How to enroll in your Schoolbook e-class

1. Are you officially enrolled? (YES/NO)
   - NO: Complete the process of your enrollment first.

2. Were you able to access your portal? (YES/NO)
   - NO: Email helpdesk@dlsud.edu.ph
   - YES: Email clip@dlsud.edu.ph or contact us via JivoChat found at the SB login page. Please don’t forget to screenshot your problem and tell us your name, course, and section.

3. Were you able to log-in? (YES/NO)
   - NO: Email clip@dlsud.edu.ph or contact us via JivoChat found at the SB login page. Please don’t forget to screenshot your problem and tell us your name, course, section, and the course code and description of the subject you were not able to enroll.
   - YES: Access your Schoolbook at https://dlsud.edu20.org/. Click Login via Office 365. Username is your disu email, password is the same as your Office365 password.

4. Take note of the access code indicated at the classroom assignment in your certificate of registration (COR). You can also find steps on how to activate your Office365 account here.

5. Activate your office365 by going to https://www.dlsud.edu.ph/aboutMail.htm and logging-in.

6. Were you able to login at your Office365? (YES/NO)
   - NO: Email accountverification@dlsud.edu.ph
   - YES: Enroll at your eclass by going to Enrolled Tab and clicking Enroll. Input the access code found in your portal/COR.

7. Email clip@dlsud.edu.ph or contact us via JivoChat found at the SB login page. Please don’t forget to screenshot your problem and tell us your name, course, and section.

8. Were you able to log-in? (YES/NO)
   - NO: Email helpdesk@dlsud.edu.ph
   - YES: Complete the process of your enrollment first.

9. Enroll at your eclass by going to Enrolled Tab and clicking Enroll. Input the access code found in your portal/COR.

10. Did the access code work? (YES/NO)

Congratulations! You are now enrolled in your e-class.

This process flowchart is applicable for COLLEGE and GRADUATE SCHOOL students only.