

## ENROLLMENT SYSTEM OPERATION MANUAL

### ACCOUNT SETTINGS:

#### PROFILE:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Profile, Password, Email, Choose "Profile".
- Here you have the option to change your Phone Number
- Any changes made will receive notification of phone number change

#### Password:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Profile, Password, Email, Choose "Password".
- Here you have the option to change your Password
- Any changes made will receive notification of password change

#### Email:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Profile, Password, Email, Choose "Email".
- Here you have the option to change your Email
- Any changes made will receive notification of email change

## PROFILE:

### Student Profile

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There are side menus, Choose “Settings”.
- There is horizontal menu with Student Profile, Contacts, Submitted Document, and Immediate Family. Choose “Student Profile”.
- On Student Profile Content window. click “Add New” button and fill-out required information.
- Go to edit if the required information is not met.

### Submitted Document

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There are side menus, Choose “Settings”.
- There is horizontal menu with Student Profile, Contacts, Submitted Document, and Immediate Family. Choose “Submitted Document”.
- On Student Profile Content window. click “Add New” button and fill-out required information.
- Go to edit if the required information is not met.

### Contacts

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There are side menus, Choose “Settings”.

- There is horizontal menu with Student Profile, Contacts, Submitted Document, and Immediate Family. Choose “Contacts”.
- On Student Profile Content window. click “Add New” button and fill-out required information.
- Go to edit if the required information is not met.

## Contacts

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There are side menus, Choose “Settings”.
- There is horizontal menu with Student Profile, Contacts, Submitted Document, and Immediate Family. Choose “Immediate Family”.
- On Student Profile Content window. click “Add New” button and fill-out required information.
- Go to edit if the required information is not met.

## ADMISSION:

### ENROLLMENT:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There are side menus, Choose “Admission”.
- There are buttons to select. Click on "Enrollments" ", then click “Add New” button and fill-out required information.
- Go to edit if the required information is not met.
- Click on "*For confirmation*" button if decided to submit.
- Wait for Admin confirmation. This usually takes 1 hour to process depending on the number of reservation entries.
- Upon confirmation, you will notice that button "For confirmation" will change to "Pay Now " Button.
- Click "*Pay Now*" button if decided already.
- You will be redirected to Account/BillsToPay window for payment options

## ACCOUNTS:

### BILLS TO PAY:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Bills To Pay. Bill Summary, Payment Transactions, and Available Bank Accounts. Choose "Bills To Pay".
- Notice that a list of all records that needs to pay.
- Pay the necessary amount using Fund Transfer or Bank to Bank Online Money Transfer. See School Bank account where you can transfer the money.
- Click "Update" and then attaché the Proof of Payment.
- Wait for confirmation. You will receive a confirmation email that the proof of payment has been verified.
- You can download it anytime by clicking the "Proof of Payment" button.

### BILLS SUMMARY:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Bills To Pay. Bill Summary, Payment Transactions, and Available Bank Accounts. Choose "Bill Summary".
- Notice that a list of all bills is listed.

### PAYMENT TRANSACTIONS:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.

- There is horizontal menu with Bills To Pay. Bill Summary, Payment Transactions, and Available Bank Accounts. Choose “Payment Transactions”.
- Notice that a list of all bills is listed.

## AVAILABLE BANK ACCOUNTS

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "my account" button to go to your dashboard.
- There is horizontal menu with Bills To Pay. Bill Summary, Payment Transactions, and Available Bank Accounts. Choose “Available Bank Accounts”.
- This will show all bank accounts for payment purposes.

## CLASSROOM:

- Login as student.
- Register as student, if not registered yet. Be ready for the information to enter such as username (email address), email address, cellphone no, and password. Password must have at least one Capital letter, one special character. Slash character is not allowed.
- Click "Classroom" button to go to your dashboard.
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- In Content Window, you will see all your schedule such as Subject, Day and Time, Room No. with your current enrollment.
- There are also buttons to choose such as Video. Module and Live Video.
- The student has the option to choose one of the following options.