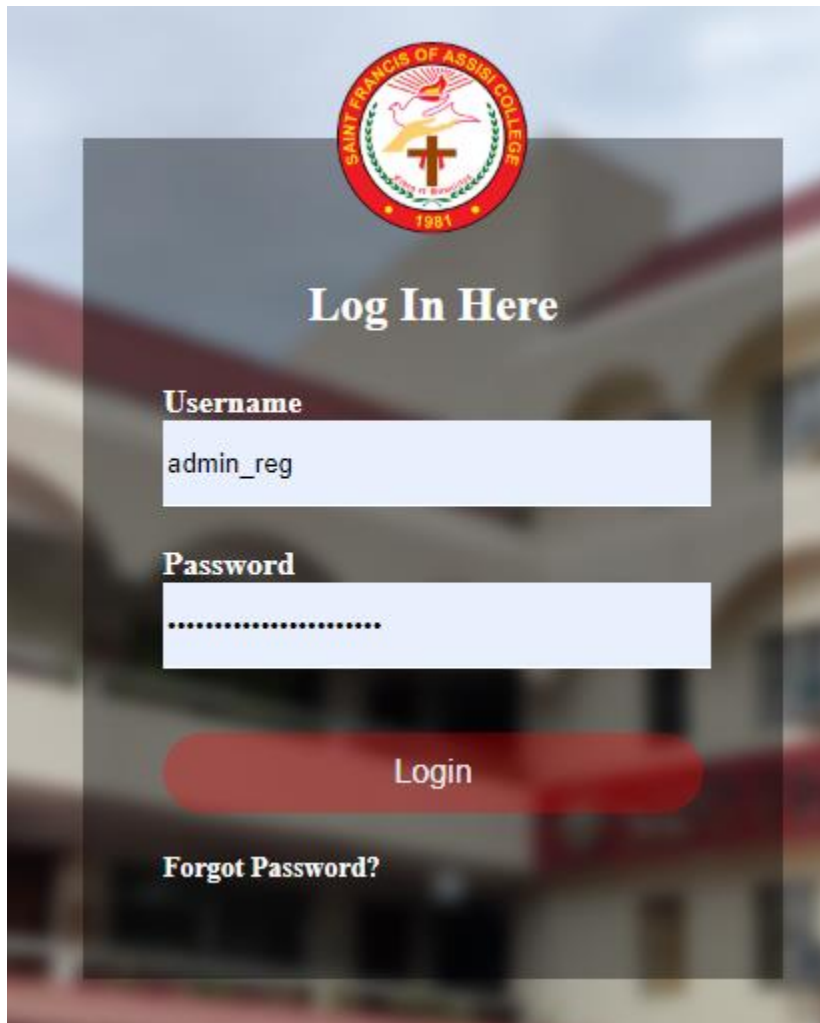


Enabling and Disabling Viewing of Grades

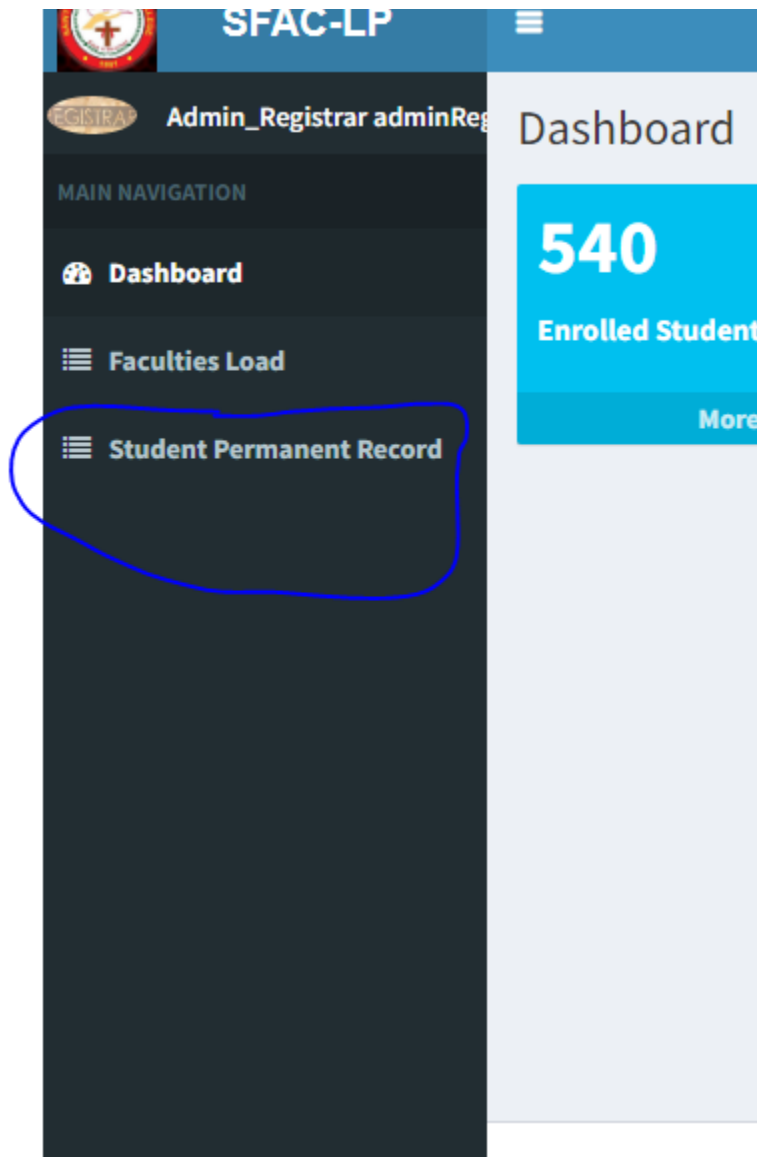
Step 1. Login with your registrar account

The image shows a login interface for Saint Francis of Assisi College. At the top center is the college's circular seal, which features a cross, a dove, and the text "SAINT FRANCIS OF ASSISI COLLEGE" and "1981". Below the seal, the text "Log In Here" is displayed in a large, bold, serif font. Underneath this, there are two input fields: the first is labeled "Username" and contains the text "admin_reg"; the second is labeled "Password" and contains a series of dots. Below the password field is a red, rounded rectangular button with the word "Login" in white. At the bottom of the form, there is a link labeled "Forgot Password?". The entire form is overlaid on a blurred background image of a building.

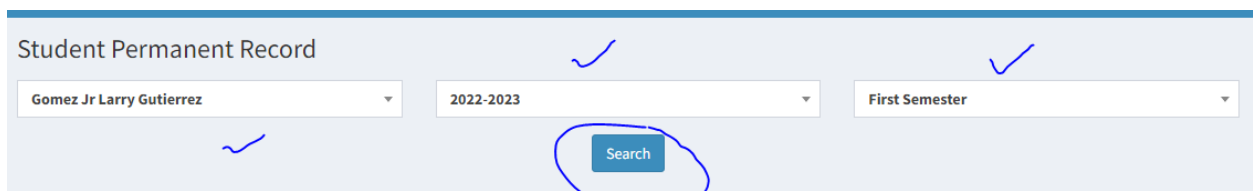
For LP → <https://stfrancisbacoor.com/sfac-lp-ongrade/pages/login/index2.php>

For Bacoor → <https://stfrancisbacoor.com/sfac-bac-ongrade/pages/login/index2.php>

Step 2. Go to the sidebar and click the “Student Permanent Record”



Step 3: Select any random student and choose from the dropdown the “current school year” and “current semester” and click the “Search” button.



Step 4. Select from the 4 options:

Gomez Jr, Larry Gutierrez

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Show 10 entries

Subject Code	Subject Description	Prelim	Midterm	Finalterm	Final Gra
18CSPC 114	Networks and Communications				
18CSPE 104	Graphics and Visual Computing				

Accounting Status

- Not Paid
- Paid
- Set to all
- Not Paid
- Paid

Option 1 (Not Paid) for **individual disabling** of viewing of student

Option 2 (Paid) for **individual enabling** of viewing of student

Set to all option

Option 3 (Not Paid) for **disabling** of viewing of **all students**.

Option 4(Paid) for **enabling** of viewing of **all students**