



MalayanPORTAL

User Guide

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Requirements

Browser Requirements

- Chrome: Version 90 or later
- Edge: Version 90 or later
- Firefox: Version 88 or later
- Safari: Version 14 or later

Hardware Requirements

- Processor: Dual-core CPU (e.g., Intel Core i3 or equivalent)
- RAM: Minimum 4GB
- Graphics: Integrated graphics (e.g., Intel HD Graphics 4000 or equivalent)
- Storage: At least 10GB free space
- OS: Windows, macOS, Linux-based Operating Systems
- Internet Connection: Stable internet connection

Special Usage Requirements

- Device Form Factor

For now, MalayanPORTAL can only be accessed on browsers in Desktops and Tablets (rendered in desktop mode).
- Usage

Also, the website will only render when the browser window is in full screen as of the moment. There will be an error message when a window is minimized. Specifically, it is optimized for a minimum resolution of 1920x1080 pixels. But it will still scale on other browser window sizes that have the same aspect ratio to cater to a variety of device screen resolutions.

Navigation (General)

Log In

A login form for the Mapúa Portal. It includes the Mapúa Portal logo at the top, followed by input fields for 'Username' and 'Password'. Below the password field is a 'Login' button.

The loading screen will first appear when opening the website to signify that it is loading. Once ready, the login page will appear, wherein the user can input the credentials given from the IT Office. After that, the loading screen will reappear before loading the homepage, which is the Dashboard Page.

Navigation Bar

Navigation Buttons

A screenshot of the Mapúa Portal Dashboard. On the left, a vertical navigation bar is highlighted with a red rectangle, containing icons for Home, Dashboard, Classes, Announcements, and Tuition. The main content area is titled 'Dashboard' and includes a user profile for Ken Gyro P. Acquiast, a class schedule, announcements, and tuition information.

Dashboard

05:38PM June 07, 2024

Ken Gyro P. Acquiast
Student Number: 2022140813
BS Computer Science, S.Y. 2023-2024 3T

Enrolled

Classes

	Mon	Tue	Wed	Thu	Fri	Sat
0700AM						
0815AM		CS152		CS152		
0930AM	CS110-2		CS110-2		CS110-2	
1045AM		CS124		CS124		
1200PM	SS036		SS036		SS036	
0115PM	SS086	CS125P	SS086	CS125P	SS086	
0230PM						
0345PM						
0500PM						
0615PM		CS152		CS152		
0730PM						

Announcements

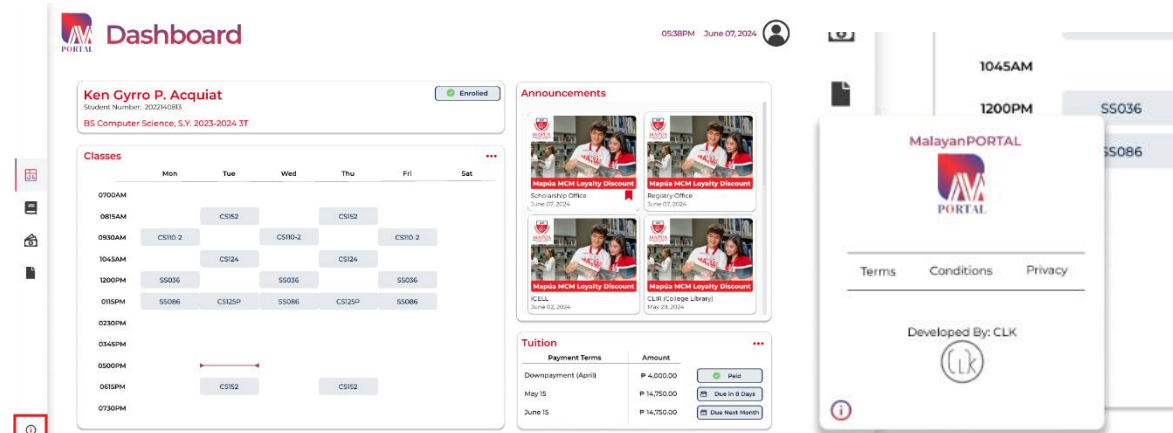
- Mapúa MCM Loyalty Discount
Scholarship Office
June 07, 2024
- Mapúa MCM Loyalty Discount
Registry Office
June 07, 2024
- Mapúa MCM Loyalty Discount
ICELL
June 02, 2024
- Mapúa MCM Loyalty Discount
CLIR (College Library)
May 29, 2024

Tuition

Payment Terms	Amount	
Downpayment (April)	P 4,000.00	Paid
May 15	P 14,750.00	Due in 8 Days
June 15	P 14,750.00	Due Next Month

Use the buttons to navigate to the different pages. The Website Info can also be found on the bottom.

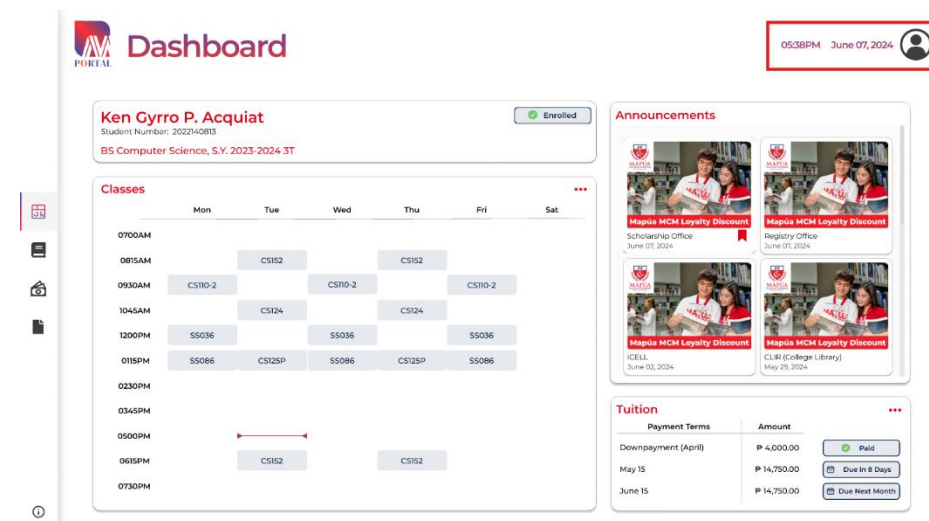
Website Information Pop-Up



The Website Info Pop-Up shows the developer and the notices for terms, conditions, and privacy.

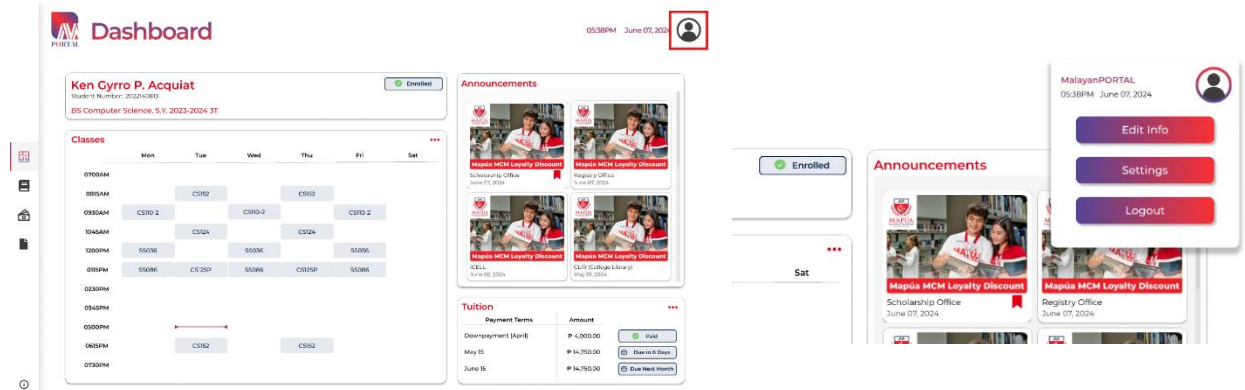
Header

Date & Time and Account Information



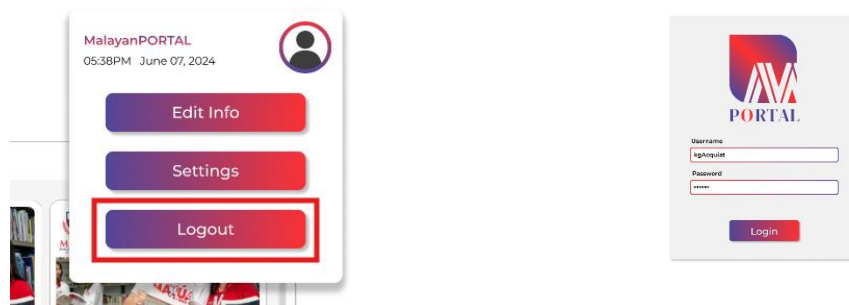
This is where the user can see the date and time. The user account can also be found here.

Account Information Button



The Account Pop-Up allows users to edit their information, access settings, and logout.

Log Out



A user can logout through the logout button on the Account Information Pop-Up.

Navigation (Task Flows)

Dashboard Page

The screenshot shows the MalayanPORTAL Dashboard for student Ken Gyrrro P. Acquiart (Student Number: 2022140813, BS Computer Science, S.Y. 2023-2024 3T). The page is divided into four main sections:

- Student Information:** Displays the student's name, student number, and enrollment status (Enrolled).
- Classes:** A weekly schedule grid showing classes for Monday through Saturday. The grid includes time slots from 0700AM to 0730PM. Classes listed include CS110-2, CS124, SS036, SS086, CS125P, and CS12SP.
- Announcements:** A section displaying four announcements, each featuring a photo of students and a red banner reading "Mapua MCM Loyalty Discount". The announcements are from the Scholarship Office, Registry Office, and CLIR (College Library), dated June 07, 2024, and May 29, 2024.
- Tuition:** A table showing payment terms and amounts. The table has two columns: "Payment Terms" and "Amount". The rows show: Downpayment (April) for P 4,000.00, May 15 for P 14,750.00, and June 15 for P 14,750.00. Each row has a corresponding button: "Paid" for the downpayment, "Due in 8 Days" for May 15, and "Due Next Month" for June 15.

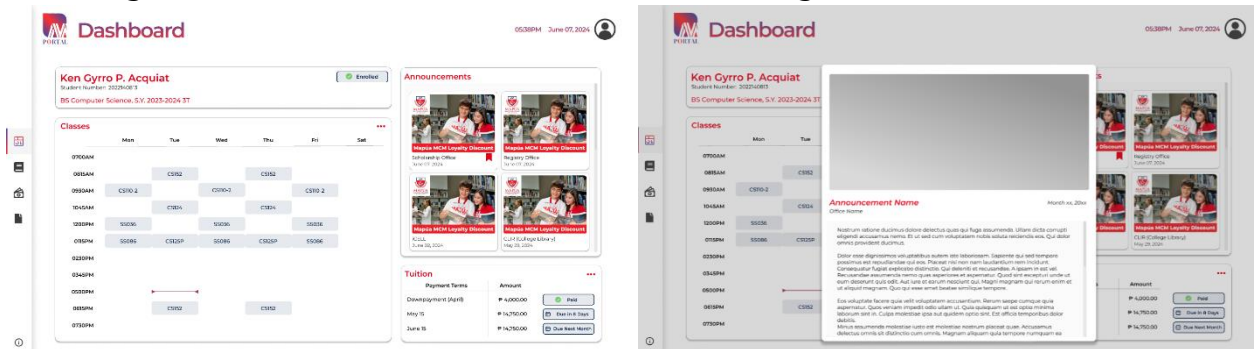
The Dashboard Page is the homepage of MalayanPORTAL. It contains a summary of vital information across different pages. There are 4 sections on this page. It includes the Student Information section that shows the student information and enrollment status. There is also a Classes section that shows the weekly schedule of the user. Then, there is an Announcement section, which shows all the announcements displayed in reverse chronological order. Finally, there is a Tuition section that shows the summary of the student tuition status for this term.

Checking a Class in the Dashboard Page

This screenshot shows the same dashboard as the previous one, but with a pop-up window open over the "Classes" section. The pop-up window is titled "Human Computer Interaction" and lists the instructor as "Cherry B. Libanilla". The pop-up also shows a small version of the class schedule grid. The background dashboard is dimmed, showing the student information, announcements, and tuition sections.

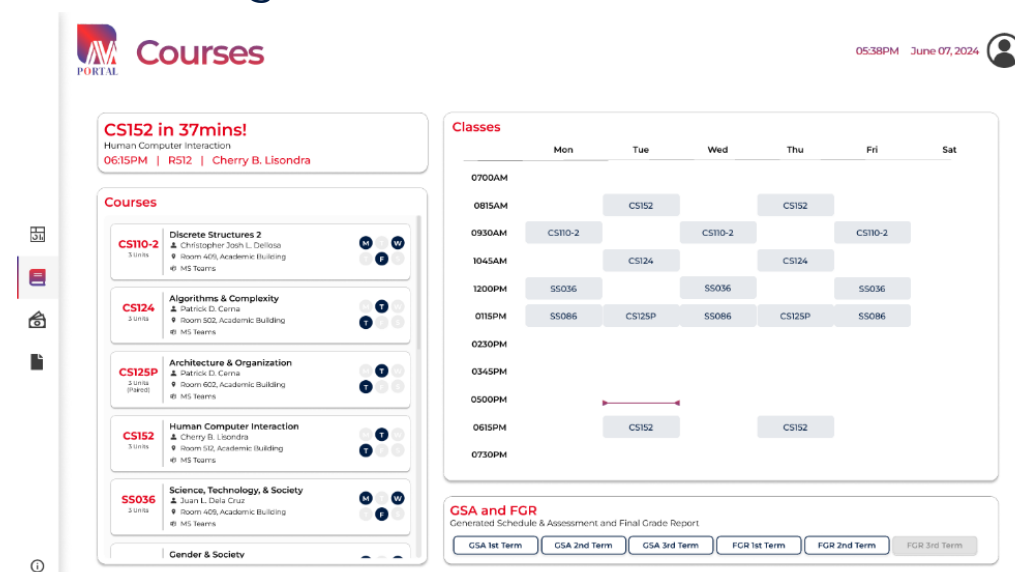
A user can simply click on a subject cell to open a pop up containing more info.

Reading an Announcement in the Dashboard Page



A user can simply press one of the announcement cards to open a pop-up page in order to read an announcement.

Courses Page



The Courses Page includes the Class section similar to the Dashboard Page. It also includes the Courses section that shows vital information about the courses that a student is enrolled in, which includes units, professor name, class venue and modality, and a summary of the days in a week in which there is a class. Also, there is a GSA and FGR section in order to access and download them. Finally, there is an Alert section that notifies users of their next class and includes essential information about that class.

Checking Subject Units on the Courses Page

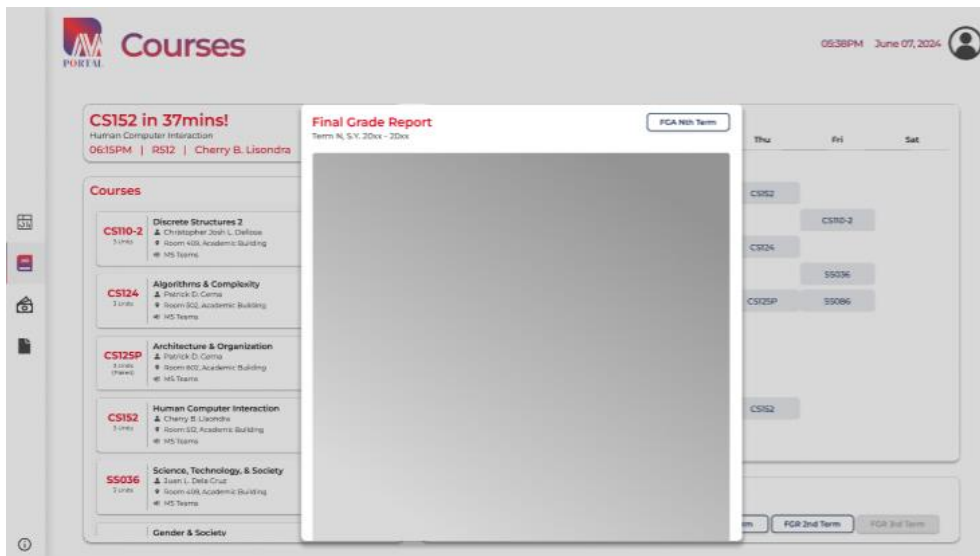
The left screenshot shows the 'Courses' page with a list of units: CS10-2, CS124, CS125P, CS152, and S5036. The right screenshot shows the 'Classes' section with a grid of units across days of the week. Red arrows point to specific units in both sections.

A user can simply check the units from the Courses section on the page.

Downloading GSA and FGR from the Courses Page

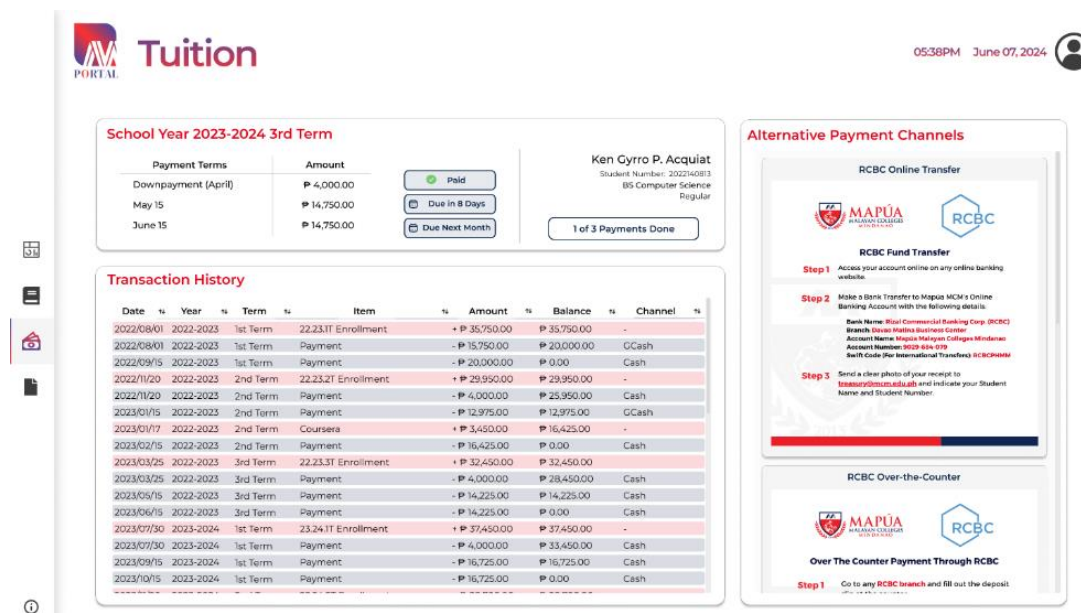
The screenshot shows the 'Courses' page with the 'Classes' section. A red box highlights the 'GSA and FGR' section, which includes buttons for 'GSA 1st Term', 'GSA 2nd Term', 'GSA 3rd Term', 'FGR 1st Term', 'FGR 2nd Term', and 'FGR 3rd Term'.

The screenshot shows the 'Courses' page with the 'Generated Schedule and Assessments' section. A large grey box is overlaid on the 'Generated Schedule and Assessments' section, indicating a download or processing status.



A user can press the buttons corresponding to the desired file and term to show a preview and a download button.

Tuition Page



The Tuition Page includes the Transaction History section to see all of the financial transactions of the student. The is also an Information section

that gives instructions for the different alternative payment channels available. Finally, there is a Summary section that shows users of their tuition status and progress on the payments made for the term.

Checking Payment Transactions on the Tuition Page

The screenshot displays the 'Tuition' portal interface. At the top, the 'PORTAL Tuition' logo is on the left, and the user's name 'Ken Gyro P. Acquiast' with their student number '2022H0813' and course 'BS Computer Science Regular' is on the right. The date and time '05:38PM June 07, 2024' are also shown.

The main content area is divided into three sections:

- School Year 2023-2024 3rd Term:** A table showing payment terms and amounts.

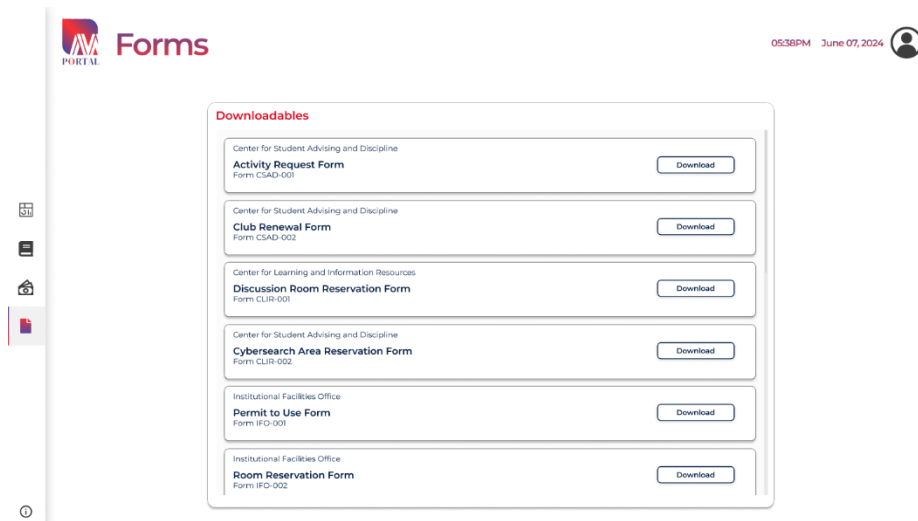
Payment Terms	Amount
Downpayment (April)	P 4,000.00
May 15	P 14,750.00
June 15	P 14,750.00

 Below the table are buttons for 'Paid', 'Due in 8 Days', and 'Due Next Month'. A progress indicator shows '1 of 3 Payments Done'.
- Transaction History:** A table listing all transactions.

Date	Year	Term	Item	Amount	Balance	Channel
2022/08/01	2022-2023	1st Term	22.23.1T Enrollment	+ P 35,750.00	P 35,750.00	-
2022/08/01	2022-2023	1st Term	Payment	- P 15,750.00	P 20,000.00	GCash
2022/09/15	2022-2023	1st Term	Payment	- P 20,000.00	P 0.00	Cash
2022/11/20	2022-2023	2nd Term	22.23.2T Enrollment	+ P 29,950.00	P 29,950.00	-
2022/11/20	2022-2023	2nd Term	Payment	- P 4,000.00	P 25,950.00	Cash
2023/01/15	2022-2023	2nd Term	Payment	- P 12,975.00	P 12,975.00	GCash
2023/01/17	2022-2023	2nd Term	Coursera	+ P 3,450.00	P 16,425.00	-
2023/02/15	2022-2023	2nd Term	Payment	- P 16,425.00	P 0.00	Cash
2023/03/25	2022-2023	3rd Term	22.23.3T Enrollment	+ P 32,450.00	P 32,450.00	-
2023/03/25	2022-2023	3rd Term	Payment	- P 4,000.00	P 28,450.00	Cash
2023/05/15	2022-2023	3rd Term	Payment	- P 14,225.00	P 14,225.00	Cash
2023/06/15	2022-2023	3rd Term	Payment	- P 14,225.00	P 0.00	Cash
2023/07/30	2023-2024	1st Term	23.24.1T Enrollment	+ P 37,450.00	P 37,450.00	-
2023/07/30	2023-2024	1st Term	Payment	- P 4,000.00	P 33,450.00	Cash
2023/09/15	2023-2024	1st Term	Payment	- P 16,725.00	P 16,725.00	Cash
2023/10/15	2023-2024	1st Term	Payment	- P 16,725.00	P 0.00	Cash
- Alternative Payment Channels:** A section titled 'Alternative Payment Channels' with two sub-sections:
 - RCBC Online Transfer:** Includes steps for accessing the account online and making a bank transfer to the MAPUA account. It provides the bank name 'Bank Name: Royal Commercial Banking Corp. (RCBC)', branch 'Branch: Onseco Marine Business Center', account name 'Account Name: Mapua Transport Colleges Mindanao', account number 'Account Number: 3029 654 979', and branch code 'Branch Code (for international transfers): RCBCPHMN'.
 - RCBC Over-the-Counter:** Includes a step for going to any RCBC branch and filling out the deposit slip.

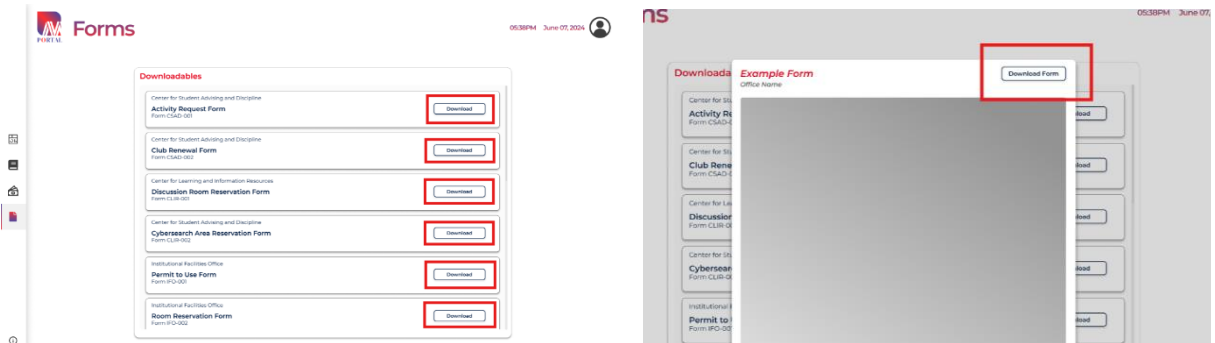
A user can check all transactions made on the Transaction History section.

Forms Page



This page shows the available forms a user can download from different offices in order to conduct various transactions.

Downloading a Document from the Forms Page



A user can simply look for the desired form on the page. Information about the office, form code, and form name can also be found. Once the desired form is found, the user can press the download button to show a preview to confirm the contents and the actual download button.