my.DLSU-D
Guardian Portal

INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER
DE LA SALLE UNIVERSITY - DASMARIÑAS
How to create my.DLSU-D Guardian Portal Account
DLSU-D and the Road Ahead

Step 1
Go to www.dlsud.edu.ph
Step 1.2
Click Admissions Portal located at the bottom section (footer) of the website.
Step 2

Key in your Username and Password.
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.
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.
Step 6
Select guardian account type and input the required details, then, click Create Account button.
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.
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.
Home Page

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

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 up for review 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..
Features
This will display all the sub menu online highlights.
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.
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

**School Year: 2019 - 2020, Special Term**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Day</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECETS19P</td>
<td>INDUSTRY PRACTICE I (AT LEAST 240 HRS.)</td>
<td>MTWHF</td>
<td>0800 - 1000</td>
<td>ONLINE</td>
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</tbody>
</table>
Curriculum allows you to view the curriculum details of the student for the school year.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Units</th>
<th>Year</th>
<th>Term</th>
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<tr>
<td>BIT</td>
<td>GENERAL PSYCHOLOGY</td>
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<td>1</td>
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<tr>
<td>BIT</td>
<td>INTENSIVE ENGLISH</td>
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<td>1</td>
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<tr>
<td>BIT</td>
<td>AKADEMIKONG FILIPINO AT PANLIPUNANG PAGKATUTO</td>
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<td>1</td>
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<tr>
<td>BIT</td>
<td>INTRODUCTION TO DLSU-D</td>
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<td>1</td>
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<tr>
<td>BIT</td>
<td>COMPUTER LITERACY</td>
<td>0.00</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIT</td>
<td>BASIC COMPUTER CONCEPTS</td>
<td>3.00</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIT</td>
<td>COMPUTER PROGRAMMING 1 LEC</td>
<td>2.00</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BIT</td>
<td>COMPUTER PROGRAMMING 1 LAB</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>BIT</td>
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<tr>
<td>BIT</td>
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<tr>
<td>BIT</td>
<td>PHYSICAL FITNESS AND SELF-TESTING ACTIVITY</td>
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<td>BIT</td>
<td>RECOLLECTION 1</td>
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<td>1</td>
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<tr>
<td>BIT</td>
<td>FOUNDATION OF CHRISTIAN FAITH</td>
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<tr>
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<td>2</td>
</tr>
<tr>
<td>BIT</td>
<td>PANANALIKSIG TUNGO SA PAGKATUTONG PANGKAALAMAN</td>
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<tr>
<td>BIT</td>
<td>DISCRETE MATH</td>
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<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
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.
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.
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.
This menu displays holding of the student’s portal account due to either lack of requirements or unsettled transactions with certain department/s.
This menu displays online payment, together with transaction history.
Applications

Click the applications menu for the car sticker application.
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.
For the Account settings, click your name displayed topmost of the page to configure your account.
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 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!