Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
Main Campus, Sogod, Southern Leyte
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GUIDES IN USING THE ONLINE ENROLMENT SYSTEM

HOW TO REGISTER AN ACCOUNT TO STUDENT INFORMATION SYSTEM (SIS).

For new students

1. You will receive an SMS notification with your "**Student Number**" and "**Kiosk Password**". (just wait patiently)
2. Open the URL/Page using a browser (e.g. Google Chrome).
   URL for Main Campus
   http://studentis.slsuonline.edu.ph

   URL for Hinunangan Campus
   http://student.hinunangan.slsuonline.edu.ph

3. Enter your Student Number to StudentNo field and Kiosk Password to Password Field.
4. "**Accept**" the Registrar's Office Privacy Notice to continue login.
5. You will be redirected to "Require Password Change" to register your SIS Password.
6. Enter your password to "Password" and "Retype Password" fields.
7. If your contact number is no longer active or you had changed your registered Contact Number, update the value on "Contact No".
8. Provide your Email Address (optional) if you have.
9. Click "Save New Password"
10. Once you will see this message
    Success: Password changed successfully. Kindly refresh this page if you are done. Thank you.

    Press the key "F5" or right click the page and select "Refresh" or "Reload" to continue to "Home Page"

    END

    Note: You will receive an SMS notification once SIS registration is successful.
       "Kiosk Password" will no longer be valid once registration to SIS is successful.
       You can also use your BirthDate if case you have no KIOSK PASSWORD
         Format: mmddyyyy
         Example: 04241986

For old students

- **VIA TEXT MESSAGE**

  TYPE

     UPDATE PASSWORD **YourPassword**

  SEND TO

     Main Campus: **09973716543**
     Hinunangan Campus: **09985926614** or **09985926613**

- **VIA ONLINE**

  1. Open the URL/Page using a browser (e.g. Google Chrome).
     URL for Main Campus
     http://studentis.slsuonline.edu.ph

     URL for Hinunangan Campus
     http://student.hinunangan.slsuonline.edu.ph

2. Select the link "Register an Account Online"
3. On the next page, enter your Student Number.
4. Click "Verify" button
5. Enter your password to "Password" and "Retype Password" fields.
6. If your contact number is no longer active or you had changed your registered Contact Number, update the value on "Contact No".
7. Answer the RANDOM security questions
8. Click "Save Account" button
9. Wait for the system to redirect you to the home page.

NOTE:

1. Password must be at least 8 characters in length.
2. Password must include at least one CAPITAL LETTER.
3. Password must include at least one SMALL LETTER.
4. Password must include at least one NUMBER.

HOW TO SHIFT PROGRAMS/SPECIALIZATION

Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
URL for Main Campus
http://studentis.slsuonline.edu.ph

URL for Hinunangan Campus
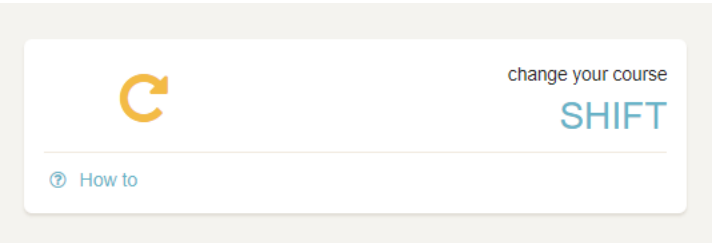http://student.hinunangan.slsuonline.edu.ph

Step 2: Login using your account
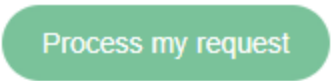
Step 3: for Desktop view

➢ Click on "Request" link
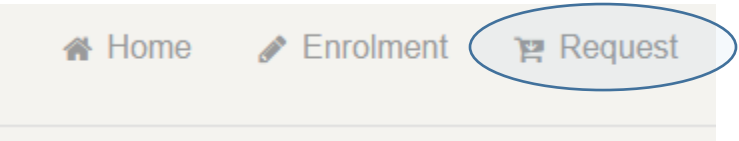
➢ Select "SHIFT" menu

➢ Fill-up required fields
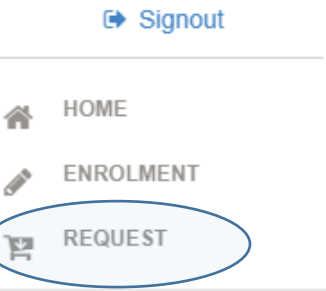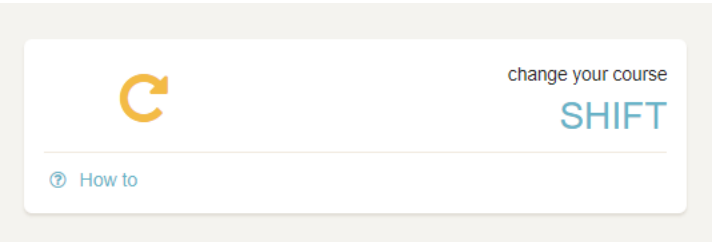➢ Click the button "Process my request"

For Mobile View

➢ Click the 3 horizontal bar found on the upper right corner of the page
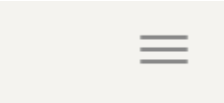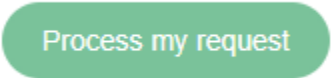

➢ Select "Request" link
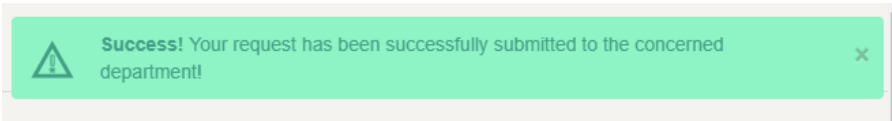

➢ Select "SHIFT" menu

➢ Fill-up the required fields

➢ Click the button "Process my request"

Step 4: You will see this notification once request in successful

MONITOR THE PROGRESS OF YOUR REQUEST (SHIFT)

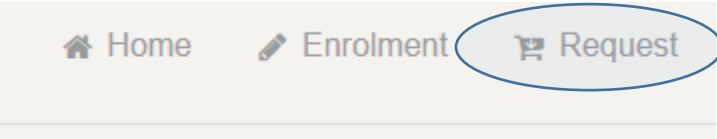Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
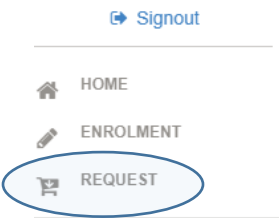URL for Main Campus
http://studentis.slsuonline.edu.ph

URL for Hinunangan Campus
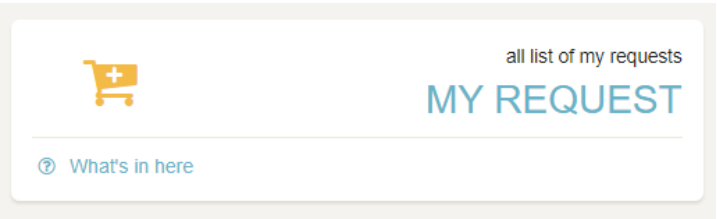http://student.hinunangan.slsuonline.edu.ph

Step 2: for Desktop view click "Request".

For Mobile view click ☰ and select "Request"

Step 3: Select "My Request" menu.

Step 4: You will see the status of your request

Step 5: You will receive an SMS notification on the status of your request.

Available status

Pending – not yet process
Disapproved – Department did not grant your request
Approved Current – Current Department approved your request
Unaccepted – Desired Department did not accept your request
Approved Desired – successful shifting of program

END

Note: If you have already done encoding your subjects, system will deny your request.

HOW TO REQUEST A SUBJECT(S)

Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
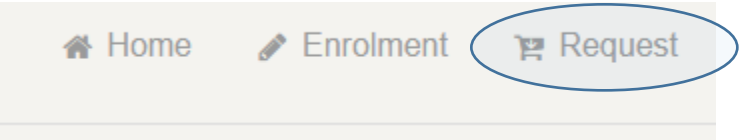URL for Main Campus
http://studentis.slsuonline.edu.ph

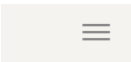URL for Hinunangan Campus
http://student.hinunangan.slsuonline.edu.ph
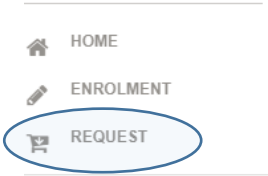
Step 2: Login using your account
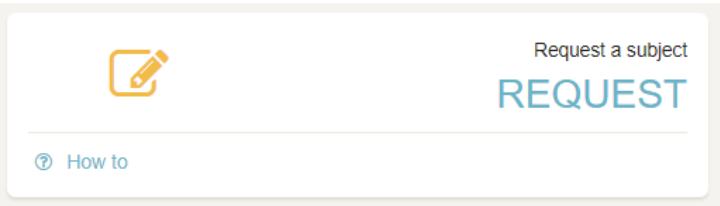
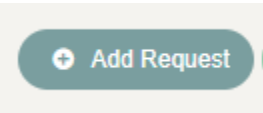Step 3: for Desktop view

➢ Click on "Request" link

For Mobile view

➢ Click [≡] and select

➢ Select "Request" menu

Step 4: If subject is not yet requested, click the "Add Request" button

➢ Select subject(s) you want to request

Please select subject(s) to request	5/48 Values accepted
AT 111 (Engine Overhauling and Performance Testing)	OHS 111 (Occupational Health and Safety)
ID 111 (Industrial Drawing 1 (w/ CAD 2D))	CS 111 (Introduction to Information Technology)
GE-SS 101 (Understanding the Self (with GAD))	GE-Math 101 (Mathematics in the Modern World)
GE-SS 104 (Readings in Philippine History)	GeE 111 (Living in the IT Era)
GE-SS 201 (Contemporary World (with ASEAN Integration))	AT 123 (Body Management and Underchassis/Electronic Control System)
PE 101 (Self-Testing Activities)	
NSTP 101 (Civic Welfare Training Service 1)	
NSTP 101 (ROTC 1)	
AT 122 (Power Train, Conversion System)	
ID 122 (Industrial Drawing 2 (w/ CAD 3D))	
CS 122 (Computer Programming 1)	
GE-Sci 101 (Science, Technology and Society (with Climate Change and DRRM))	
GE-Eng 201 (Purposive Communication)	

➢ Fill-up all required fields

If the subject is already requested

➢ Click the **+** found on the list and follow the on screen instructions.

Step 5: Click the "Save my request button"

MONITOR THE PROGRESS OF YOUR REQUESTED SUBJECT

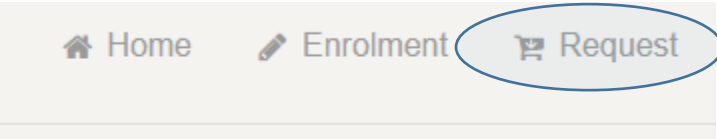Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
URL for Main Campus
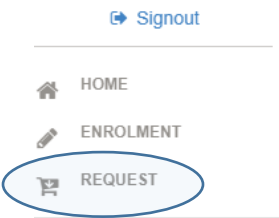http://studentis.slsuonline.edu.ph

URL for Hinunangan Campus
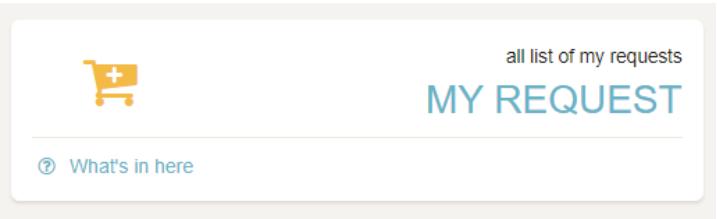http://student.hinunangan.slsuonline.edu.ph

Step 2: for Desktop view click "Request".

For Mobile view click and select "Request"

Step 3: Select "My Request" menu.

Step 4: You will see the status of your request

Status	Subject	Schedule	ContactNos	Reason	Date/Time Transaction
Pending	AT 123 (Body Management and)	TBA	09773245808	rtertre	2020-07-23 14:34:19
Pending	OHS 111 (Occupational Health)	TBA	09773245808	rtertre	2020-07-23 14:34:18
Pending	CS 111 (Introduction to Info)	TBA	09773245808	rtertre	2020-07-23 14:34:18
Pending	GE-Math 101 (Mathematics in the M)	TBA	09773245808	rtertre	2020-07-23 14:34:18
Pending	GeE 111 (Living in the IT Era)	TBA	09773245808	rtertre	2020-07-23 14:34:18

Step 5: You will receive an SMS notification on the status of your request.

Available status

Pending – not yet process
Disapproved – Department did not grant your request
Approved – Subject will be offered

HOW TO ENROL

Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
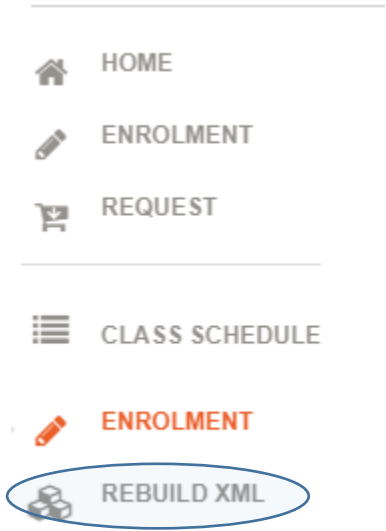URL for Main Campus
http://studentis.slsuonline.edu.ph

URL for Hinunangan Campus
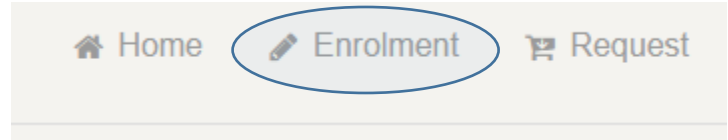http://student.hinunangan.slsuonline.edu.ph

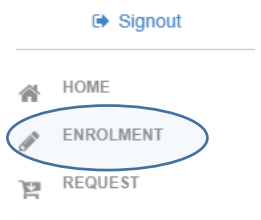Step 2: Login using your account

Step 3: if it is your first time, using the enrolment link, click "Rebuild XML" to refresh your data

Step 4: for Desktop view click "Enrolment".

For Mobile view click [≡] and select "Enrolment"

Step 5: Select the subject and schedule you want to enroll

Step 6: Click the 🛒 (cart icon) inline of the selected schedule to

Check All		Third Year - 1st Semester		
The Entrepreneurial ...	3	BIT-3-A-3 (TBA) Size: 2/35	🛒 AST 315	0
Technology Research ...	3	CREDITED	👍 InduTech 315	1
Human Resource Manag...	3		🛒 InduTech 316	0
Industrial Psycholog...	3		🛒 InduTech 317	0
Quality Control	3		🛒 InduTech 318	0

Color will turn green after clicking 🛒

Check All		Third Year - 1st Semester		
The Entrepreneurial ...	3	BIT-3-A-3 (TBA) Size: 0/35	✔ AST 315	1
Technology Research ...	3	CREDITED	👍 InduTech 315	1
Human Resource Manag...	3	BIT-3-A-6 (TBA) Size: 0/35	✔ InduTech 316	1
Industrial Psycholog...	3	BIT-3-A-7 (TBA) Size: 0/35	✔ InduTech 317	1

Step 7: if you're are done selecting schedules click the floating cart icon to view the summary of selected subjects with schedules.

0
0 🛒 3
0

Step 8: If you want to remove a subject click 🗑 (delete icon)

🛒 Wishlist summary

⚠ WARNING. You have an unfinished enrolment that needs your attention! Records will be automatically deleted after 5 days from the date you encoded your subject.

#		Code	CourseNo	Description	Schedule	UNITS
1	🗑	BIT-3-A-3	AST 315	The Entrepreneurial Mind		3
2	🗑	BIT-3-A-6	InduTech 316	Human Resource Management		3
3	🗑	BIT-3-A-7	InduTech 317	Industrial Psychology		3
					Total Units Enrolled:	9

🛒 Proceed to checkout   Cancel

Step 9: Once everything is set, click the button "Proceed to checkout" to end encoding your subject with schedules or "Cancel" to change.

🛒 Proceed to checkout   Cancel
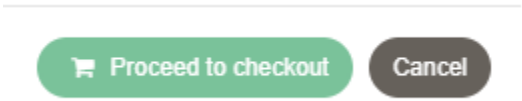
HOW TO MONITOR THE PROGRESS OF YOUR ENROLMENT

Step 1: Open the URL/Page using a browser (e.g. Google Chrome).
URL for Main Campus
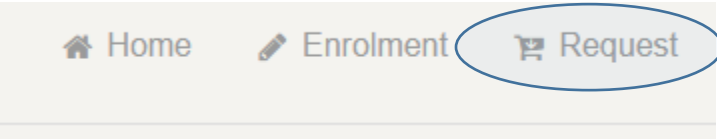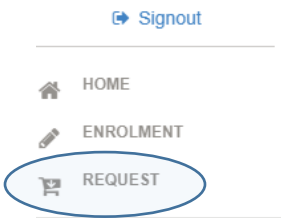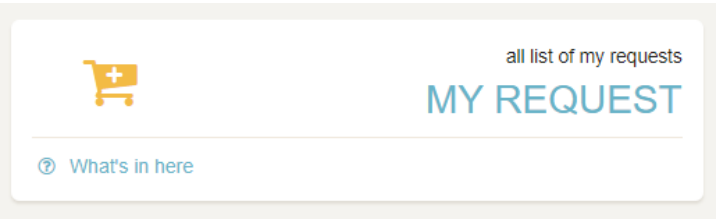http://studentis.slsuonline.edu.ph

URL for Hinunangan Campus
http://student.hinunangan.slsuonline.edu.ph

Step 2: for Desktop view click "Request".

🏠 Home   ✏ Enrolment   🛒 Request

For Mobile view click ☰ and select "Request"

➔ Signout

🏠 HOME

✏ ENROLMENT

🛒 REQUEST

Step 3: Select "My Request" menu.

🛒⁺   all list of my requests
MY REQUEST

⑦ What's in here

Step 4: You will see the status of your request

ENROLMENT(**VALIDATED**)

1	2	3	4	5	6
Encode	Check-Out	Department	FHE	Cashier	Registrar
Date: 2020-07-23	Date: 2020-07-23	Date: 2009-01-01	N/A	Sunod	Date: 0000-00-00

	TES?	Course/Major	Date Encoded	# of Subject	Total Units
🖨	NO	BIT - Automotive	2020-07-23	3	9

Course No	Course Title	Schedule	Units
AST 315	The Entrepreneurial Mind	BIT-3-A-3 (TBA)	3
InduTech 316	Human Resource Management	BIT-3-A-6 (TBA)	3
InduTech 317	Industrial Psychology	BIT-3-A-7 (TBA)	

+ 🖨

Step 5: Once validated, you can print a copy of your ORF and Assessment by click

Legend:

Succesfull Process

Disapproved/Not Validate