



University of the Philippines



**SAIS**

**Student Academic Information System**



# SAIS User Manual

## *Self Service*

Author: eUP SAIS and Communications Team  
Creation Date: 16 December 2014  
Last Updated: 13 February 2015  
Document Ref: SAIS User Manual – Student Self Service Enrollment  
Version: 1.1

### Approvals:

Recommending Approval \_\_\_\_\_

Approved \_\_\_\_\_

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
16 December 2014	Almira Cayetano Michael Argarin	1.0	No Previous Document
13 February 2015	Sarah Cortijos	1.1	Added Document Control Numbers Edited Format

### 1.2 Reviewers

#### eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



# **STUDENT SELF SERVICE ENROLLMENT**

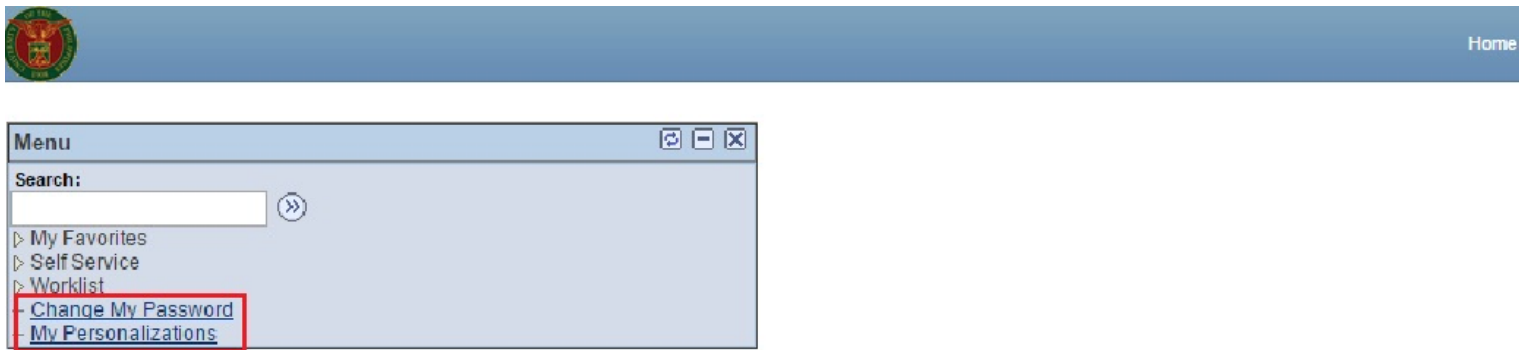


# UNIVERSITY OF THE PHILIPPINES

**STEP 1.** Log into SAIS using the provided username and password. Click the **Sign In** button.

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></p>	<p>Welcome to the UP Student Academic Information System</p>
--	--

If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph) or through phone at (02) 376-3100.



**STEP 2.** The site will redirect to this page upon successful log-in.

On the menu on the left side of the screen, click **My Personalizations** to see the **SAIS ID**.

Click **Change my Password** if the password of the account will be changed.

The screenshot displays the Student Self Service Enrollment web application. On the left is a 'Menu' sidebar with a search field and a list of options. The 'Self Service' option is expanded, and 'Campus Personal Information' is selected and highlighted with a red box. Below it, a list of sub-options is shown, with '- Personal Data Summary' also highlighted in red. The main content area is titled 'Campus Personal Information' and contains a grid of links for various services. The 'Personal Data Summary' link is highlighted with a red box. The grid includes links for Addresses, Phone Numbers, Emergency Contacts, User Preferences, Licenses and Certificates, Extracurricular Activities, Holds, and To Do List, each with a brief description.

**STEP 3.** Click **Self Service**.

Then, click **Campus Personal Information**.

Afterwards, click **Personal Data Summary**.

**Sandara's Personal Data Summary**

**Personal Information**

[Names](#)

[Emergency Contacts](#)

[Internet Addresses](#)

[Demographic Data](#)

**Contact Information**

Description	Email Address
None	None

**Holds**

No Holds.

**To Do List**

No To Do's.

**Security Settings**

[Personal Identification Number](#)

[FERPA Restrictions](#)

[User Preferences](#)

[Communication Preferences](#)

**Credentials Information**

[Languages](#)

[Licenses and Certificates](#)

[Memberships](#)

[Work Experience](#)

**Participation Information**

[Publications](#)

[Extracurricular Activities](#)

[Honors/Awards](#)

**STEP 4.** Under **Personal Information**, fill out (mandatory): **Addresses, Phone Numbers, Email Addresses and Emergency Contacts.**

Under **Credentials**, fill out (optional): **Languages, Licenses and Certificates, Memberships, Work Experience.**

Under **Participation Information**, fill out (optional): **Publications, Extracurricular Activities, Honors and Awards.**



The screenshot displays the Student Self Service Enrollment interface. On the left, a 'Menu' sidebar is visible, containing a search bar and a list of navigation options. The 'Enrollment' option is expanded, and 'Enrollment: Add Classes' is highlighted with a red box. The main content area shows the 'Enrollment' page with a grid of options. The 'Enrollment: Add Classes' link is also highlighted with a red box.

**Menu**

Search:

- My Favorites
- Self Service
  - Online Admission Application
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment**
    - View My Assignments
    - Enrollment Dates
    - My Class Schedule
    - My Weekly Schedule
    - Enrollment: Add Classes**
    - Enrollment: Drop Classes
    - View My Grades
    - View My Milestones
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Approval Workflow
  - Student Center
- Worklist
  - Change My Password
  - My Personalizations

**Main Menu > Self Service >**

## Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

- View My Assignments**  
View your assignments for a specified class.
- Enrollment Dates**  
View your enrollment appointments.
- My Weekly Schedule**  
View your weekly schedule in a calendar format.
- Enrollment: Add Classes**  
Enroll in classes from your Shopping Cart.
- View My Grades**  
View or print a listing of your grades and check your current grade point average.
- View My Milestones**  
View a listing and the details of your Milestones.

**STEP 5.** Go back to **Enrollment**. Click this on the menu.

Click **Enrollment: Add Classes**.

The screenshot displays the 'Sandara Park' user interface. At the top, there is a navigation bar with a logo on the left and a 'go to ...' dropdown menu on the right. Below the navigation bar is a 'Menu' section with a search input field and a list of navigation options including 'My Favorites', 'Self Service', 'Online Admission Application', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment', 'View My Assignments', 'Enrollment Dates', 'My Class Schedule', 'My Weekly Schedule', 'Enrollment: Add Classes', 'Enrollment: Drop Classes', 'View My Grades', 'View My Milestones', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Approval Workflow', 'Student Center', 'Worklist', 'Change My Password', and 'My Personalizations'. The main content area is titled 'Sandara Park' and features a 'Search' button highlighted with a red box. Below the 'Search' button are two tabs: 'Plan' and 'Enroll'. Under the 'Plan' tab, there is a 'Search for Classes' section with the heading 'Enter Search Criteria'. This section includes dropdown menus for 'Institution' (UP Cebu) and 'Term' (Test Term), followed by the instruction 'Select at least 2 search criteria. Click Search to view your search results.' Below this is a 'Class Search Criteria' section with a red box around the 'Course Subject' and 'Course Number' fields. The 'Course Subject' field is a dropdown menu, and the 'Course Number' field is a text input with a dropdown menu set to 'is exactly'. Below these are 'Course Career' (Undergraduate) and a checked checkbox for 'Show Open Classes Only'. A green box labeled 'Additional Search Criteria' is also present. At the bottom of the search section, there are two buttons: 'CLEAR CRITERIA' and 'SEARCH', with the 'SEARCH' button highlighted by a red box. At the very bottom of the page, there are links for 'Search', 'Plan', 'Enroll', 'My Academics', 'Search For Classes', and 'Browse Course Catalog'.

**STEP 6.** Click the **Search** tab above.

If the user knows the exact **Course Subject** and **Course Number**, enter those fields (ex: Bio 1).

To search for all classes, click **Search** beside the Clear Criteria button.

**Menu**

Search:

- ▶ My Favorites
- ▶ Self Service
  - ▶ Online Admission Application
  - ▶ Class Search / Browse Catalog
  - ▶ Academic Planning
  - ▶ Enrollment
    - View My Assignments
    - Enrollment Dates
    - My Class Schedule
    - My Weekly Schedule
    - **Enrollment Add Classes**
    - Enrollment Drop Classes
    - View My Grades
    - View My Milestones
  - ▶ Campus Finances
  - ▶ Campus Personal Information
  - ▶ Academic Records
  - ▶ Degree Progress/Graduation
  - ▶ Approval Workflow
    - Student Center
- ▶ Worklist
  - Change My Password
  - My Personalizations

▼ **BIO 1 - Understanding Life**

View All Sections    First **1-3 of 3** Last

Section [A-LEC\(1005\)](#)      Status ●      **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

---

Section [B-LEC\(1022\)](#)      Status ●      **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoTh 7:30AM - 9:00AM	MolBio teaching/research lab	Staff	11/01/2014 - 11/30/2014

---

Section [REM-LEC\(1023\)](#)      Status ●      **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

▼ **BM 171 - Distribution Management**

View All Sections    First **1 of 1** Last

Section [A-LEC\(1007\)](#)      Status ●      **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

**STEP 7.** Click the **Select Class** button beside the class to be added.

The screenshot shows the 'Enrollment: Add Classes' step in the Student Self Service Enrollment system. The user is logged in as 'Sandra Park'. The interface includes a navigation menu on the left, a search bar at the top, and a main content area with the following elements:

- Navigation Menu:** Includes 'My Favorites', 'Self Service', 'Online Admission Application', 'Class Search / Browse Catalog', 'Academic Planning', 'Enrollment' (with sub-links like 'View My Assignments', 'Enrollment Dates', 'My Class Schedule', 'My Weekly Schedule', 'Enrollment: Add Classes', 'Enrollment: Drop Classes', 'View My Grades', 'View My Milestones'), 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree Progress/Graduation', 'Approval Workflow - Student Center', 'Worklist', 'Change My Password', and 'My Personalizations'.
- Search Bar:** A 'go to ...' dropdown menu with a search icon.
- Navigation Buttons:** 'Search', 'Plan', 'Enroll', and 'My Academics' buttons. Below them are links for 'search for classes' and 'browse course catalog'.
- Section Header:** 'Search for Classes' followed by 'Add to Shopping Cart - Enrollment Preferences'.
- Course Information:** 'Test Term | Undergraduate | UP Cebu' and 'BIO 1 - Understanding Life'.
- Class Preferences:** A table with the following data:
 

Section	Component	Days & Times	Room	Instructor	Start/End Date
BIO 1-A	Lecture	Open			
- Wait List:** A checkbox labeled 'Wait list if class is full'.
- Session:** 'Regular Academic Session'.
- Career:** 'Undergraduate'.
- Permission Nbr:** An empty input field.
- Grading:** 'Numeric Grade'.
- Units:** '3.00'.
- Buttons:** 'CANCEL' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red border.
- Table:** A table with columns: Section, Component, Days & Times, Room, Instructor, Start/End Date. The first row contains: A, Lecture, TBA, TBA, Staff, and an empty date field.
- Footer:** 'Search', 'Plan', 'Enroll', 'My Academics' buttons and 'Search For Classes', 'Browse Course Catalog' links. A 'go to ...' dropdown menu is also present at the bottom.

**STEP 8.** Once a class has been selected, the site will go to this page.

Click **Next**.

Sandara Park

Search Plan **Enroll** My Academics

search for classes | browse course catalog

## Search for Classes

### Search Results

When available, click View All Sections to see all sections of the course.

UP Cebu | Test Term

[My Class Schedule](#) | You are not registered for classes in this term.

[Shopping Cart](#) [show all](#)

ANTHRO 181 MoWeFr 8:30AM - 10:30AM  
Room: TBA

The following classes match your search criteria Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

 **BIO 1 has been added to your Shopping Cart.**

START A NEW SEARCH

Open  Closed  Wait List

#### ▼ ANTHRO 181 - Social Anthropology

View All Sections First 1-2 of 2 Last

Section	Status	
<a href="#">B-LEC(1003)</a>		<a href="#">select class</a>

**STEP 9.** If the addition of a class is successful, a notification saying “[Subject] has been added to Shopping Cart” will appear.

Click the **Enroll** tab above.

Sandara Park

go to ...

Search	Plan	Enroll	My Academics
my class schedule	add	drop	term information

## Add Classes



**STEP 10.** The **Select Classes to Add** page will appear.

Click the **Proceed to Step 2 of 3** button.

### 1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Test Term | Undergraduate | UP Cebu

● Open
■ Closed
▲ Wait List

**Add to Cart:**

Enter Class Nbr

 enter

Find Classes

Class Search

search

Test Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ANTHRO 181-B (1003)</a>	MoWeFr 8:30AM - 10:30AM	TBA	Staff	3.00	<span style="color: green;">●</span>
	<a href="#">BIO 1-A (1005)</a>	TBA	TBA	Staff	3.00	<span style="color: green;">●</span>

PROCEED TO STEP 2 OF 3

▼ **My Test Term Class Schedule**

You are not registered for classes in this term.

Sandara Park

go to ...  

<b>Search</b>	<b>Plan</b>	<b>Enroll</b>	<b>My Academics</b>
my class schedule	add	drop	term information

## Add Classes



### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Test Term | Undergraduate | UP Cebu

Open
  Closed
  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTHRO 181-B (1003)	Anthropology 181 (Lecture)	MoWeFr 8:30AM - 10:30AM	TBA	Staff	3.00	
BIO 1-A (1005)	Understanding Life (Lecture)	TBA	TBA	Staff	3.00	

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ...  

**STEP 11.** The **Confirm Classes** page will appear.

Make sure to review the selected classes and their schedules.

Click **Finish Enrolling**.

Sandara Park

go to ... 

Search	Plan	Enroll	My Academics
my class schedule	add	drop	term information

### Add Classes

1 2 3

### 3. View results

View the following status report for enrollment confirmations and errors:

Test Term | Undergraduate | UP Cebu

✔ Success: enrolled
 ✘ Error: unable to add class

Class	Message	Status
ANTHRO 181	Success: This class has been added to your schedule.	✔
BIO 1	Success: This class has been added to your schedule.	✔

MY CLASS SCHEDULE
ADD ANOTHER CLASS

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Term Information](#)

go to ... 

**STEP 12.** The **View Results** page will appear.

To view the final class schedule, click **My Class Schedule**.

To add another class, click **Add Another Class**.





Upgrading of the UPDICT Training Program to the 7<sup>th</sup> List of Deliverables  
Preparation of Manual & Computerized  
HELP DESK/ICT Support Center - September 8-10, 14, 15, 17, 20-22, 24-27 and 29  
PRINCIPAL - September 14, 15, and 16  
INSTRUC. - 14, 17, 18, 20, 22, 24, 25, 26, 28, 29  
Division of the Best Open Training Institute  
with the Co-Lead of PPTD for UPD, UPN, UPW, UPV, and UPYD, UAT, UAWD  
Division of Best Open Training & Institute of the  
UPD for UPD, UPN, UPV, UPW, UPYD  
2012-2014

For questions, suggestions, and other concerns,  
you may send an e-mail to [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph)