Before you proceed, make sure that your Admission status is for enrollment.
Log in to DLSU-D Admissions Portal:

For new students, this message will prompt:

1. Read the Data Privacy Statement and click the checkbox button "Agree"

2. Re-enter your Admission Account password and click **Proceed to Enrollment Process** button to continue.
Click **Enrollment Link** to continue the online enrollment process.

**Online Enrollment Process**

To continue your Online Enrollment, click **Enrollment Link**...

**Sample Only**

my.DLSU-D Portal Account Usernames
1. Student Account: 2021*****
2. Guardian Account: G-2021*****

**Note:**
- To access your my.DLSU-D Portal Account, go to this link: https://portal.dlsu.edu.ph/mydlsud/login.aspx.
- You can also login using your registered Admission Account email address as your username in my.DLSU-D Portal but this is valid for one semester only.
- Your Admission Account password is the same as your my.DLSU-D Portal password. Change your my.DLSU-D Portal password for your security.
- The Guardian’s Account password will be the same as the Student’s Account password.
Register subjects using **Student Portal Account**.
Read the Waiver and click **Accept.**
Read the Enrollment Terms and Conditions and click Accept.
Click the **Registration** button.
To add subject:

From **Subject/Class Offering**, type the course code or course title in the search box and click **OK** button.

In the **Class ID** column, click the class ID of the subject to view the schedule, then click **Add Subject** button.

If the subject was successfully added, it will appear in **My Current Subject/s**.
Step 2.5  
Registration

To remove subject:

From **My Current Subject/s** in the Class ID column, click the class ID of the subject you want to remove, then

Click the **Remove Subject** button to remove the subject.
Step 2.6

From My Current Subject/s, check if all the subjects that you want to enroll were already added, then click the Register button to finalize the adding and dropping of subjects.
1. Read the reminders then check I have read and understood the above reminders.

2. If you wish to pay through accredited payment centers or at school's Accounting Office, click Print Confirmation Slip to print the Confirmation Receipt.

3. If you wish to pay online, print the Confirmation Receipt before you click Proceed to payment.
Step 2.8

Sample **Confirmation Receipt**

**Online Enrollment Confirmation Receipt**

- **Name:** [Full Name]
- **Program Code/Year Level/Section:** [Details]
- **Date Registered:** [Date]
- **Total Assessment:** P[Total Amount]
- **Mode of Payment:** [Details]
- **Enrollment Procedure for Graduate Students:**
  1. Register subjects on OME (usual registration process).
  2. Print Confirmation Receipt.
  3. You may also pay through our accredited payment centers indicated below or online credit card payment at OME. Make sure that the ID number indicated in the deposit/payment slip is correct; otherwise, your payment may not be posted.

**Payment Options:**
- [Details]

**REMEMBER:**
- Only tuition fee assessment shall be paid at the accredited payment centers, payment other than tuition fee, e.g., comm., labs, etc., shall be paid at Career Centers 1 to 16.
- OME is accepting credit card payment for tuition fee assessment only. Other fees such as dormitory, meals, and others are not allowed through credit card.
- Full payment upon enrollment is entitled to 4% rebate on tuition fee only until credited to the next semester’s enrollment.
- For installment fees, outstanding balance should be paid before the end of the installment period.
- For details, please refer to [Guidelines on the Application of Tuition Fee Refund and Surcharges Fees].

**Payment Scheme:**
- For summer enrollment:
  - 30% Due upon enrollment
  - 70% Due upon midterm exam

**Last Day of Payment:** [Date]
Payment Options:

1. Online credit card payment through DLSU-D portal
2. Accredited payment centers
3. DLSU-D Accounting Office
Payment Option 1: Online Credit Card Payment

Online Credit Card payment thru DLSU-D student portal account - BDO Gateway.
1. Choose Payment Description.

2. If the amount you wish to pay is higher than the minimum required, please input the amount.

3. Click Next.
1. Read the Terms and Conditions.
2. Click the checkbox button.
3. Click **Pay Now**.
Choose and click the logo of your credit card.
1. Input your credit card details and click **Pay**.

2. Wait for confirmation.

- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.
Payment Option 2: Accredited Payment Centers

Accredited Payment Centers

1. SM Bills Payment (Cavite area only)
2. Bank Payment (BPI, UnionBank, Metrobank)
   - **Account Name**: De La Salle University-Dasmariñas
   - **Reference Number**: Student ID Number

- Present the Confirmation Receipt upon payment.
- Make sure that the ID number indicated in the deposit slip is correct otherwise, your payment may not be posted.
- Payment transaction will be posted within 3 working days. In case your payment is not yet posted after 3 working days, please verify with the Accounting Office if your payment has been received.
Present the Confirmation Receipt upon payment to Counters 14, 15, or 16 of the Accounting Office (Ayuntamiento de Gonzalez Building).
Once payment has been posted by the Accounting Office, generate COR from student portal account.