

Figure 1. Landing page of the users (students, parents, alumni)

Figure 1 shows the landing page of the users wherein they can request a form, track their requested form and go to frequently asked questions. They can also go to About (Figure 2) and Contact (Figure 3) through the menus on top.

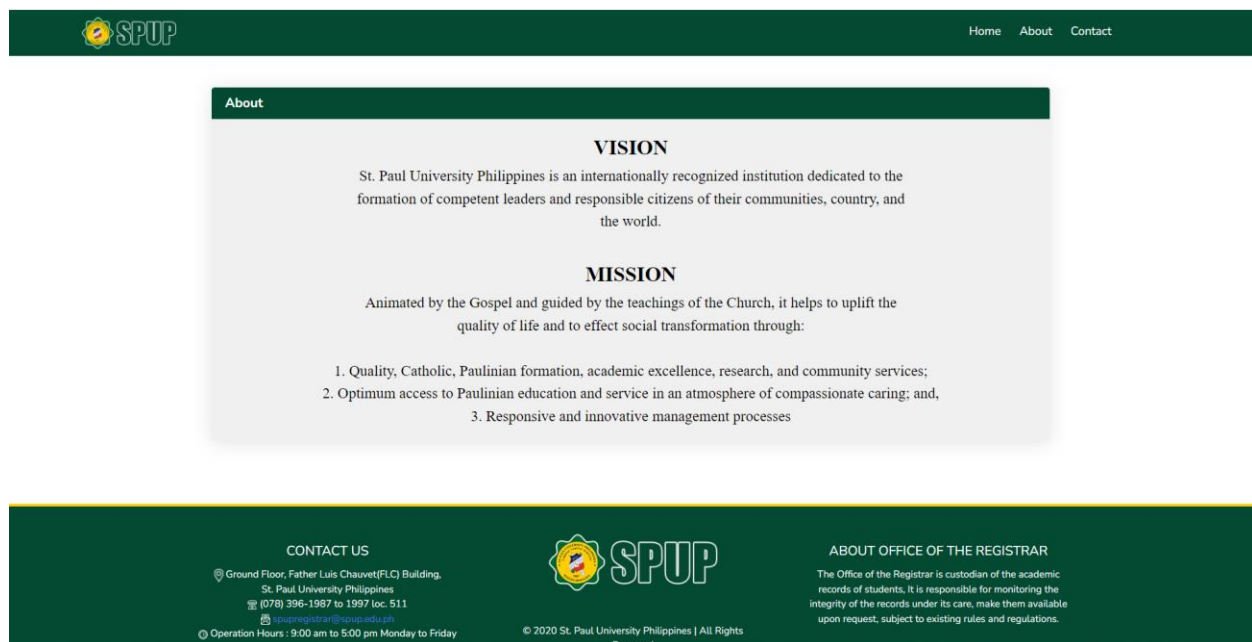


Figure 2. About page

Figure 1 shows the vision and mission of St. Paul University Philippines.



Figure 3. Contact page

Figure 3 shows contact information of the university registrar.

TERMS AND CONDITIONS

IMPORTANT - PLEASE READ CAREFULLY:
 These terms and conditions outline the rules and regulations for the use of Web Application for School Credentials and Certifications's Website.

By accessing this website we assume you accept these terms and conditions. Do not continue to use SPUP - Registrar if you do not agree to take all of the terms and conditions stated on this page.

The following terminology applies to these Terms and Conditions, Privacy Statement and Disclaimer Notice in compliance to the School's terms and conditions.

Please solve this problem to prove that you are not a bot
 2 + 2 =

☐ I have read and agree to the terms and conditions.

CONTACT US
 Ground Floor, Father Luis Chavez(FLC) Building,
 St. Paul University Philippines
 (078) 396-1987 to 1997 loc. 511
 registrar@spup.edu.ph
 Operation Hours : 9:00 am to 5:00 pm Monday to Friday

ABOUT OFFICE OF THE REGISTRAR
 The Office of the Registrar is custodian of the academic records of students. It is responsible for monitoring the integrity of the records under its care, make them available upon request, subject to existing rules and regulations.

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Figure 4.1 Requesting form – terms and conditions

Figure 4.1 shows the first part of requesting a form which is to accept the terms and conditions of the Registrar's Office and St. Paul University Philippines

REQUEST FORM - STUDENT RECORD

* Required

Date Today: 2022-05-24

Student Number: Enter Student Number

Last Name: * Enter Last name while in SPUP

Middle Name: Enter Middle name while in SPUP

First Name: * Enter First name while in SPUP

School: * Select school:

Email: * Enter Email Address

Mobile Number: * Enter Mobile number

Proceed

CONTACT US
 Ground Floor, Father Luis Chauvet(FLC) Building,
 St. Paul University Philippines
 (078) 396-1987 to 1997 loc. 511
 spuregistrar@spup.edu.ph
 Operation Hours : 9:00 am to 5:00 pm Monday to Friday

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Figure 4.2 Requesting form – student record

Figure 4.2 asks for student record needed from the user.

REQUEST FORM - ACADEMIC INFORMATION

* Required

Type of Form: * Select type of form:

Number of Copies(maximum of 3): * Enter Number of Copies

Number of Request: * Select number of request:

Reason/Purpose: * Select reason/purpose:

Course Completed: Enter Course Completed

Date Graduated: mm/dd/yyyy

Undergraduate(COURSE, SEMESTER AND LAST ACADEMIC YEAR ATTENDED AT ST. PAUL UNIVERSITY PHILIPPINES): Enter COURSE, SEMESTER AND LAST ACADEMIC YEAR ATTENDED AT ST. PAUL UNIVERSITY PHILIPPINES


Proceed

CONTACT US
 Ground Floor, Father Luis Chauvet(FLC) Building,
 St. Paul University Philippines
 (078) 396-1987 to 1997 loc. 511
 spuregistrar@spup.edu.ph
 Operation Hours : 9:00 am to 5:00 pm Monday to Friday

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Figure 4.3 Requesting form – academic information

Figure 4.3 asks for academic information needed from the user.


[Home](#)
[About](#)
[Contact](#)

REQUEST FORM - MODE OF CLAIMING

*** Required**

Mode of Claiming: *

Select mode of claiming:

Mailing Address (if through courier please add address):


Enter Address:

Note: Please make sure that all information given are correct before clicking submit. Don't forget to present your valid ID upon claiming.

☐ Understood

CONTACT US

📍 Ground Floor, Father Luis Chauvet(FLC) Building,
St. Paul University Philippines
☎ (078) 396-1987 to 1997 loc. 511
✉ spupregistrar@spup.edu.ph
🕒 Operation Hours : 9:00 am to 5:00 pm Monday to Friday




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Figure 4.4 Requesting form – mode of claiming

Figure 4.4 asks the preferred mode of claiming of the user.


[Home](#)
[About](#)
[Contact](#)




Start tracking your request by entering your reference number in the box below.

Enter Reference Number:

CONTACT US

📍 Ground Floor, Father Luis Chauvet(FLC) Building,
St. Paul University Philippines
☎ (078) 396-1987 to 1997 loc. 511
✉ spupregistrar@spup.edu.ph
🕒 Operation Hours : 9:00 am to 5:00 pm Monday to Friday




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Figure 5.1 Track requested form


Figure 5.1 asks the reference number of the requested form for tracking.


[Home](#)
[About](#)
[Contact](#)

Results of '20220518-6F44BD6774'

Office	Status	Comments/Remarks	Date of Approval/Disapproval
Registrar's Office	Pending		
School Dean	Pending		
Business Affairs Office	Pending		

CONTACT US
 Ground Floor, Father Luis Chauvet(FLC) Building,
 St. Paul University Philippines
 ☎ (078) 396-1987 to 1997 loc. 511
 ✉ spupregistrar@spup.edu.ph
 ⌚ Operation Hours : 9:00 am to 5:00 pm Monday to Friday




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Figure 5.2 Track requested form

Figure 5.2 this is what the user can view after inputting their reference number. The user can see the status, comments/remarks, and date of approval/disapproval of the requested form per office.


[Home](#)
[About](#)
[Contact](#)

Frequently Asked Questions to the Office of the Registrar.

TYPE OF FORMS (CERTIFICATE/CREDENTIALS)

PROCEDURES

MODE OF CLAIMING THE REQUESTED CREDENTIALS

DETAILS FOR ONLINE PAYMENT

FRIENDLY REMINDERS:

Figure 6 Frequently asked questions

Figure 6 shows frequently asked questions to the Registrar's Office. Users can click on the menus to expand and see the answers.

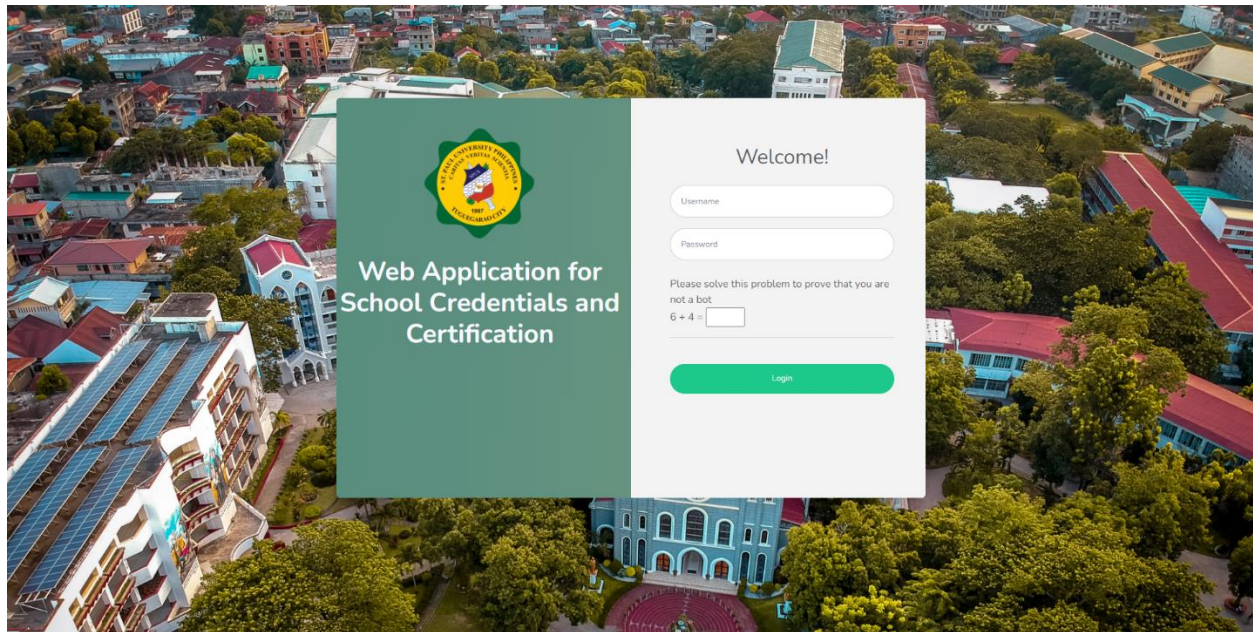


Figure 7 Admin (Registrar's Office, Business Affairs Office, School Deans) login

Figure 7 asks for the username, password, and an answer to the captcha to log in.

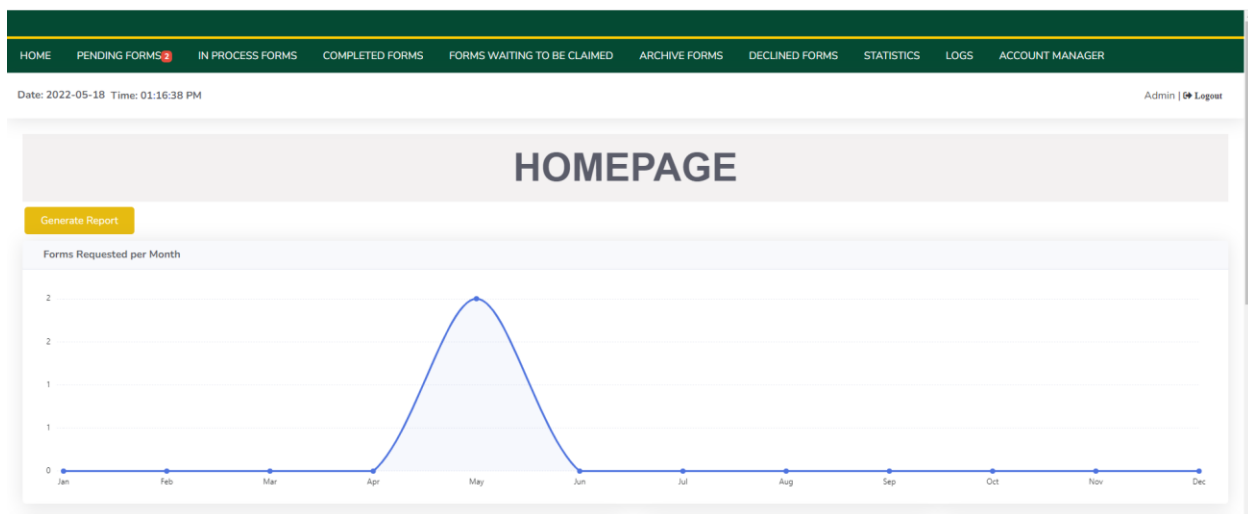


Figure 8.1 Admin (Registrar's Office) homepage

Figure 8.1 shows the homepage of the admin after logging in. This is where the admin can navigate through pending forms, in process forms, completed forms, forms waiting to be claimed, archived forms, declined forms, statistics, logs, and account manager through the menus located at the top.

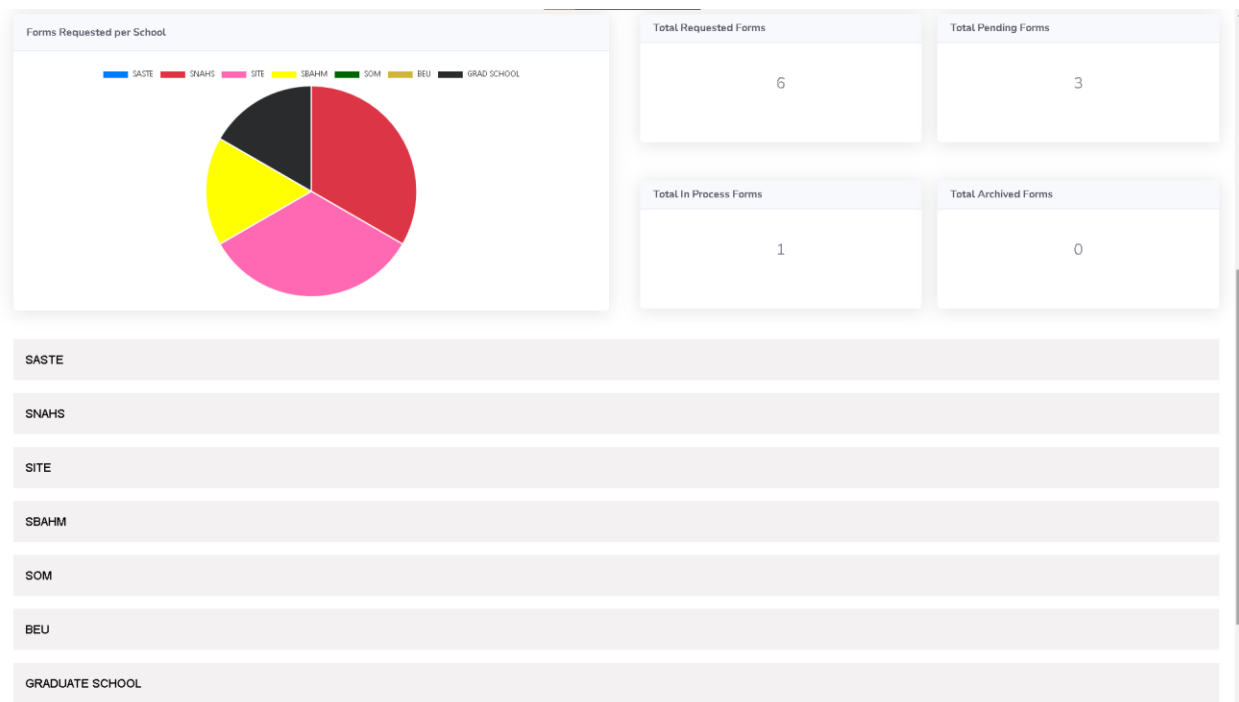


Figure 8.2 Admin (Registrar's Office) homepage

Figure 8.2 shows where the admin can get a specific tracker of the total requested forms, total pending forms, total in process forms, total archived forms of the different schools in St. Paul University Philippines.

HOME

PENDING FORMS3

IN PROCESS FORMS

COMPLETED FORMS

FORMS WAITING TO BE CLAIMED

ARCHIVE FORMS

DECLINED FORMS

STATISTICS

LOGS

ACCOUNT MANAGER

Date: 2022-05-18 Time: 01:17:44 PM

Admin | Logout

PENDING FORMS

Show10entries

Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Option
123123	JESSELLE LARA	SCHOOL OF NURSING AND ALLIED HEALTH SCIENCES	Form137A	transfer to another school	2022-05-12	View
2018011040	Jerick Josue Lara	SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING	Diploma	For Reference	2022-05-18	View

Showing 1 to 2 of 2 entries

Previous

1

Next

SPUP

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Figure 9.1 Admin (Registrar's Office) pending forms

Figure 9.1 shows where the admin can view all the pending forms.

HOME
PENDING FORMS 1
IN PROCESS FORMS
COMPLETED FORMS 2
FORMS WAITING TO BE CLAIMED
ARCHIVE FORMS
DECLINED FORMS
STATISTICS
LOGS
ACCOUNT MANAGER

Date: 2022-05-24 Time: 08:54:21 PM
Zenaida Estil | Logout

VIEW FORM

Personal Information

Student Number

2018011040

First Name Middle Name Last Name

Jerick Josue Lara

Mobile Number Email

09659929421 jericklara@gmail.com

School

SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING

Academic Information

Type of Form Reason

Diploma For Reference

Number of Copies Number of Requests

1 1

Course Completed Date Graduated

Undergraduate


Claiming Information

Mode of Claiming Representative Name

Personal Pick-up

Mailing Address

Approve
Decline
Back



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Figure 9.2 Admin (Registrar's Office) pending forms

Figure 9.2 shows a specific form from the pending forms where the admin can approve or decline the request.

[HOME](#)
[PENDING FORMS](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)


Date: 2022-05-18 Time: 01:19:56 PM
Admin | [Logout](#)

IN PROCESS FORMS

Show entries
Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Under Review by:	Option
No data available in table							

Showing 0 to 0 of 0 entries
[Previous](#)
[Next](#)



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Figure 10 Admin (Registrar’s Office) in process forms

Figure 10 shows where the admin can view all the in-process forms.

[HOME](#)
[PENDING FORMS](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)


Date: 2022-05-18 Time: 01:20:14 PM
Admin | [Logout](#)

COMPLETED FORMS

Show entries
Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Fee	Date Requested	Option
No data available in table							

Showing 0 to 0 of 0 entries
[Previous](#)
[Next](#)



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Figure 11 Admin (Registrar’s Office) completed forms

Figure 11 shows where the admin can view all the completed forms.

[HOME](#)
[PENDING FORMS 2](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS 2](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)


Date: 2022-05-24 Time: 09:20:36 PM
Miguel Gamiao | [Logout](#)

FORMS WAITING TO BE CLAIM

Show entries
Search:

Date Applied	Student Number	Full Name	Type of Form	Fee	Option
No data available in table					

Showing 0 to 0 of 0 entries
[Previous](#)
[Next](#)



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Figure 12 Admin (Registrar’s Office) forms waiting to be claimed

Figure 12 shows where the admin can view all the forms that are waiting to be claimed.

[HOME](#)
[PENDING FORMS 2](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)


Date: 2022-05-18 Time: 01:20:43 PM
Admin | [Logout](#)

ARCHIVED FORMS

Show entries
Search:

Date Applied	Student Number	Full Name	Type of Form	Fee	Date Received	Claimed by:	Option
No data available in table							

Showing 0 to 0 of 0 entries
[Previous](#)
[Next](#)



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Figure 13 Admin (Registrar’s Office) archived forms

Figure 12 shows where the admin can view all the archived forms. Archived forms are forms that are already claimed.

[HOME](#)
[PENDING FORMS ¹](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS ²](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)


Date: 2022-05-18 Time: 01:21:09 PM
Admin | [Logout](#)

DECLINED FORMS

Show entries
Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Reason of Declining	Option
No data available in table							

Showing 0 to 0 of 0 entries
[Previous](#)
[Next](#)



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Figure 14 Admin (Registrar’s Office) declined forms

Figure 14 shows where the admin can view all the declined forms.

[HOME](#)
[PENDING FORMS ¹](#)
[IN PROCESS FORMS](#)
[COMPLETED FORMS ²](#)
[FORMS WAITING TO BE CLAIMED](#)
[ARCHIVE FORMS](#)
[DECLINED FORMS](#)
[STATISTICS](#)
[LOGS](#)
[ACCOUNT MANAGER](#)

Date: 2022-05-24 Time: 08:55:45 PM
Zenaída Estil | [Logout](#)

STATISTICS




SPECIFIC DAY STATISTICS

Enter a specific year, month, and day for its statistics

Year: Month: Day:

[Submit](#)




SPECIFIC MONTH STATISTICS

Enter a specific year and month for its statistics

Year: Month:

[Submit](#)




SPECIFIC YEAR STATISTICS

Enter a specific year for its statistics

Year:

[Submit](#)



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Figure 15.1 Admin (Registrar’s Office) statistics

Figure 15.1 shows where the admin can view daily, monthly, and yearly statistics.

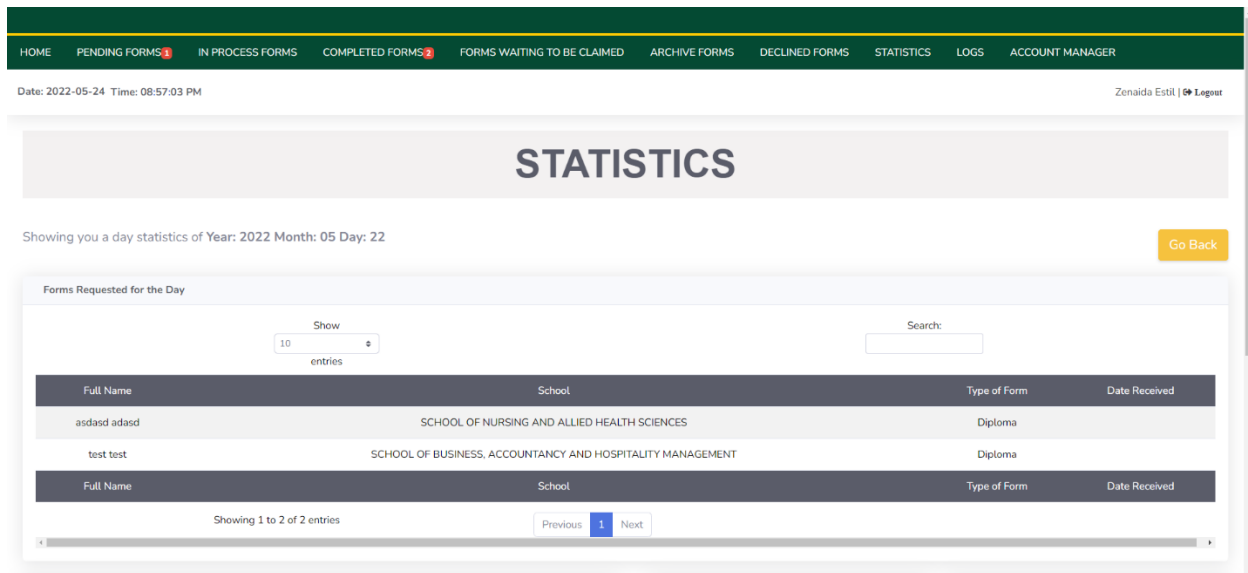


Figure 15.2 Admin (Registrar's Office) daily statistics

Figure 15.2 shows where the admin can view daily statistics.



Figure 15.3 Admin (Registrar's Office) monthly statistics

Figure 15.3 shows where the admin can view monthly statistics.

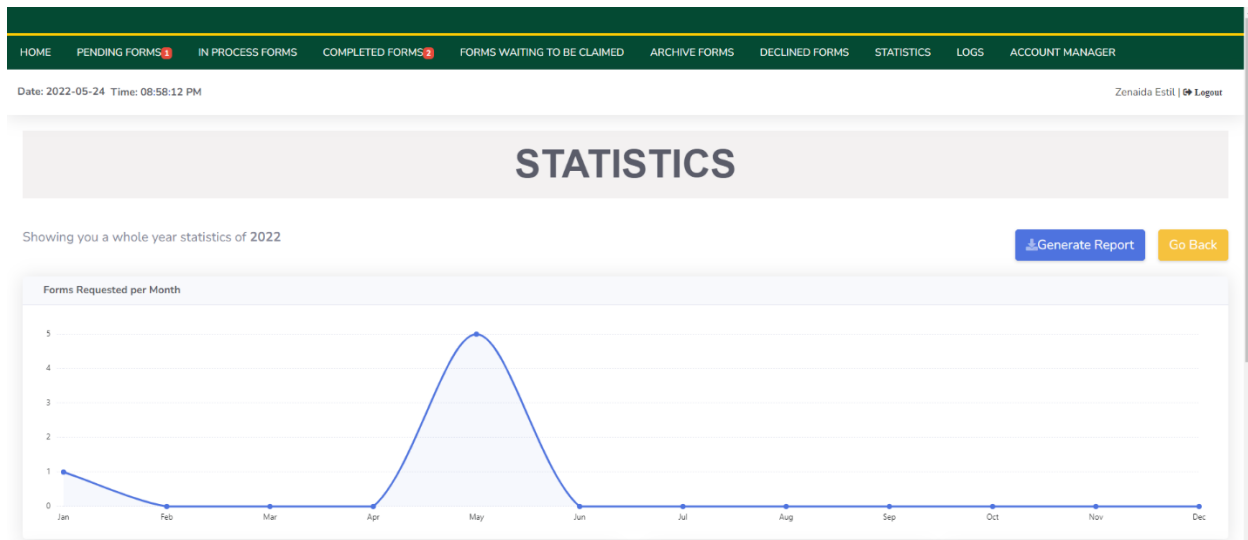


Figure 15.4 Admin (Registrar's Office) yearly statistics

Figure 15.4 shows where the admin can view yearly statistics.

Figure 16 Admin (Registrar's Office) logs

Log Id	Action	Date	Time	In-charge (username)	In-charge (full name)	Account Type
1	Approved pending form(Jerick Lara)	2021-07-03	05:05:00pm	admin	Admin	Admin
2	Approved requested form(Jerick Lara)	2021-07-03	05:06:44pm	sitedean	Site Dean	SITE Dean
3	Approved pending form(Jerick Lara)	2021-07-03	05:08:07pm	bso	Bao Office	BAO
4	Approved requested form(Jerick Lara)	2021-07-03	05:10:06pm	admin	Admin	Admin
5	Finalized form(Jerick Lara)	2021-07-03	05:10:54pm	admin	Admin	Admin
6	Declined pending form(Gerald Balabis)	2021-07-03	05:14:06pm	admin	Admin	Admin
7	Approved requested form(Jean Lloyd Taguba)	2021-07-03	05:26:25pm	sbahmdean	Sbahm Dean	SBAHM Dean
8	Approved pending form(Alec Iro Saludes)	2022-02-25	08:21:33pm	admin	Admin	Admin
9	Approved pending form(Jonas Rivera)	2022-02-25	08:23:33pm	admin	Admin	Admin
10	Approved pending form(Grandeur Labang)	2022-02-25	08:30:10pm	admin	Admin	Admin

Figure 16 Admin (Registrar's Office) logs

Figure 16 shows where the admin can view all the actions done within the system.

HOME
PENDING FORMS
IN PROCESS FORMS
COMPLETED FORMS
FORMS WAITING TO BE CLAIMED
ARCHIVE FORMS
DECLINED FORMS
STATISTICS
LOGS
ACCOUNT MANAGER

Date: 2022-05-24 Time: 09:00:22 PM
Miguel Gamiao Logout

ACCOUNTS

Show 10 entries

New Account

Search:

Username	Full Name	Email	Contact	User Type	Option
admin	Admin Test	captainsteven01@gmail.com	1231231	ADMIN	Edit Delete
admin2	admin2 admin2	admin2@gmail.com	123456	ADMIN	Edit Delete
admin3	Miguel na Gamiao	mg@gmail.com	09	ADMIN	Edit Delete
bao	Bao b Office	gbalabis@gmail.com	09354567899	BAO	Edit Delete
beudean	Beu Dean bal	gbalabis@gmail.com	09354567899	BEU DEAN	Edit Delete
employee	Employee employee	jlara@gmail.com	09766543211	EMPLOYEE	Edit Delete
graddean	Graduate Dean bal	gbalabis@gmail.com	09354567899	GRADSCHOOL DEAN	Edit Delete
jlara	jerick j lara	captainsteven01@gmail.com	11234	ADMIN	Edit Delete
sastedean	Saste Dean bal	gbalabis@gmail.com	09354567899	SASTE DEAN	Edit Delete
sbahndean	Sbahrn Dean bal	gbalabis@gmail.com	09354567899	SBAHM DEAN	Edit Delete

Figure 17.1 Admin (Registrar's Office) account manager

Figure 17.1 shows where the admin can manage all the accounts within the system.

The screenshot shows the 'ADD NEW ACCOUNT' form within a web application. The top navigation bar includes links: HOME, PENDING FORMS (2), IN PROCESS FORMS, COMPLETED FORMS (2), FORMS WAITING TO BE CLAIMED, ARCHIVE FORMS, DECLINED FORMS, STATISTICS, LOGS, and ACCOUNT MANAGER. The date and time are 2022-05-24 09:02:45 PM, and the user is Miguel Gamiso. The form itself has a title 'ADD NEW ACCOUNT' and contains the following fields: Username, Password, Confirm Password (with a 'Show Password' checkbox), First Name, Middle Name, Last Name, Email, Contact, and Account Type (a dropdown menu). At the bottom of the form are two buttons: 'Continue' (green) and 'Cancel' (red).

Figure 17.2 Admin (Registrar's Office) account manager – add new account

Figure 17.2 this is where the admin can create new accounts.

The screenshot shows the 'EDIT ACCOUNT' form within the same web application. The top navigation bar and user information are identical to the previous figure. The form has a title 'EDIT ACCOUNT' and contains the following fields: Username (pre-filled with 'admin3'), First Name (pre-filled with 'Miguel'), Middle Name, Last Name (pre-filled with 'Gamiso'), Number (pre-filled with '09123456789'), and Email (pre-filled with 'mg@gmail.com'). At the bottom of the form are three buttons: 'Continue' (green), 'Change Password' (yellow), and 'Cancel' (red).

Figure 17.3 Admin (Registrar's Office) account manager – edit account

Figure 17.3 this is where the admin can edit accounts.

[HOME](#) [PENDING FORMS](#) [IN PROCESS FORMS](#) [COMPLETED FORMS](#) [FORMS WAITING TO BE CLAIMED](#) [ARCHIVE FORMS](#) [DECLINED FORMS](#) [STATISTICS](#) [LOGS](#) [ACCOUNT MANAGER](#)

Date: 2022-05-24 Time: 09:06:00 PM Miguel Gamiao | Logout

CHANGE PASSWORD

Old Password


New Password

Confirm New Password

☐ Show Password

Continue

Cancel



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Figure 17.4 Admin (Registrar’s Office) account manager – change password

Figure 17.4 this is where the admin can change the password of the accounts.

SITE REQUESTED FORMS
SITE COMPLETED FORMS


Date: 2022-05-18 Time: 01:26:17 PM
Site Dean | Logout

Requested Forms

Show 10 entries
Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	Date Requested	Option
2018011040	Jerick Josue Lara	SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING	Diploma	For Reference	2022-05-18	View

Showing 1 to 1 of 1 entries
Previous 1 Next



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Figure 18 Admin (School Dean and Business Affairs Office) requested forms

Figure 18 this is where the admin can approve or declined requested forms.

SITE REQUESTED FORMS
SITE COMPLETED FORMS


Date: 2022-05-18 Time: 01:26:57 PM
Site Dean | Logout

Completed Forms

Show 10 entries
Search:

Student Number	Full Name	School	Type of Form	Reason/Purpose	E-mail	Option
2018011040	Jerick Josue Lara	SCHOOL OF INFORMATION TECHNOLOGY AND ENGINEERING	Diploma	For Reference	jericklara@gmail.com	View

Showing 1 to 1 of 1 entries
Previous 1 Next



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Figure 19 Admin (School Dean and Business Affairs Office) completed forms

Figure 19 this is where the admin can view all the requests that are completed.