

# my.DLSU-D Student Portal

INFORMATION AND COMMUNICATIONS TECHNOLOGY CENTER  
DE LA SALLE UNIVERSITY - DASMARIÑAS



DLSU-D

*creating possibilities*





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](http://www.dlsud.edu.ph) and click Portal to proceed to my.DLSU-D portal page.



## Step 2

Click Sign Up to create  
your my.DLSU-D  
Student 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](mailto:accountverification@dlsud.edu.ph)

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

## Step 3

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

## ACCOUNT SIGN UP

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

Username

Password

Confirm Password

Security Question

Security Answer

Verification Code 

**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 4

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

**STUDENT**


Username

**202012345**

[Click here to Login.](#)

## Step 5

This page prompts when your account has been successfully created.

The background features two diagonal stripes: a light gray one and a dark gray one, both running from the top-left towards the bottom-right.

# NAVIGATING my.DLSU-D Student 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](#)

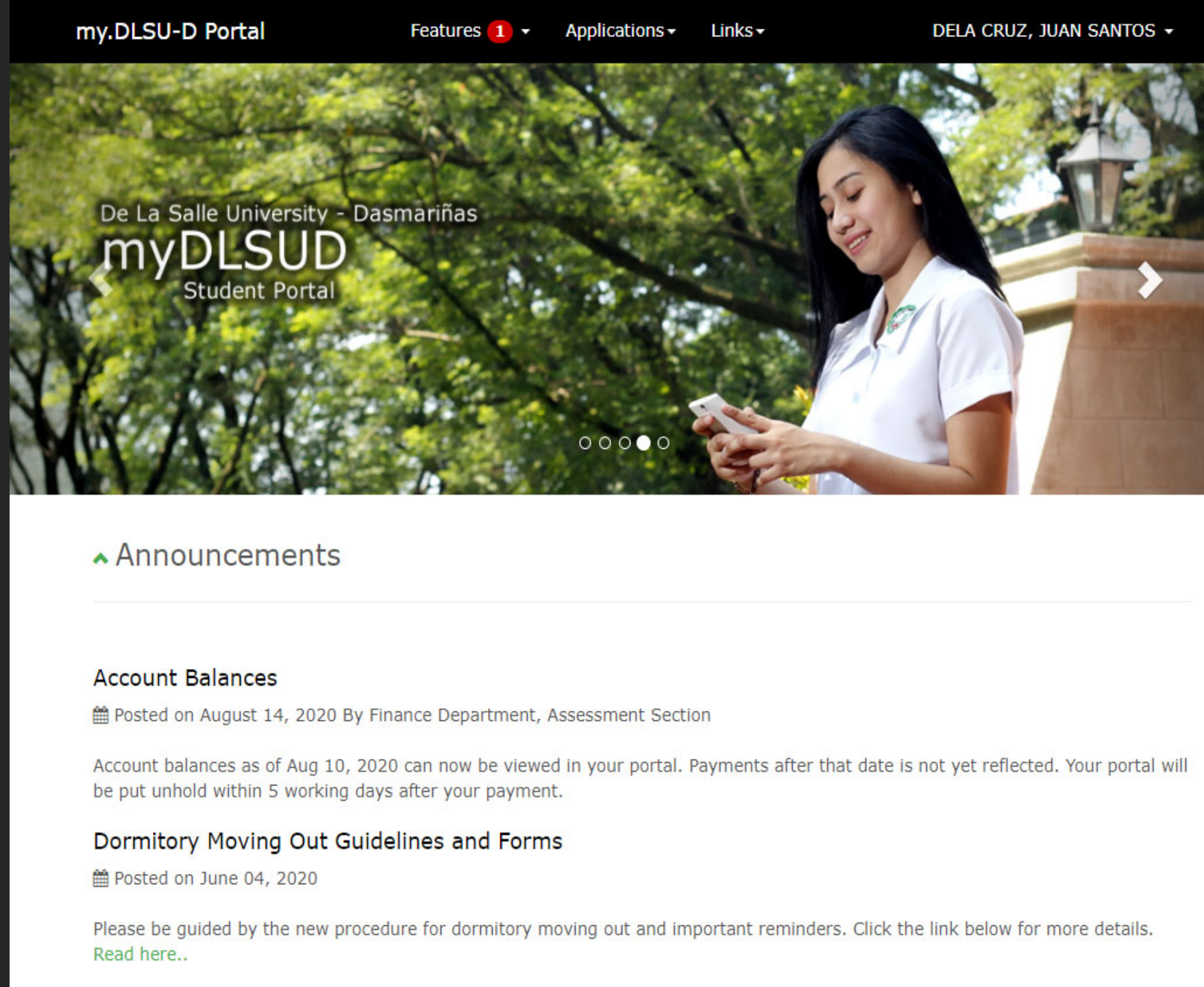
for Alumni Portal click here

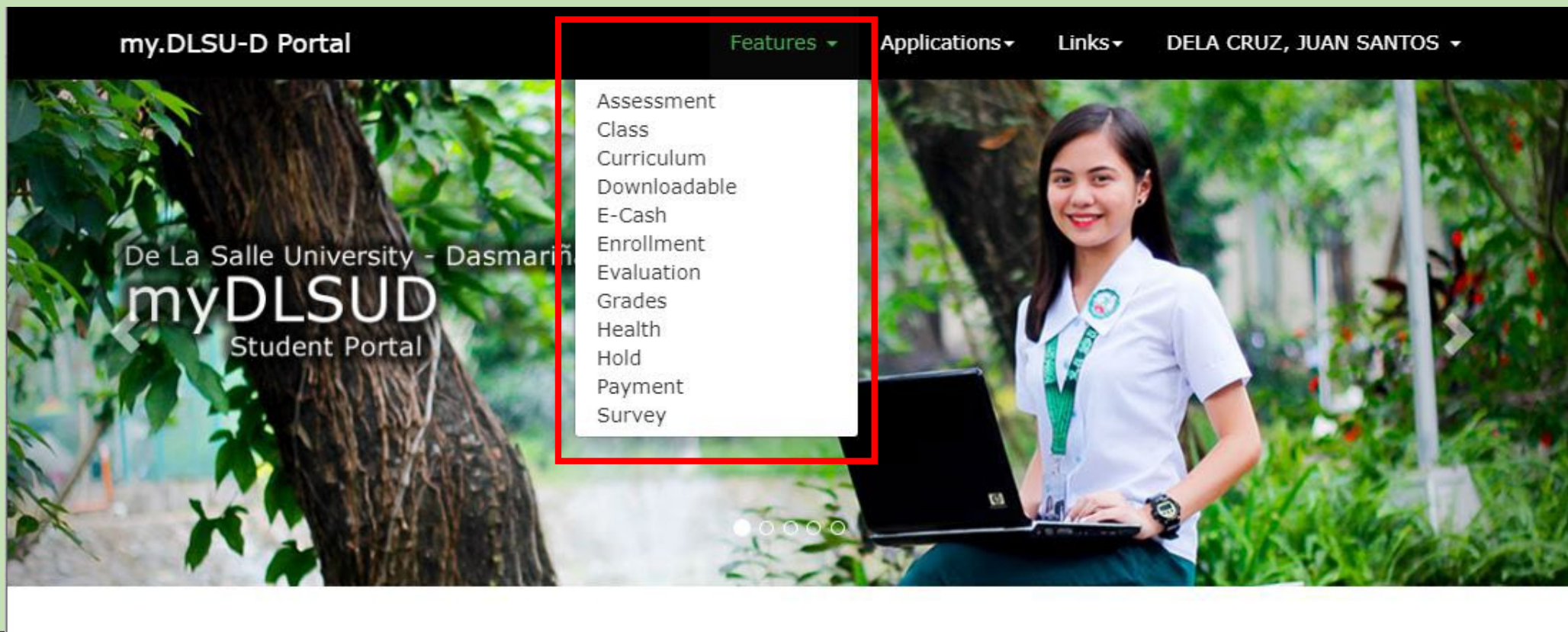
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# Home Page

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.



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

## Assessment

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

Transaction No: 2

Transaction Fee: 0.00

Fee per Unit: 1,883.00

Total Units: 7.00

Tuition Fee : 13,181.00

Subject Fee: 0.00

Other Fees : 750.00

Miscellaneous Fee: 2,900.00

Total : **16,831.00**

[View Breakdown of Fees.](#)

### Account Summary

Total Assessment: **0.00**

Balance: **7,962.98**

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
CPET513L	MICROPROCESSORS AND MICROCONTROLLERS LAB	MTWHF	1300 - 1500	ONLINE
CPET513	MICROPROCESSORS AND MICROCONTROLLERS LEC	MTWHF	0800 - 1000	ONLINE
EEET528	SPECIAL TOPICS 2	MTWHF	1300 - 1500	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



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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

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

[Install PDF Viewer](#)

	Owner	Name
<a href="#">Select</a>	VCAR	Student Handbook 2018-2022
<a href="#">Select</a>	VCAR CBAA	Student Promissory Note Form
<a href="#">Select</a>	VCAR CBAA-SC	2014 Constitution of the College of Business Administration and Accountancy Student Council
<a href="#">Select</a>	VCAR CLAC-SSD	Agreement between Employer and Student
<a href="#">Select</a>	VCAR COEd-GS	COEdGS Student Handbook
<a href="#">Select</a>	VCAR REGISTRAR	Student Clearance
<a href="#">Select</a>	VCAR REGISTRAR	Citizenship Retention and Re-Acquisition Form for Foreign Students
<a href="#">Select</a>	VCAR REGISTRAR	Personal History Statement Form for Foreign Students
<a href="#">Select</a>	VCAR REGISTRAR	VISA-Extension Form for Foreign Students
<a href="#">Select</a>	VCAR SDAO	Project Proposal Form 3 (Student Activity Monitoring Form)
<a href="#">Select</a>	VCAR SSO	Financial Aid for Student Trainees (FAST) Scholarship Application Form

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

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- E-Cash**
- Enrollment
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- Health
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**Applications**

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## 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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## Evaluation

	Name of Faculty	Title	From	To	Status	Period
4	ROBLE, DONNIE MARC LOUIE I	H-COOK - COOKERY NCII	Dec 12 2019 7:50AM	Dec 12 2019 9:20AM	COMPLETE	2
1	VILLADOR, JOSHUA ELI B	H-HEALTH - HEALTH EDUCATION	Dec 12 2019 8:40AM	Dec 12 2019 9:20AM	COMPLETE	2
2	GARCIA, GLAYCERIE E	H-ARTS - ARTS EDUCATION	Dec 12 2019 8:40AM	Dec 12 2019 9:20AM	COMPLETE	2
3	DIVINAGRACIA, JOY STEPHANIE D	H-MATH - MATHEMATICS	Dec 12 2019 8:40AM	Dec 12 2019 9:20AM	COMPLETE	2
5	TRINIDAD, GINO H	H-SCIE - SCIENCE - ELECTIVE	Nov 19 2019 2:30PM	Nov 19 2019 3:30PM	COMPLETE	2
6	CASTILLO, JEFFREY MANNA C	H-AP - ARALING PANLIPUNAN	Nov 19	Nov 19	COMPLETE	2

This section enables you to evaluate your respective professors online.

# Evaluation



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## Grades

School Year and Term:

2018 - 2019, 1st Sem ▾

School Year: 2018 - 2019 , 1st Sem

Title	Course	Units	Grade
CAPSTONE PROJECTS	INTE104	3.00	
ENVIRONMENTAL BIOLOGY & ECOLOGY	BIOL106Lk	3.00	
FREE ELECTIVE 3	FREL103	3.00	
ITE ELECTIVE 4	ELEC104c	3.00	
PHILIPPINE GOVERNMENT & NEW CONSTITUTION	SOSC106	3.00	
PRINCIPLES OF ECONOMICS WITH LRT	SOSC107	3.00	

[Print Grades](#) | [Grading System Reference](#)

**GPA:**

\* 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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## Medical Examination Result

School Year: 2019 - 2020 , Special Term

Title	Filename	
1. Medical Certificate	MC202012345.pdf	<a href="#">Download</a>

For further inquiries, please contact [University Clinic](#).

Email: [clinic@dlsud.edu.ph](mailto:clinic@dlsud.edu.ph)

Trunkline Cavite: +63 (46) 481.1900 | Manila: +63 (2) 779.5180

Main Clinic loc. 3039 | East Campus Clinic loc. 3100 | Ugnayang La Salle Clinic loc. 3132

Your medical results, released by the University Clinic, can be seen on this page.

# Health

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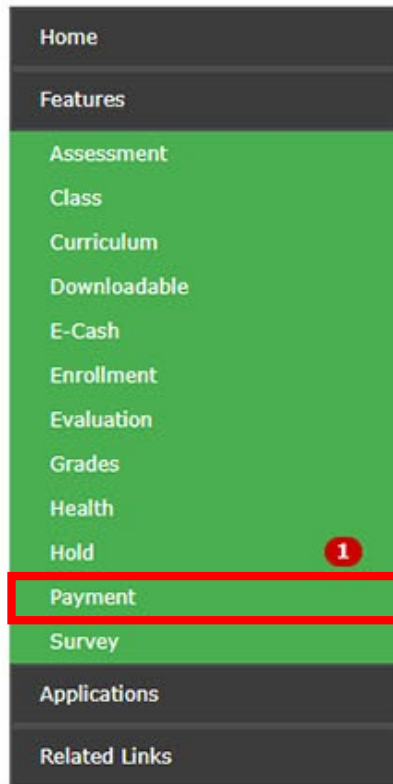
## Account On Hold

#	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  .

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



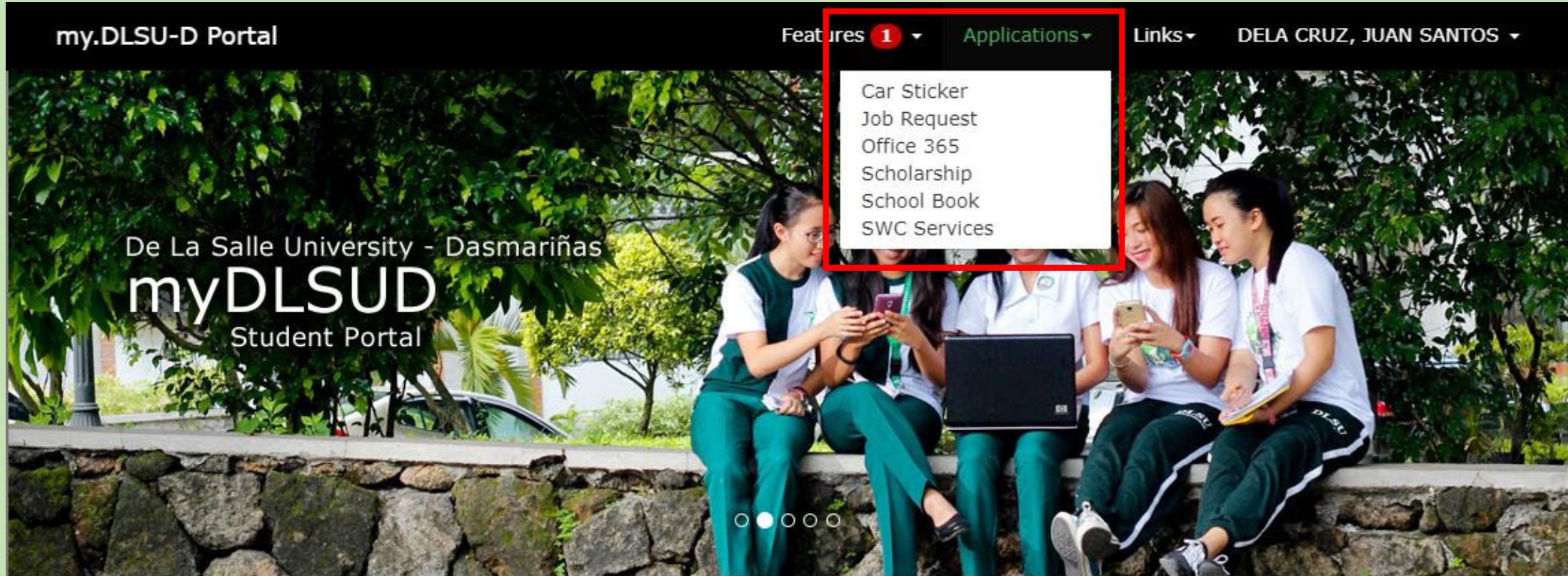
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## Poll and Survey

	Subject	Description	Moderator	From	To	Status
Select <input type="checkbox"/>	Lasallian Speak (LS) Survey	Anti-Terrorism Bill	LCDC	18/06/2020 5:00:00 PM	30/06/2020 12:00:00 PM	CLOSE
Select <input type="checkbox"/>	Customer Service	Survey on Home Internet Access and Devices for Online Learning	ICTC	18/06/2020 12:00:00 PM	30/06/2020 10:00:00 PM	CLOSE
Select <input type="checkbox"/>	Customer Service	DLSU-D Health Monitoring for nCoV	Universty Clinic - GSO	06/02/2020 9:00:00 AM	28/02/2020 12:00:00 AM	CLOSE
Select <input type="checkbox"/>	Collaborative Output	Collaborative Output Assessment	Consultative Conference Committee	09/12/2019 5:30:00 PM	31/12/2019 11:59:00 PM	CLOSE
Select <input type="checkbox"/>	Lasallian Speak (LS) Survey	Re-imposition of Death Penalty and and Lowering the Minimum Age of Criminal Responsibility	LCDC	22/08/2019 12:00:00 AM	16/09/2019 12:00:00 AM	CLOSE

This section enables you to view and answer student-related surveys posted by different offices/departments of the University.

# Survey



# Applications

This menu leads you to navigate different online applications that you may need to use.

# 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. -





# Scholarship

This page enables you to apply online for scholarship programs offered by the University.



STUDENT SCHOLARSHIP OFFICE  
DE LA SALLE UNIVERSITY - DASMARIÑAS

Welcome: DELA CRUZ, JUAN SANTOS 202012345

[Logout](#)

## Step 1 of 2: Evaluate Application

Instructions: [hide](#)

- 1.1: Choose the **type of scholarship** you are applying for.
- 1.2: Fill-out the **percentage** of scholarship.
- 1.3: After finalizing all the information, click the "Next" button.
- 1.4: Submit your supporting documents at **CIH313** of the Student Scholarship Office.

### REQUIREMENTS:

#### Academic Scholarship

- GPA must be **3.25 or higher**
- No failed grades (**0.00**)
- Lowest grade should be **3.25** in all subjects
- Total units enrolled last sem should be **18 units or higher**
- **All grades** are encoded.

#### Student Assistantship

- GPA must be **2.50 or higher**
- No failing grade (**0.00**)
- Total units enrolled last sem should be **18 units or higher**
- **All grades** are encoded.

Scholarship for First Semester, SY 2020-2021

### Application

Scholar Type

Percentage

GPA 2.705357

Lowest Grade 1.25

No Grade 0

Total Units (Previous Sem) 28.00



# SWC Services

If you need a guidance counselor to talk to, you can request for a counselling schedule through this page.



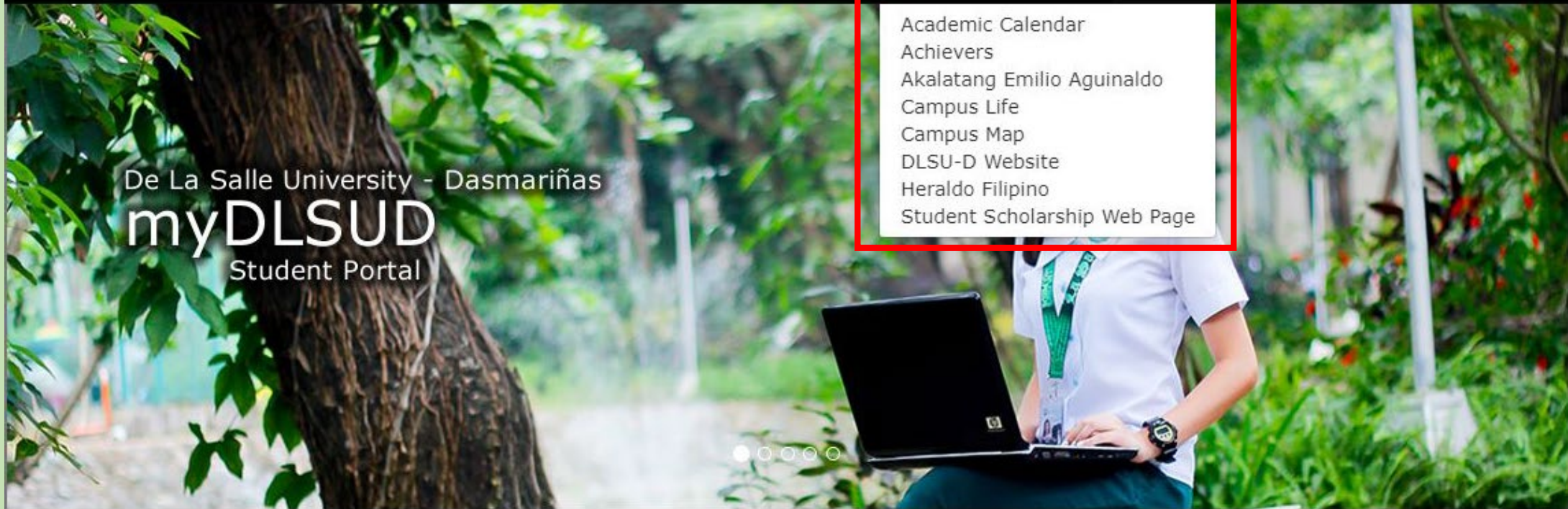
## Login to SWC Portal

Username :

Password :

LOGIN





## Links

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

# Account

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, there is a navigation bar with 'my.DLSU-D Portal', 'Features 1', 'Applications', and 'Links'. On the right, a user profile for 'DELA CRUZ, JUAN SANTOS' is displayed, with a dropdown menu containing 'Account Settings' and 'Logout'. Below the navigation bar is a large banner image of a student in a white shirt and green tie, sitting outdoors and using a laptop. The banner text reads 'De La Salle University - Dasmariñas myDLSUD Student Portal'. Below the banner, there is a section titled 'Announcements' with a green 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, can now be viewed 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 link to 'Read here..'

my.DLSU-D Portal Features 1 Applications Links

DELA CRUZ, JUAN SANTOS

Account Settings  
Logout

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..](#)

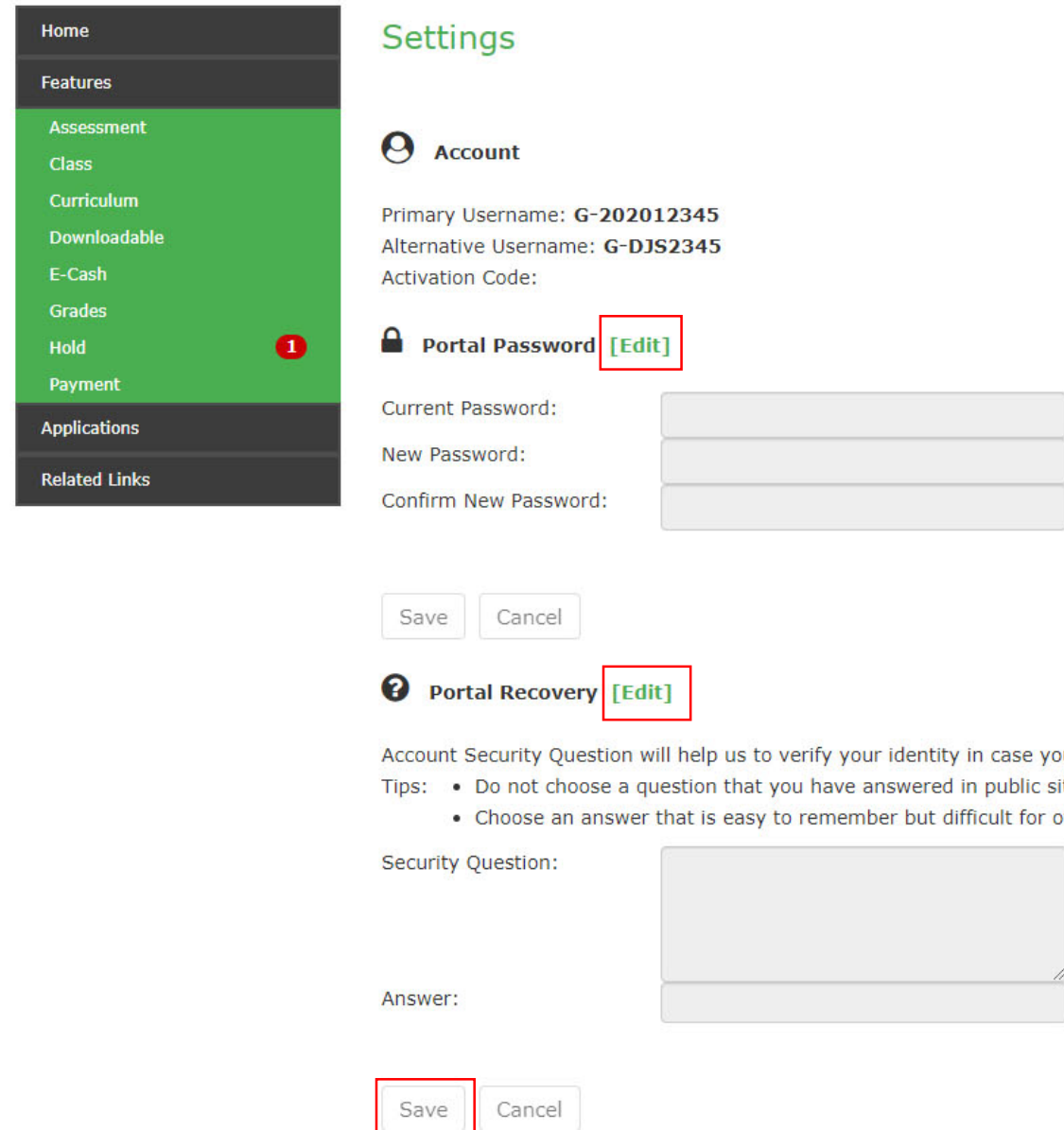


## For Changing portal password

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 displays the 'my.DLSU-D Portal' interface. On the left is a dark sidebar menu with options: Home, Features, Assessment, Class, Curriculum, Downloadable, E-Cash, Grades, Hold, Payment, Applications, and Related Links. The 'Features' section is highlighted in green, and a red circle with the number '1' is next to the 'Hold' option. The main content area is titled 'Settings' in green. It contains two sections: 'Account' and 'Portal Password'. The 'Account' section shows '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, 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:

Save Cancel

#### ? 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:

Save Cancel



Thank you very  
much and  
stay safe.

Animo!



**DLSU-D**  
*creating possibilities*

