User's Instructions

Scholarships and Fellowships Online Data Collection

A. Head of Unit
Please designate a member of your staff to be the **encoder**.

B. Designated Encoder
1. Submit the following information via e-mail to [sysbudget@up.edu.ph.](mailto:sysbudget@up.edu.ph) Specify **Scholarships and Fellowships Encoder** as the Email "Subject".

      a. Employee Number
      b. Firstname
      c. Lastname
      d. Designation/Position Title
      e. Contact Number
      f. Constituent University
      g. Office/Unit
      h. Username
      i. E-mail Address
      j. Password (at least 8 characters long)

      Note: Always use an official email address under the UP domain

2. You will be notified by email when your account is already active and kindly [click here to download the User's Guide](#).

C. Please complete and finalize all entries on or before January 08, 2016.