

my.DLSU-D Guardian Portal


INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER
DE LA SALLE UNIVERSITY - DASMARIÑAS



DLSU-D

creating possibilities



The background features two diagonal stripes: a light gray stripe running from the top-left towards the bottom-right, and a dark gray stripe running from the top-right towards the bottom-left, intersecting in the center.

How to create my.DLSU-D Guardian Portal Account



De La Salle University
D A S M A R I Ñ A S

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DLSU-D and the Road Ahead

Step 1

Go to www.dlsud.edu.ph

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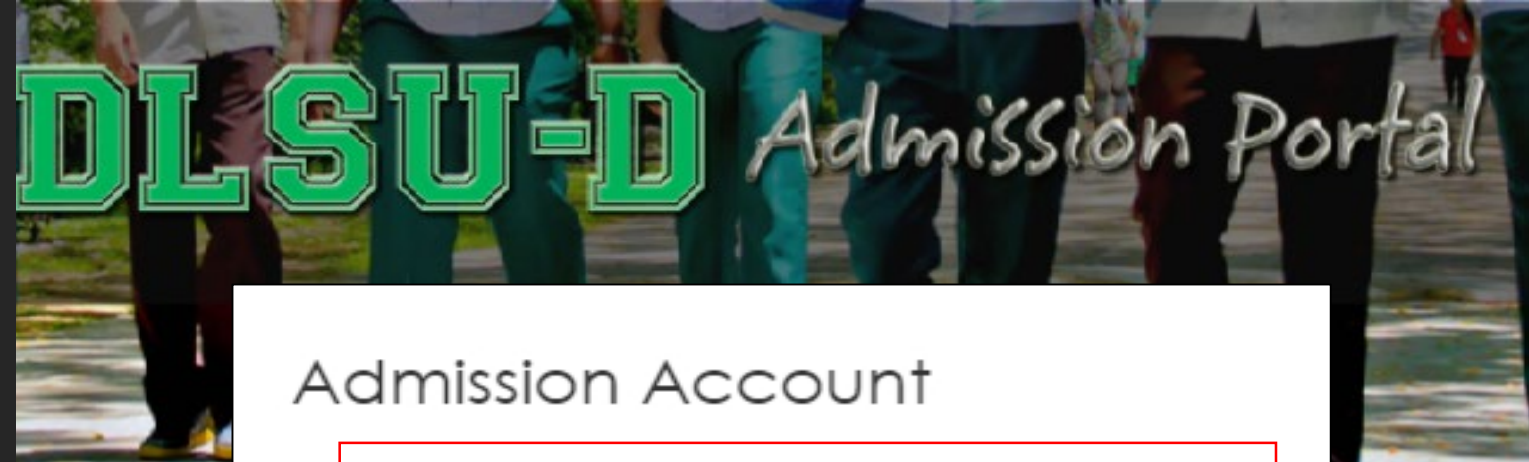
✉ [email us your inquiries](#)

Step 1.2

Click Admissions Portal located at the bottom section (footer) of the website.

Step 2

Key in your Username and Password.



Admission Account

Username (Email address)

Password

Log in

[Forgot your password?](#)

Enter your registered email address and password to login.

Don't have an account? [Register Here](#)

FOR ONLINE ENROLLMENT PROCESS, FOLLOW THESE STEPS BELOW

1. You need to log on to your my.DLSU-D Student Portal account using your student number below. Go to <https://portal.dlsud.edu.ph/mydlsud/Login.aspx>.

◦ **Student No 202012 *** (Sample Only)**

2. When you reach the my.DLSU-D portal homepage, go to the **Features** tab and click **Enrollment**.

(Sample Only)

For your reference **Activation Code: : EAF8 ******* **For my.DLSU-D Student and Guardian Portal sign up)**

If you have problems, concerns, or clarifications regarding your my.DLSU-D Student Portal account, you can email it to accountverification@dlsud.edu.ph.

Step 3

Get the Student Number and Activation Code.



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DLSU-D and the Road Ahead

Step 4

Go to www.dlsud.edu.ph and click Portal to proceed to my.DLSU-D portal page.

Step 5

Click Sign Up to create your my.DLSU-D Guardian Portal Account.

Welcome! my.DLSU-D Portal

Login to my.DLSU-D Ver 5.0



Enter your username and password to log in:

Log In

[Sign Up](#)

[Forgot Password](#)

[FAQ](#) · [Help](#) · [Contact Us](#)

for Alumni Portal click here

ACCOUNT SIGN UP FOR STUDENT AND GUARDIAN

Reminders

Fill out the required details and select the account type. Activation Code can be found in the Admission Portal For Enrollment Page. Sign up for both student and guardian account will use the same Activation Code. Each account type has a different set of features. Enrollment is only available in student account. The students and guardians should sign up to their respective account.

Account Details

Account Type

☐ Student

☒ Guardian

Student Number

202012345

(Sample Only)

Activation Code

.....

Create Account

Cancel

For more details or inquiries you may email your concerns to: accountverification@dlsud.edu.ph

Call us at Manila line: (02) 779.5180 | Cavite line: (046) 481.1900 to 1930 Local 3230 / 3225

Step 6

Select guardian account type and input the required details, then, click Create Account button.

ACCOUNT SIGN UP

Student Name **DELA CRUZ, JUAN SANTOS**
Account Type **Guardian**

Username **G-202012345**

Password

Confirm Password

Security Question

Security Answer
(Enter your answer here.)

Verification Code

(Enter verification code here.)

Submit

Cancel

Password

Avoid using birthdates, your name or initials, common phrases or passwords you have created for other systems. Do not keep a reminder of your password in an easily accessible place.

All password must be :

- composed of alphanumeric characters (letters and numbers)
- at least eight (8) characters in length
- at least one (1) upper case
- at least one (1) lower case

Security Question

Account security question will help us to verify your identity in case you forget your password.

Tips:

- Do not choose a question that you have answered in public sites or social media.
- Choose an answer that is easy to remember but difficult for others to guess.

Step 7

Input all the required fields with verification code, then click the Submit button.

Note:
Kindly follow the guidelines
in creating your password and security
question.

ACCOUNT SIGN UP

Your my.DLSUD Portal account has been created successfully.

Account Details

Student Name	DELA CRUZ, JUAN SANTOS
Account Type	Guardian
Username	G-202012345

[Click here to Login.](#)

Step 8

This page prompts when your account has been successfully created.



NAVIGATING my.DLSU-D Guardian Portal Account

Login

Input the username and password. Then, click the Log In button.

Welcome! my.DLSU-D Portal

Login to my.DLSU-D Ver 5.0



Enter your username and password to log in:

G-202012345

.....

Log In

[Sign Up](#) · [Forgot Password](#)

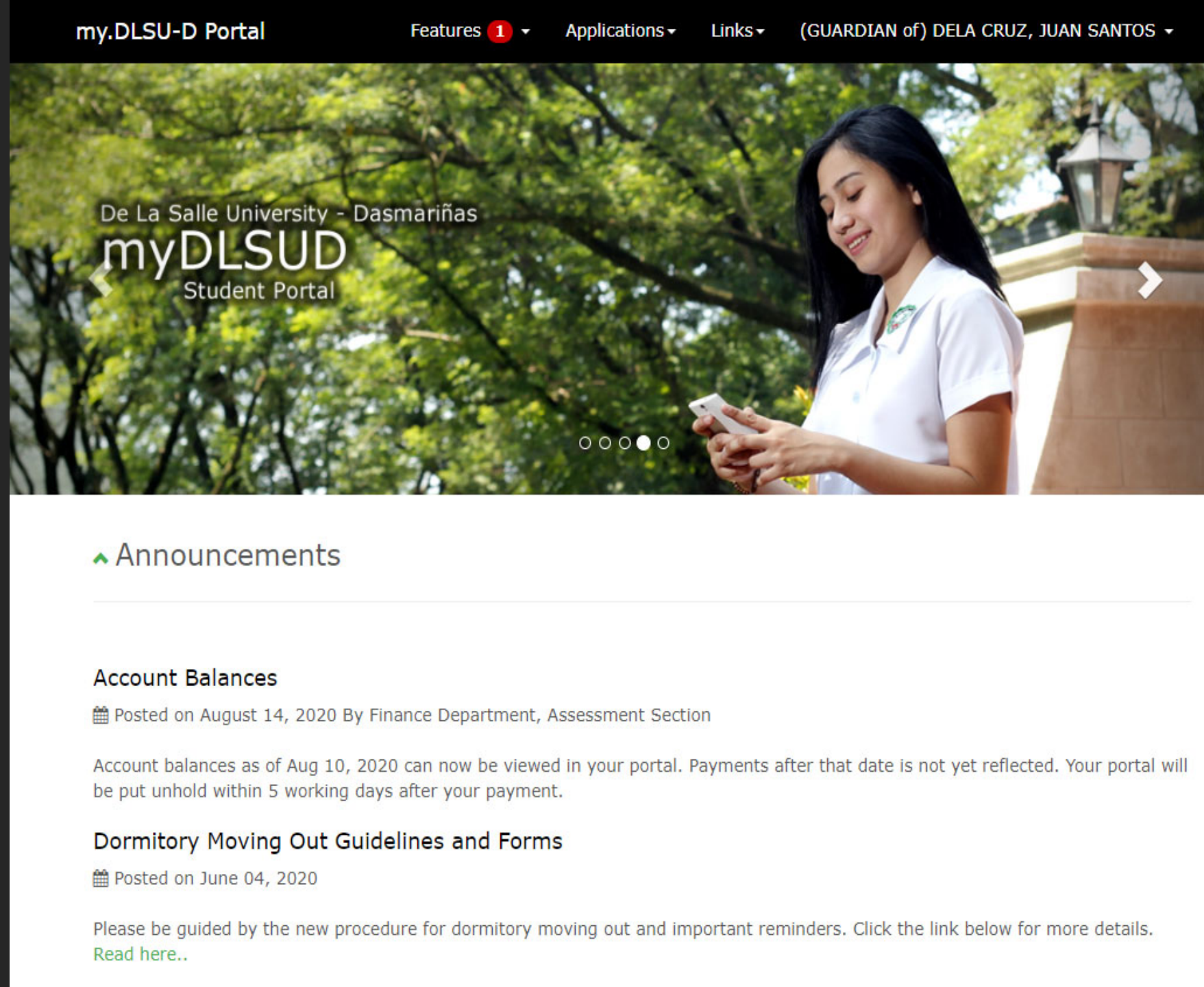
[FAQ](#) · [Help](#) · [Contact Us](#)

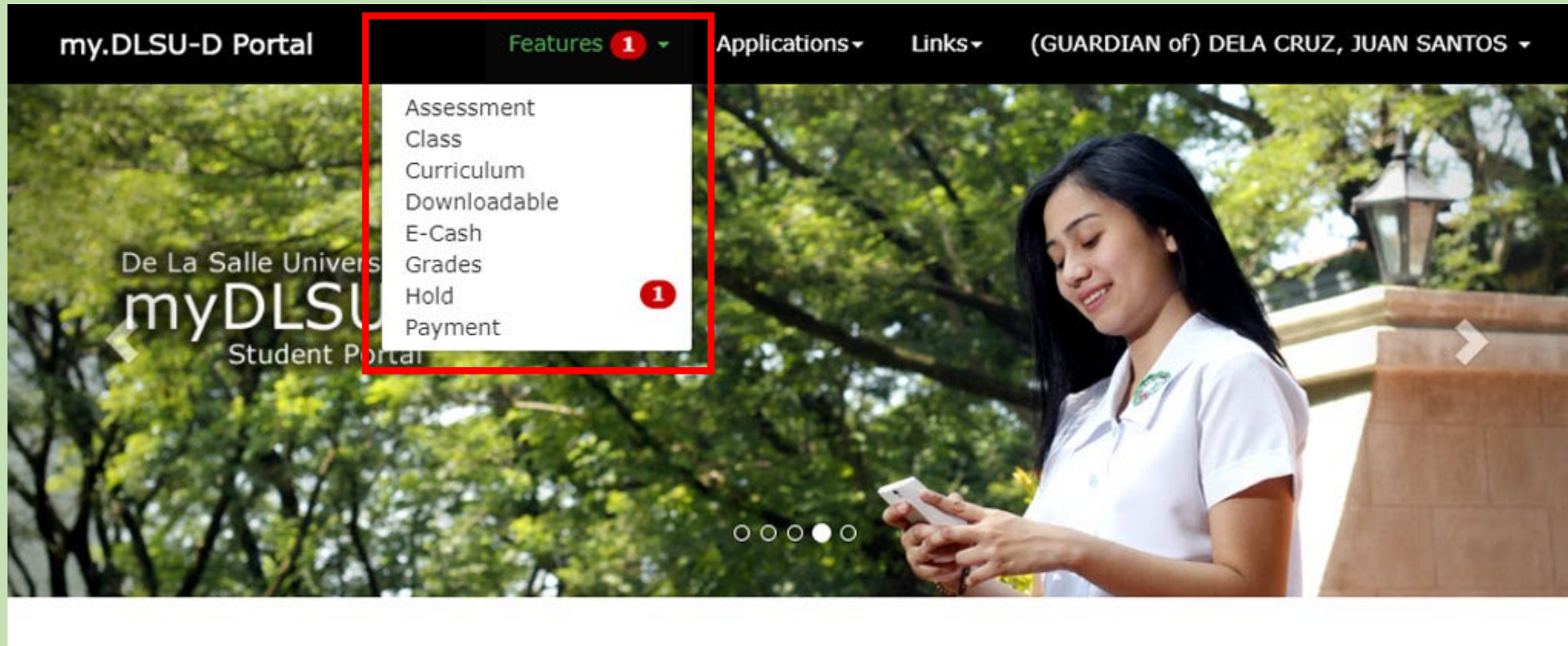
for Alumni Portal click here

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Home Page

The Homepage will display announcements and clickable buttons for features, applications, links and account settings.





Features

This will display all the sub menu online highlights.

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Features
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E-Cash
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Assessment

School Year: 2019 - 2020 , Special Term

Transaction No:	1
Transaction Fee:	0.00
Fee per Unit:	1,883.00
Total Units:	1.00
Tuition Fee :	1,883.00
Subject Fee:	0.00
Other Fees :	750.00
Miscellaneous Fee:	2,900.00
Total :	5,533.00

[View Breakdown of Fees.](#)

Account Summary

Total Assessment:	0.00
Balance:	2,730.75

This page allows you to view the assessment information and payment scheme. Click the Assessment tab to view the student's assessment and breakdown of fees.

Assessment

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Class Schedule

[Detail](#) | [Schedule](#) | [Examination](#)**School Year: 2019 - 2020 , Special Term**

Code	Title	Day	Time	Room
ECET519P	INDUSTRY PRACTICE I (AT LEAST 240 HRS.)	MTWHF	0800 - 1000	ONLINE

[Print Schedule](#)

This menu lets you view relevant details such as the student's class schedule and examination. To print a copy, click print schedule.

Class Schedule

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Curriculum

ProgCode	Code	Title	Units	Year	Term
BIT	BESC101	GENERAL PSYCHOLOGY	3.00	1	1
BIT	ENGL100a	INTENSIVE ENGLISH	0.00	1	1
BIT	FILI101d	AKADEMIKONG FILIPINO AT PANLIPUNANG PAGKATUTO	3.00	1	1
BIT	INTRO01	INTRODUCTION TO DLSU-D	0.00	1	1
BIT	ITCS100L	COMPUTER LITERACY	0.00	1	1
BIT	ITCS101	BASIC COMPUTER CONCEPTS	3.00	1	1
BIT	ITCS121	COMPUTER PROGRAMMING 1 LEC	2.00	1	1
BIT	ITCS121La	COMPUTER PROGRAMMING 1 LAB	1.00	1	1
BIT	MATH110	COLLEGE ALGEBRA	3.00	1	1
BIT	NSTP101	NATIONAL SERVICE TRAINING PROGRAM	3.00	1	1
BIT	PHED101b	PHYSICAL FITNESS AND SELF-TESTING ACTIVITY	2.00	1	1
BIT	RECO101	RECOLLECTION 1	0.00	1	1
BIT	REED141	FOUNDATION OF CHRISTIAN FAITH	3.00	1	1
BIT	ENGL101a	ACADEMIC AND MEDIA LITERACY	3.00	1	2
BIT	FILI102d	PANANALIHSIK TUNGO SA PAGKATUTONG PANGKAALAMAN	3.00	1	2
BIT	INTRO02	CAREER PATHING	0.00	1	2
BIT	ITCS102	DISCRETE MATH	3.00	1	2

Curriculum allows you to view the curriculum details of the student for the school year.

Curriculum

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Available Downloads

Reminder: Disable your pop up blockers temporarily to allow access to the document/s. Access may be restricted due to the functions of the tool.

Search

Go

[Install PDF Viewer](#)

	Owner	Name
Select	VCAR	Student Handbook 2018-2022

This section enables you to view and download needed document/s. You can select or type on the search box for a certain document, then click Go.

Downloadable

[Home](#)[Features](#)[Assessment](#)[Class](#)[Curriculum](#)[Downloadable](#)[E-Cash](#)[Grades](#)[Hold](#)[Payment](#)[Applications](#)[Related Links](#)

E-Cash

School Year: 2019 - 2020 , Special Term

Electronic Cash Summary

Deposit:	0.00
Transactions:	0.00
Balance:	0.00

Deposit History

No Record Found

Transaction History

No Record Found

E-cash, similar to a wallet, is used by students to transact payments like library fines. This menu displays the e-cash transaction cash summary, deposit history and transaction history.

E-Cash

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 - Hold
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Grades

School Year and Term:

2017 - 2018, 2nd Sem ▾

School Year: 2017 - 2018 , 2nd Sem

Title	Course	Units	Grade
ELEMENTARY STATISTICS	MATH121L	3.00	1.25
ITE ELECTIVE 2 - BUSINESS INTELLIGENCE	ELEB102	2.00	3.00
ITE ELECTIVE 2 - BUSINESS INTELLIGENCE LAB	ELEB102L	1.00	4.00
KURSONG RIZAL	SOSC103	3.00	2.25
MULTIMEDIA SYSTEMS LAB	INTE103La	1.00	1.75
MULTIMEDIA SYSTEMS LEC	INTE103a	2.00	2.00
OBJECT-ORIENTED PROGRAMMING LEC	ITCS123	2.00	3.00
OPERATING SYSTEMS	ITCS107	3.00	2.00
SOFTWARE ENGINEERING	ITCS106	3.00	2.50

[Print Grades](#) | [Grading System Reference](#)**GPA: 2.29**

* This is an unofficial list of Grades. In case of inconsistency, please see Record Evaluator at Registrar's Office.

This menu makes you view the student's grades per term and/or school year. Click and select the term/year from the list box.

Grades

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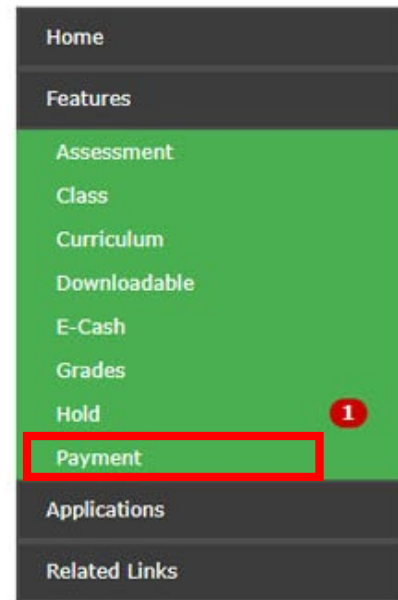
Account On Hold

#	Description	Reference Person	Department	Date
1	Thesis	CHERRY P. MANZANO	CSD	18/06/2019 8:41:51 AM

Please contact the concerned Department to settle accountability.

This menu displays holding of the student's portal account due to either lack of requirements or unsettled transactions with certain department/s.

Hold



Online Payment

[Payment](#) | [Transaction History](#)

For Tuition Fee Payment Only

Payment Scheme: Finals

Amount in PHP . 00

Note: Do not use a peso sign or a comma in the amount field.

[Next >>](#)

Accepts:



This menu displays online payment, together with transaction history.

Payment

Applications

Click the applications menu for the car sticker application.

my.DLSU-D Portal Features 1 Applications Links (GUARDIAN of) DELA CRUZ, JUAN SANTOS

Car Sticker

De La Salle University - Dasmariñas
myDLSUD
Student Portal

Announcements

Account Balances
📅 Posted on August 14, 2020 By Finance Department, Assessment Section

Account balances as of Aug 10, 2020 can now be viewed in your portal. Payments after that date is not yet reflected. Your portal will be put unhold within 5 working days after your payment.

Dormitory Moving Out Guidelines and Forms
📅 Posted on June 04, 2020

Please be guided by the new procedure for dormitory moving out and important reminders. Click the link below for more details.
[Read here..](#)

Car Sticker

This page enables you to process applications for the new car sticker.

It also includes the viewing of the procedures, policies and the schedules of vehicle sticker application and issuance per school year.

my.CarSticker

- ➔ application
- ➔ procedures
- ➔ policies/guidelines
- ➔ schedules

Welcome: DELA CRUZ, JUAN SANTOS

Stickers Issued for Current Schoolyear (2019)

- No record found. -

New Application

Vehicle Limit: 2

Online Application is Closed. To view the schedule of vehicle sticker application, please click [here](#).

Stickers Issued in the Past 5 Years

- No record found. -



Account Settings

For the Account settings, click your name displayed topmost of the page to configure your account.

The screenshot shows the myDLSUD Student Portal. At the top, a dark navigation bar contains the text "my.DLSU-D Portal", "Features 1", "Applications", and "Links". On the right side of this bar, the user's name "(GUARDIAN of) DELA CRUZ, JUAN SANTOS" is displayed in green, with a dropdown menu open showing "Account Settings" and "Logout". Below the navigation bar is a large banner image of a female student in a white uniform sitting outdoors with a laptop. The banner includes the text "De La Salle University - Dasmariñas" and "myDLSUD Student Portal". Below the banner, the page content includes a section titled "Announcements" with a green upward arrow icon. Under this section, there are two announcements. The first is titled "Account Balances" and includes a calendar icon, the text "Posted on August 14, 2020 By Finance Department, Assessment Section", and a paragraph stating that account balances as of August 10, 2020, are now viewable in the portal. The second announcement is titled "Dormitory Moving Out Guidelines and Forms" and includes a calendar icon, the text "Posted on June 04, 2020", and a paragraph asking users to be guided by the new procedure for dormitory moving out, with a green link "Read here..".

my.DLSU-D Portal Features 1 Applications Links (GUARDIAN of) DELA CRUZ, JUAN SANTOS Account Settings Logout

De La Salle University - Dasmariñas
myDLSUD
Student Portal

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Account Balances
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Dormitory Moving Out Guidelines and Forms
📅 Posted on June 04, 2020

Please be guided by the new procedure for dormitory moving out and important reminders. Click the link below for more details.
[Read here..](#)

For Changing portal password

Click Edit then input the Current password and new password. Then, click the save button.

For Portal Recovery

In case you forget your password, click Edit and input the security question and answer on the text box. After that, click the Save button.

The screenshot shows the 'my.DLSU-D Portal' interface. On the left is a sidebar menu with options: Home, Features, Assessment, Class, Curriculum, Downloadable, E-Cash, Grades, Hold (marked with a red '1'), Payment, Applications, and Related Links. The main content area is titled 'Settings' and contains two sections: 'Account' and 'Portal Password'. The 'Account' section displays 'Primary Username: G-202012345', 'Alternative Username: G-DJS2345', and 'Activation Code:'. The 'Portal Password' section has an '[Edit]' link highlighted with a red box. Below this are three input fields for 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of this section are 'Save' and 'Cancel' buttons. The 'Portal Recovery' section also has an '[Edit]' link highlighted with a red box. It includes a description of the security question, tips for choosing one, and input fields for the 'Security Question:' and 'Answer:'. At the bottom of this section are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

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Settings

Account

Primary Username: G-202012345
Alternative Username: G-DJS2345
Activation Code:

Portal Password [\[Edit\]](#)

Current Password:
New Password:
Confirm New Password:

? Portal Recovery [\[Edit\]](#)

Account Security Question will help us to verify your identity in case you forget your password.
Tips:

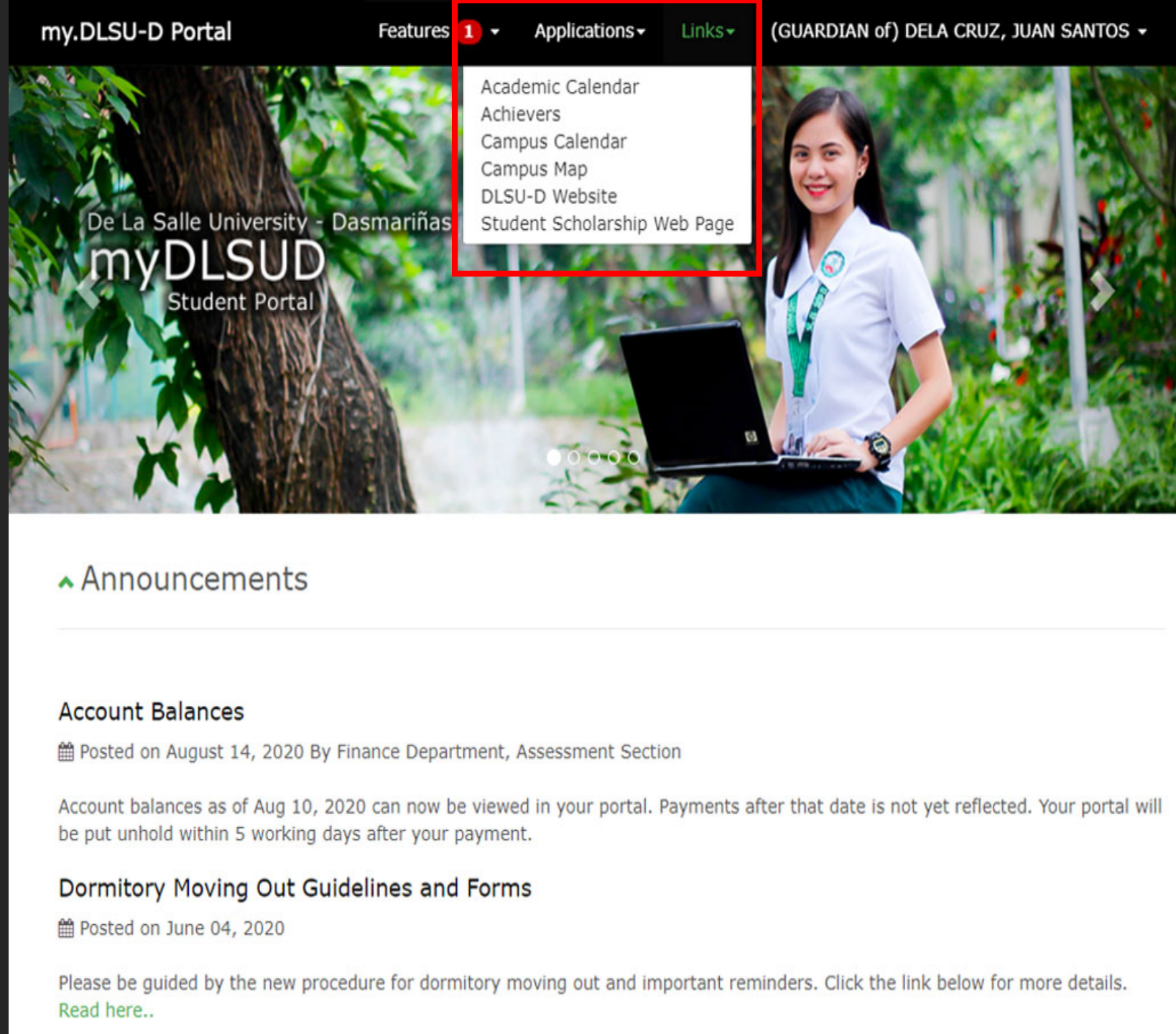
- Do not choose a question that you have answered in public sites or social media.
- Choose an answer that is easy to remember but difficult for others to guess.

Security Question:

Answer:

Links

The Links menu includes related links for the Academic Calendar, Achievers, Campus Calendar, Campus Map, DLSU-D Website, and Student Scholarship Web Page.



Thank you very
much and
stay safe.

Animo!



DLSU-D
creating possibilities

