

## User's Instructions

### Academic Programs Profile 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 **Academic Programs Profile 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 mouse here to download the User's Guide](#).

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