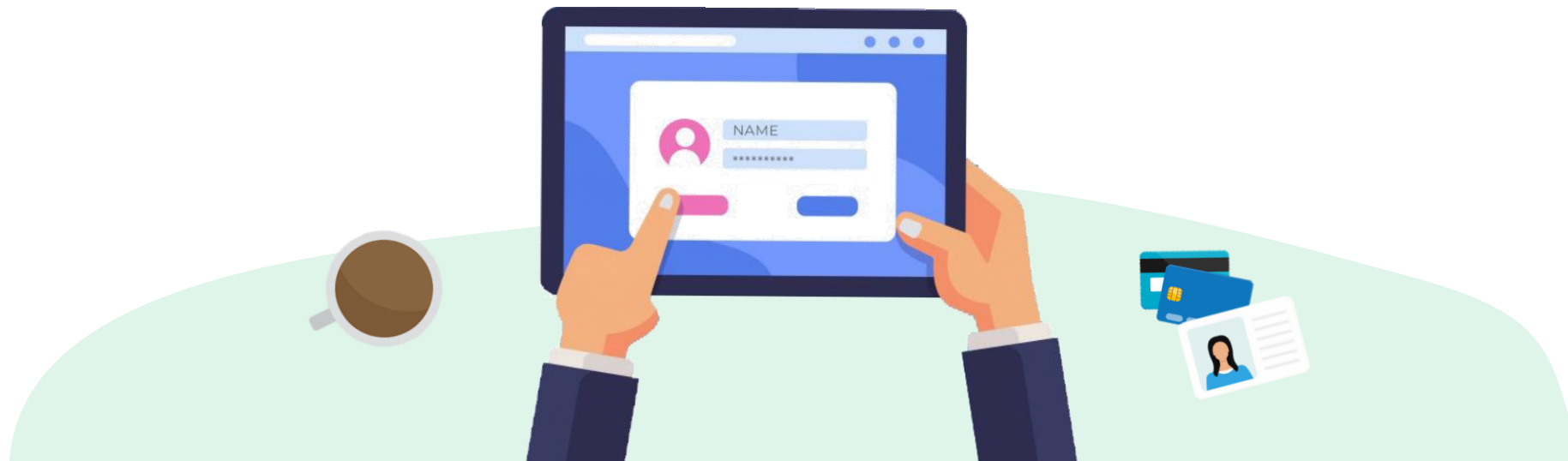# DLSU-D Senior High School

Online Enrollment Procedure

www.dlsud.edu.ph

DLSU-D Admissions Portal for Enrollment Status

1. Go to DLSU-D Admission Portal:

http://admission.dlsud.edu.ph/admission/login.aspx

2. Log in to your account.

Make sure that your admission status is for enrollment. In the instructions for the ONLINE ENROLLMENT PROCESS, an activation code and student number are needed. You need to sign in to the Admission Portal account to see the **activation code** and **student number** that you will be using for my.DLSU-D Portal sign-up.

Center for Student Admissions

As the region's premiere University, DLSU-D pursues its mission to mold globally competitive and morally upright students by providing world-class education and facilities, and the promotion of the Lasallian core values of faith, zeal and communion.

The University's efforts and recognitions strengthen DLSU-D's reputation as a University distinct from other institutions in Cavite -- one that pushes its limits, creating possibilities for its students, encouraging them to reach their potentials and arming them with the proper tools to succeed.

The Center for Student Admissions is responsible for the recruitment, selection and admission of junior and senior high school, college freshmen, transferees, and second course takers interested in pursuing Lasallian education.

The Office is also in charge of the Student Scholarship Office (SSO), through which the University extends financial assistance to deserving undergraduate and graduate students funded by the school's general budget as well as donor allocations.

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

STEP 1

If it is your first time to use the my.DLSU-D Portal, you will see instructions as shown below:

FOR ONLINE ENROLLMENT PROCESS, FOLLOW THESE EASY STEPS

1. You need to sign up for your my.DLSU-D Student Portal account. Go to http://pearl.dlsud.edu.ph/mydlsud/login.aspx and click Sign Up.
2. Copy and paste the following credentials to the Sign Up page.
   - **Activation Code : C697BB****** (For my.DLSU-D Student and Guardian Portal sign up)
   - **Student No : 2020******

This Activation Code is a SAMPLE ONLY. Log in to your Admission Portal account to view your Activation Code.

3. Click Create Account
4. Log on to your my.DLSU-D Student Portall account
5. Accomplish the Data Privacy Agreement
6. When you reach the my.DLSU-D portal homepage, go to the **Features** tab and click **Enrollment.**

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

If you have an existing my.DLSU-D Portal account, you will see instructions as shown below:

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 http://pearl.dlsud.edu.ph/mydlsud/login.aspx .
   - **Student No : 2020******
2. When you reach the my.DLSU-D portal homepage, go to the **Features** tab and click **Enrollment.**

This Activation Code is a SAMPLE ONLY. Log in to your Admission Portal account to view your Activation Code.

For your reference :**Activation Code : 1FF5F3******(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.

My.DLSU-D Student Portal Sign Up

1. Visit the university website: ww.dlsud.edu.ph. On the top most, right tab, you will see the Portal tab. Click it to navigate the login page. You will see this page:

   http://pearl.dlsud.edu.ph/mydlsud/login.aspx

2. Click the "Sign Up" button.

STEP 2

My.DLSU-D Student Portal Sign Up

1. On Account Sign Up page, select account type you want to create **(Select Student).**

2. Type the Student Number and Activation Code, then click "Create Account" button. The activation code is the code given in the Admission Portal.

my.DLSU-D Portal

ACCOUNT SIGN UP

Reminders

For Employee Portal Account
Email your credential/s at accountverification@dlsud.edu.ph to create your account.

For Student Portal and Guardian Portal Account
Fill out the required details and select the account type. Activation Code can be found in the Admission for both Student and Guardian account will use the same Activation Code. Each account types have a differ available in student account. We highly recommend students and guardians to sign up for their respective a you may email your concerns at accountverification@dlsud.edu.ph | helpdesk@dlsud.edu.ph.

Account Details

Account Type   ⦿Student ○Guardian

Student Number   [   ]

Activation Code   [   ]

[Create Account] [Cancel]

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STEP 3

My.DLSU-D Student Portal Sign Up

1. Set **Password** and **Security Question** then click the Save button.

* Note: Please do not forget your security question and answer because these will be used for retrieving your Portal account in case you forget you password.

my.DLSU-D Portal

ACCOUNT SIGN UP

Student Name: **DELA CRUZ, JUAN**
Account Type: **Student**

Username:	202080000
Password:	••••••
Confirm Password	••••••

Account Recovery
Account Recovery Question will help us to verify your identity in case you forgot your password.
Tips:
> Choose answers that are easy to remember but difficult for others to guess.
> Do not choose questions that you have answered in public sites or social media.

Security Question	Write a secret question that no one can ever answer but you?
Security Answer	••••••

Save   Cancel

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STEP **4**

My.DLSU-D Student Portal Sign Up

1. After doing so, you will view the account creation confirmation. Navigate to the Log in page to log on to your account.

my.DLSU-D Portal

ACCOUNT SIGN UP

Student Name: **DELA CRUZ, JUAN**
Account Type: **Student**
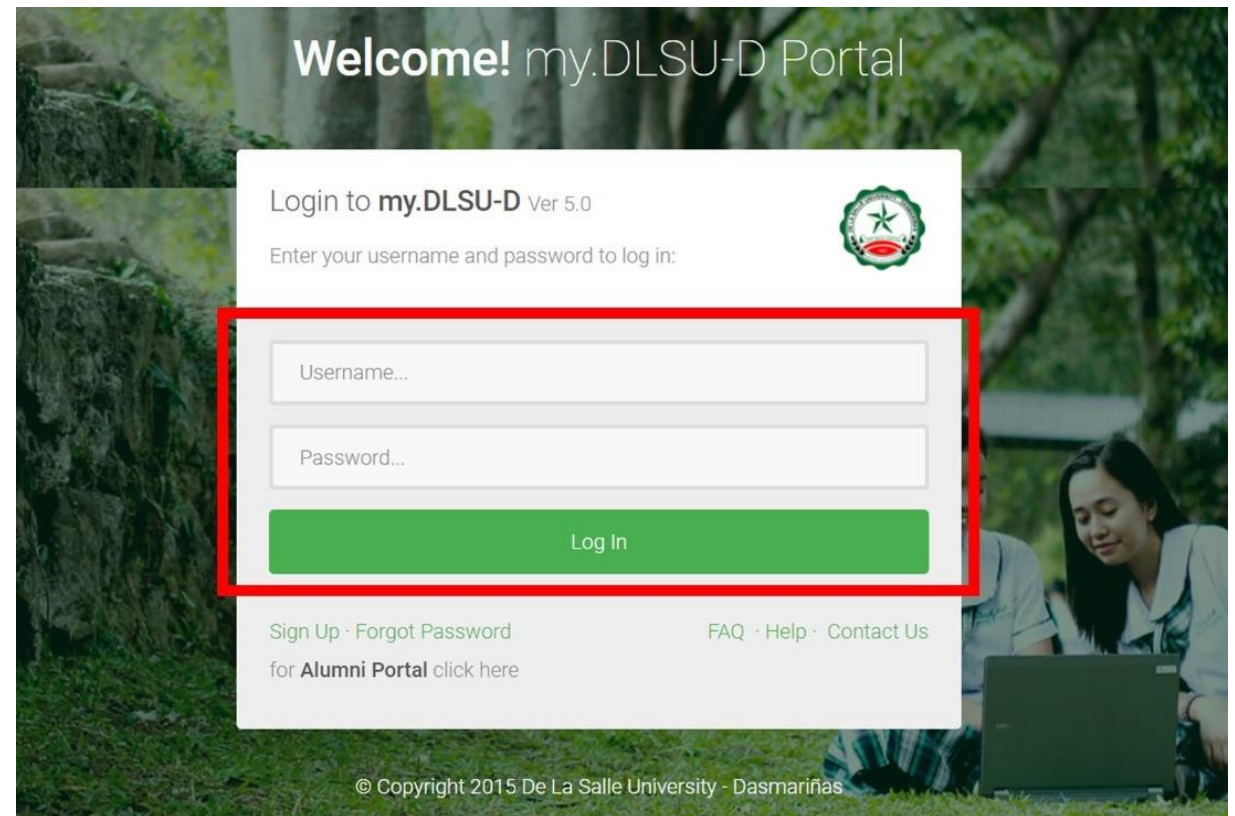
Your my.DLSUD Portal account has been created successfully.
Click here to Login.

Online Enrollment (OnE)

1. Go to My.DLSU-D Student Portal:

http://pearl.dlsud.edu.ph/mydlsud/login.aspx

2. Log in to your account.

STEP **6**

Online Enrollment (OnE)
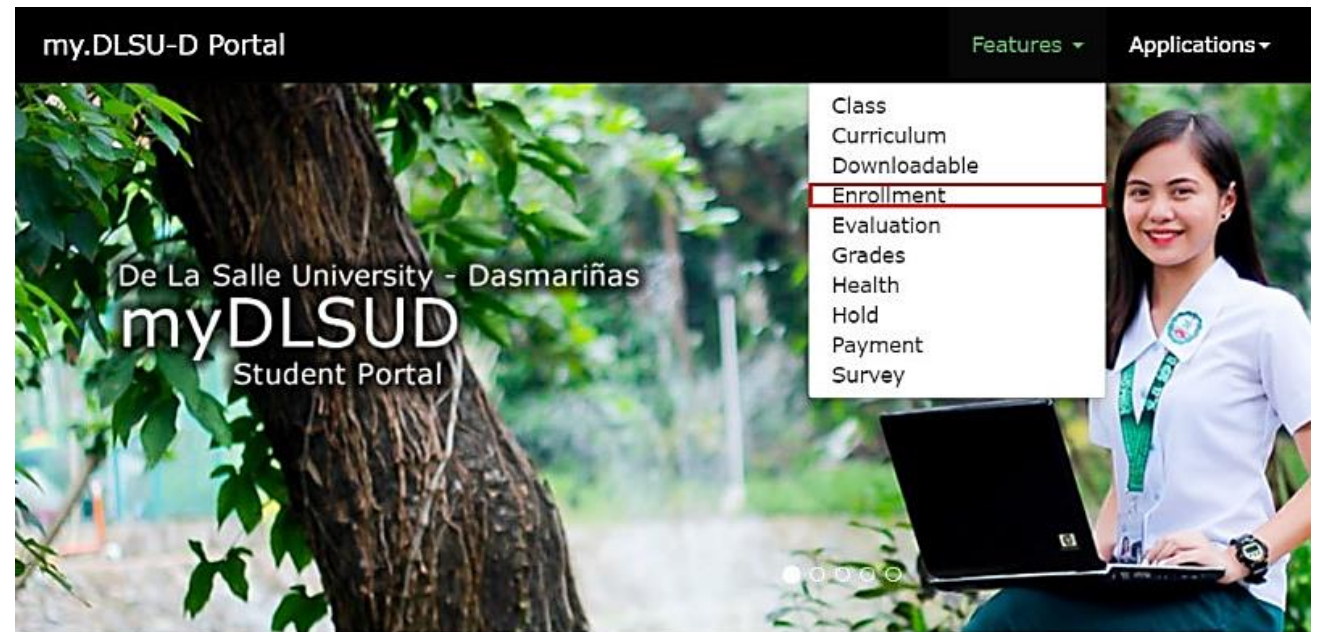
1. Read the **DLSU-D Data Privacy Statement**.

2. Navigate to the bottom of the page, click agree and submit consent.

Online Enrollment (OnE)

1. On the **Homepage,** click **Features** menu and select **Enrollmen**t.

STEP **8**

Online Enrollment (OnE)

1. Read the **Enrollment Terms and Conditions**. Put a check on the box that confirms you have read the terms, then click **Accept.**

Please read the Enrollment Terms and Conditions:

With the new enrollment procedure, the following conditions are added for clarification:

1.   Payments will be posted within five (5) working days. This also holds for late enrollment. Further, only students who accomplish this provision will be considered OFFICIALLY ENROLLED.

2.   Students will print the Official Certificate of Registration (COR) through Online Enrollment.

☑ **I have read and understood the above terms and conditions.**

[Accept]   [Decline]

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De La Salle University - Dasmariñas DBB-B City of Dasmariñas Cavite Philippines 4115

STEP 9

Pre-registration @ OnE

1. You need to pre-register. Click the **Pre-registration** Button

STEP 10

Pre-registration @ OnE

Online Enrollment
De La Salle University - Dasmariñas

Step 1 of 1: Pre-register

Instructions: hide

1.1: Double check your subject/s to be taken(Advised Subjects).
1.2: To reserve subject, click the **"Reserve" button.**
1.3: Finally, click the **"View PreReg Subjects" link** to check your reserved subjects.
1.4: For **queries**, please proceed to **Counter 1** of the Registrar's Office.

PreRegistration

Advised Subjects

CourseCode	SectCode	CourseTitle	Units	From	To	Days	Room	A.Slot
SBPP111L	TV11	BREAD AND PASTRY PRODUCTION (NCII)	4.00	830	1130	T	FOOD LAB 1	50
SCHV111	TV11	CHRISTIAN VALUES I	2.00	1230	1430	M	JHS227	50
SCL111	TV11	EARTH AND LIFE SCIENCE	4.00	700	830	MW	JHS232	50
SCOM111L	TV11	EMPOWERMENT TECHNOLOGIES (FOR THE STRAND)	4.00	700	830	TH	JHS COMP LAB 2	50
SENG111	TV11	ORAL COMMUNICATION	4.00	830	1000	M	JHS226	50
SENG111	TV11	ORAL COMMUNICATION	4.00	1300	1430	H	JHS229	50
SFBS111L	TV11	FOOD AND BEVERAGE SERVICES (NCII)	4.00	1300	1600	T	FOOD LAB 1	50
SFIL111	TV11	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG	4.00	830	1130	W	JHS121	50
SHOM111	TV11	HOMEROOM	0.00	1000	1100	M	JHS245	50
SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND T	4.00	1430	1600	M	JHS228	50
SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND T	4.00	1300	1430	W	JHS236	50
SMAT111	TV11	GENERAL MATHEMATICS	4.00	1600	1730	M	JHS228	50
SMAT111	TV11	GENERAL MATHEMATICS	4.00	1430	1600	H	JHS239	50
SPEH111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	H	JHS COURT 1	50
STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA	50
STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA	50

--- Nothing Follows ---

Total Units: 41.0   **Max Units Allowed: 41 Deload Units: 0**

- Subject Cancelled (Prerequisite subject failed or subject already taken)
- Subject Available
- Subject Closed

| Plot Schedule

Reserve

View Suggested Subjects

Account Information
SENIOR HIGH SCHOOL

Change Password
Logout

TVL11
200000055

Transaction
First Semester,SY 2020-2021

- Pre Registration
- Registration
- Petition a Subject
- Payment
- Subject Inquiry

Need Help
- OnE Manual
- Contact Us
- FAQ

1. Click **"Reserve"** button to be assured of a slot for each subject.

* This link shows the list of Advised Subjects. Check the color scheme for the cancelled, available, and closed subjects.

STEP **11**

Pre-registration @ OnE

1. After reserving the subjects, this line will appear **"Pre-Registration Completed".**

*View your pre-registered subjects by clicking **"View PreReg Subjects"** link.

You can also check whether there are conflicts in your class schedule. Just click the **"Plot Schedule"** link.

STEP**12**

Registration @ OnE

1. After reserving the subjects you intend to enroll in, this remark will appear: "Pre-registration Completed."

2. To register, click the **"Proceed to Registration"** button or "Registration" Link.

Registration @ OnE

1. Check the pre-registered subjects that will appear on the screen.

2. Choose preferred payment scheme. **(Full or Installment)**

3. Click the **"Registration"** button.

Intensive Units: 0.0	Non Academic Units: (0.0)
Total Units: 41.00	Max Units Allowed: 41 Deload Units: 0

Choose Payment Scheme

○ Full

◉ Installment

Note: If you want to choose Salary Deduction as payment scheme, please choose the "Installment" option.

Projected Assessment

Fee	Amount
Tuition	46043.00
Misc	4873.05
Other	8450.00
CompLabFee	400.00
TLE/HE Lab.	1200.00
Installment Fee/Disc	0.00

Total Assessment: 60,966.05	Payment Upon Enrollment: 24,386.42
Number of Installments: 3	Payment for Midterm: 18,289.82
	Payment for Finals: 18,289.82

Registration

STEP**14**

Registration @ OnE

Fee	Amount	Upon Enrollment
Tuition	46043.00	24,386.42
Misc	4873.05	
Other	8450.00	
CompLabFee	400.00	
TLE/HE Lab.	1200.00	

Total: 60,966.05		Midterm: 18,289.82
Payment Scheme: INSTALLMENT	No.of Installments: 3	Finals: 18,289.82

Reminders

1. Dropping subject/s(No Refund) are not covered by OnE. Go to the High School Registrar's Office for manual transaction (JHS Complex);

☑ **I have read and understood the above reminders.**
Proceed to Payment

Print Confirmation Slip

View Posted Trans 1 | Trans 2 | Trans 3

1. Read the reminders first then check the box with the statement: **"I have read and understood the above reminders".**

2. Click **"Proceed to Payment"** link if you wish to pay online credit card. Click **"Print Confirmation Slip"** to print the Confirmation Slip if you want to pay through accredited payment centers.

STEP **15**

Registration @ OnE

Senior High School
Online Enrollment
Confimation Receipt

21

Student No.: 200000055   TransNo.: 1

Name:

Program Code/Year Level/Section: TVL11

Date Registered: 4/21/2020 6:15:05 PM

Total Assessment: 65,609.00

Upon Enrollment: 26,243.60   Payment Scheme: INSTALLMENT
Midterm: 19,682.70   No. of Installment: 3
Finals: 19,682.70

1MMB4100BEBC237656090110421612P

NOTES:
1. Please present this confirmation receipt upon payment.
2. Payments will be entertained at Counter 14-16 (Ayuntamiento) and any of the following payment centers: (Please use student ID# as reference number & DLSU-Dasmariñas as merchants name)

SM Bills Payment (Cavite Area Only)	Metrobank Bills Payment
BPI Bills Payment	Union Bank Bills Payment

3. Your transaction will be posted within 5 working days after payment date. In case your transaction is not yet posted after five working days, please verify with the Finance & Accounting Office if your payment has been received.
4. Full payment upon enrollment is entitled to 4% rebate on tuition fee only to be credited to the next semester's enrollment.
5. For installment basis, outstanding balances should be paid before the final exam to avoid penalties.
6. Penalties will be applied to the total unpaid balance after day one (1) of the final exam period.
7. Payment Scheme
   a. Full payment upon enrollment
   b. Installment
     For Regular Semester:
      40% Due upon enrollment
      30% Due on or before Midterm Exam
      30% Due on or before Final Exam
8. Student is considered OFFICIALLY ENROLLED if payment of 26,243.60 has been made on or before 01/10/2020.

Last day of Payment: **01/10/2020**   Print

* Sample **Confirmation Receipt**

See payment instructions and accredited payment centers.

Schedule of payment is also included for installment payment scheme.

STEP **16**

Online Payment @ OnE

✱ Register your transaction before proceeding to payment.

You may pay through the following:

- ❑ **BPI Bills Payment** (over-the-counter & internet banking)
- ❑ **Metrobank Bills Payment** (over-the-counter & internet banking)
- ❑ **Unionbank Bills Payment** (over-the-counter & internet banking)
- ❑ **SM Bills Payment** (Cavite area only)
- ❑ **Online credit card**

If paying through **ONLINE CREDIT CARD**, choose **Payment Description**

1. To pay, enter the amount to be paid and click **Next**.

Online Enrollment
De La Salle University - Dasmariñas

Instructions: hide
1.1. **Register your transaction** before proceeding to payment.
1.2. Choose **payment description**.
1.3. If the amount you wish to pay is higher than the minimum amount required, please **input amount.**
1.4. Click **next.**

Credit Card Payment for Tuition Fee

Payment Description   UPON ENROLLMENT

Amount in PHP   26244 .00

Next >>

Note: Only those with registered transaction can pay using this system.

STEP **17**

Online Payment @ OnE

1. Read the Terms and Conditions

2. Check **"I have read and accept the terms and conditions"**.

3. Click **Pay Now**

STEP **18**

Credit Card Payment Through BDO Gateway

Select your preferred payment method

masterpass >

Learn More

1. Choose and click the logo of your credit card that you will use for your current payment

AMERICAN EXPRESS

MasterCard

JCB

VISA

STEP 18

Credit Card Payment Through BDO Gateway

You will be directed to supply other information to complete your payment.
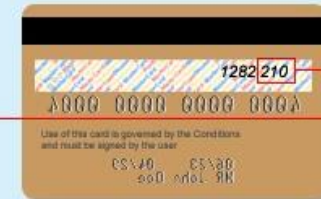
1. Input your credit card details and click **Pay.**

2. Wait for confirmation

Generate the Certification of Registration (COR)

1. Once payment is done and posted by the Accounting Office, generate the COR from your student portal account (OnE system)

De La Salle University - Dasmariñas
Senior High School Department

OFFICIAL CERTIFICATE OF REGISTRATION

TransNo.: 1

Student No.: 200000055   Gender: Female

Program Code/Year Level/Section: TVL11   Department: SHS   Sem/Term: First   SY: 2020 - 2021

Class ID	Course Code	Sect Code	Course Title	Units	From	To	Days	Room
277	SBPP111L	TV11	BREAD AND PASTRY PRODUCTION (NCII)	4.00	830	1130	T	FOOD LAB 1
278	SCHV111	TV11	CHRISTIAN VALUES I	2.00	1230	1430	M	JHS227
279	SCL111	TV11	EARTH AND LIFE SCIENCE	4.00	700	830	MW	JHS232
280	SCOM111L	TV11	EMPOWERMENT TECHNOLOGIES (FOR THE STRAND)	4.00	700	830	TH	JHS COMP LAB 2
281	SENG111	TV11	ORAL COMMUNICATION	4.00	1300	1430	H	JHS229
281	SENG111	TV11	ORAL COMMUNICATION	4.00	830	1000	M	JHS226
282	SFBS111L	TV11	FOOD AND BEVERAGE SERVICES (NCII)	4.00	1300	1600	T	FOOD LAB 1
283	SFIL111	TV11	KOMUNIKASYON AT PANANALIKSIK SA WIKA AT KULTURANG FILIPINO	4.00	830	1130	W	JHS121
284	SHOM111	TV11	HOMEROOM	0.00	1000	1100	M	JHS245
285	SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND THE WORLD	4.00	1430	1600	M	JHS228
285	SLIT111	TV11	21ST CENTURY LITERATURE FROM THE PHILIPPINES AND THE WORLD	4.00	1300	1430	W	JHS236
286	SMAT111	TV11	GENERAL MATHEMATICS	4.00	1430	1600	H	JHS239
286	SMAT111	TV11	GENERAL MATHEMATICS	4.00	1600	1730	M	JHS228
287	SPEH111	TV11	PHYSICAL EDUCATION AND HEALTH 1	1.00	1630	1730	H	JHS COURT 1
288	STPS111	TV11	TOURISM PROMOTION SERVICES (NCII)	4.00	830	1130	H	TBA
289	STVE111	TV11	ELECTIVE	2.00	1430	1630	W	TBA

*** Nothing Follows ***

Total Units: 41.00

Intensive Units: 0.0
Non Academic Units: 0.0

Assessment

Fee	Amount
Tuition	48339.00
Misc	5120.00
Other	10250.00
CompLabFee	500.00
TLE/HE Lab.	1400.00

Total: 65,609.00   Upon Enrollment: 26,243.60

Payment Scheme: INSTALLMENT   Midterm: 19,682.70

No. of Installment: 3   Finals: 19,682.70

NOTE: The above schedule/fee may change without prior notice.

Payment Scheme
   a. Full payment upon enrollment
   b. Installment
     For Regular Semester: For Summer enrollment:
     40% Due upon enrollment   50% Due upon enrollment
     30% Due on or before Midterm Exam   50% Due on or before Midterm Exam
     30% Due on or before Final Exam

Name: .

Program Code/Year Level/Section: TVL11   Sem/Term: First   SY: 2020 - 2021

TransNo.: 1

Total Assessment: 65,609.00

Student No.: 200000055

STEP 20

DLsU-D High School

SUBMISSION OF DOCUMENTARY REQUIREMENTS

Once office transactions resume, **SUBMIT** the following documents to

CENTER FOR ADMISSIONS AND SCHOLARSHIPS (CONFIRMATION COUNTER)

✅ Accomplished and duly signed **promissory note**
(downloadable from the Admissions Portal)

✅ Original copy of official **report card or Form 138**
(Grade 10 report card with final grading)

✅ Original copy of **Certificate of Good Moral Character** from the current school

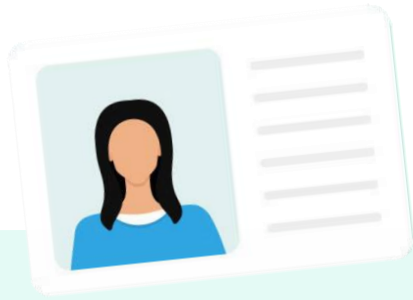✅ Photocopy of **PSA authenticated birth certificate** for Filipino student-applicant

SUBMISSION DEADLINE : SEPTEMBER 11, 2020

✉ **admission@dlsud.edu.ph** **ohsregistrar@dlsud.edu.ph**

DLsU-D High School

Please wait for further announcement regarding the new schedule

Processing of
School ID

Physical Examination
(Incoming Grade 10 & Senior High School)

MAY 26 - JULY 31
POSTPONED

Purchasing of
school uniform

ohsregistrar@dlsud.edu.ph

www.dlsud.edu.ph