DLSU-D Senior High School

Online Enrollment Procedure

www.dlsud.edu.ph
1. Go to DLSU-D Admission Portal:

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.
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**

2. Copy and paste the following credentials to the Sign Up page.
   - **Activation Code**: C6978B**** (For my.DLSU-D Student and Guardian Portal sign up)
3. Click Create Account
4. Log on to your my.DLSU-D Student Portal 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@dlsu.edu.ph.

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

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.dlsu.edu.ph/mydlsu/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@dlsu.edu.ph.
1. Visit the university website: www.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:


2. Click the “Sign Up” button.
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.
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 your password.*
1. After doing so, you will view the account creation confirmation. Navigate to the Log in page to log on to your account.
Online Enrollment (OnE)

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

2. Log in to your account.
1. Read the DLSU-D Data Privacy Statement.

2. Navigate to the bottom of the page, click agree and submit consent.
1. On the **Homepage**, click **Features** menu and select **Enrollment**.
1. Read the **Enrollment Terms and Conditions**. Put a check on the box that confirms you have read the terms, then click **Accept**.
1. You need to pre-register. Click the Pre-registration Button
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.*
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.
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.
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.
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.
Sample **Confirmation Receipt**

See payment instructions and accredited payment centers.

Schedule of payment is also included for installment payment scheme.

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**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 & DLU-Dasmarinas as merchants name)

<table>
<thead>
<tr>
<th>SM Bills Payment (Cavite Area Only)</th>
<th>Metrobank Bills Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPI Bills Payment</td>
<td>Union Bank Bills Payment</td>
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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 a 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
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**.
1. Read the Terms and Conditions

2. Check “I have read and accept the terms and conditions”.

3. Click Pay Now
Credit Card Payment Through BDO Gateway

1. Choose and click the logo of your credit card that you will use for your current payment
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.
1. Once payment is done and posted by the Accounting Office, generate the COR from your student portal account (OnE system)
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
Please wait for further announcement regarding the new schedule.

Processing of School ID

Physical Examination
(Incoming Grade 10 & Senior High School)

Purchasing of school uniform

MAY 26 - JULY 31
POSTPONED

DLsU-D High School

ohsregistrar@dlsud.edu.ph
www.dlsud.edu.ph