

St. James Academy Malabon - Parent Online Portal School Year 2020 (POPSY)

1. Must use device (computer/laptop/tablet) with internet access.
2. Open device browser (Google Chrome, Firefox, IE/ Internet Explorer, etc).
3. Goto url <http://122.52.107.163/gis/>
4. Click "Login".
 - > username: student idno, i.e. 2016-00123
 - > password: student birthdate, i.e. 2010-12-25
 - * Please follow exact format, including the hyphen.
 - * Check carefully every character you type, no space.
5. If cannot login, contact the registrar at fb messenger: <fb messenger account>, <09xx-xxxxxxx>.
with the following info, example:
 - > student name: Cruz, John Mark Reyes
 - > student idno: 2016-00123
 - > email address (student or parent): rcruz_mommy@gmail.com
 - > birthdate: 2010-12-25
 - * Then wait for the school registrar to update the school record and reply to you to try again.
6. On your first login, click "Change Password" and change your password right away.
 - * Warning: Do not use the same password as your sensitive personal account or bank details.
7. Click "Report Card" to view report card. If you cannot view the report card, contact the school accounting at <fb messenger account>, <09xx-xxxxxxx>
8. Click "Enrollment"
 - Choose Grade Level for incoming SY of the student.
 - Choose the paymode - annual, semi-annually, quarterly, monthly

9. Click "Assessment" to view the Tuition Fee Details and the amount pay based on your paymode.

* Pay the amount at the bank, take a photo of your deposit slip and send the screenshot to the school accounting via fb messenger:

* write legibly at the deposit slip before sending to the school messenger account:

> student name: Cruz, John Mark Reyes

> student idno: 2016-00123

> mobile number (parent): 09xx-xxxxxxx

* Keep the message you sent and the deposit slip for future reference.

10. Click "Profile" and check the student details, message the school registrar for any incorrect info of your student in the system's database:

with the ff. info - a) student name, b) idno, c) the correction info, i.e. address, mobile, email, etc.