

# How to enroll online? Five easy steps:

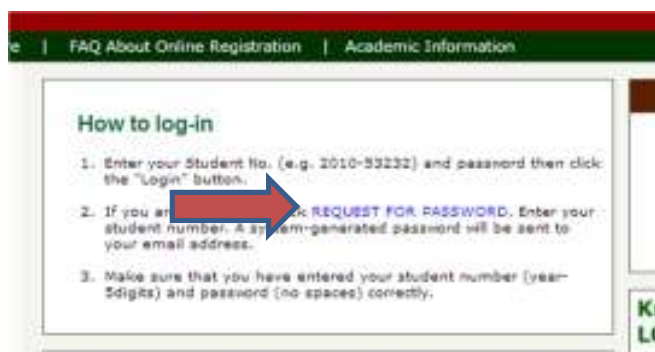
## 1. Login to the Student Portal

Visit the UPOU website [www@upou.edu.ph](http://www.upou.edu.ph) and click on the link to Student Portal located on the right side of the homepage **OR** copy and paste this URL <http://www.oursys.info/student/> or <http://our.upou.edu.ph/student/>



## 2. Request for a new password

Click on the "Request for Password" link on the homepage of the Student Portal and enter your student number. Check your email for the system-generated password. Use this password when logging in on the Student Portal.



1. Click the Online Registration System (ORS) link and select courses to enroll

Once logged in, click on the Online Registration System (ORS).



Select the term and select courses by clicking the course name. For new students, refer to the recommended courses posted on the Student Portal or seek advice from your Program Chair. System automatically displays the assessment of fees once courses are selected.



#### 4. Pay your fees and upload proof of payment

Pay your fees through your preferred payment facility. Get your copy of the bank-validated slip/credit card transaction slip/official receipt. Upload a scanned copy/digital image of the payment slip to complete your enrollment.

The screenshot shows the 'Online Registration System' interface for the University of the Philippines Open University. The user is logged in as PERCIA SECRETO. The page displays the following information:

- Student Information:** Student No. 1990-44514, Batch 2014-1, Citizenship: Filipino, Program: Diploma in Computer Science (DCS), Admission Status: [Blank]
- TERM:** 1st Semester 2014-2015
- Registration Status:** IN-PROCESS
- Payment Options and Procedures:** Online Payments, Terms and Conditions for Online Credit Card Payments, and various payment methods (BDO Gateway, JCB, American Express, MasterCard, VISA).
- Assessment Table:**

Course	Units	Particular	Amount
CMSC 201	3.00	Deposit	100.00
CMSC 202	3.00	Enrollment Fee	30.00
TOTAL	6.00		130.00
OTHER FEES			
		Inst. Materials Fee	200.00
		Miscellaneous Fee	2,000.00
		Tuition Fee	6,000.00
		<b>Total</b>	<b>8,460.00</b>
- Total Amount:** PHP 8,460.00
- Action:** A red arrow points to a button labeled 'Click here to upload proof of payment.'

#### 5. Print your Form 5.

Wait for the confirmation of your enrollment. You can print your Form 5 as soon as your enrollment is confirmed. Students who pay their fees using the online payment option will receive an automatic confirmation of enrollment.

University of the Philippines Open University  
**UPOU FORM 5: Online Registration Form**  
 Date Printed: 31 July 2014 07:52:09 AM

<b>Registration No.</b>	201410016105	<b>Semester</b>	1st Semester 2014-2015
<b>Registration Status</b>	<b>ENROLLED</b>	<b>Program</b>	Diploma in Computer Science
<b>Date</b>	30 July 2014	<b>Major</b>	
<b>Name</b>	SECRETO, PERCIA	<b>L. Center</b>	UPOUVLC, Offshore
<b>Student No.</b>	1990-44514	<b>Batch</b>	2014-1
<b>Gender</b>	Female	<b>Scholarship</b>	PAYING
<b>Birthdate</b>	0000-00-00	<b>Course/s</b>	
<b>Civil Status</b>	Single	CMSC 201	3.00
<b>Nationality</b>	Filipino	CMSC 202	3.00
<b>E-mail</b>	registration@upou.edu.ph	<b>TOTAL</b>	<b>6.00</b>
<b>PHILIPPINE ADDRESS</b>		<b>Assessment</b>	<b>Amount</b>
<b>Home Address</b>	Cocoland Village San Pablo City, Laguna	Entrance Fee	30.00
		Tuition Fee	6,000.00
		ID	130.00
		Inst. Materials Fee	200.00
		Deposit	100.00
		Miscellaneous Fee	2,000.00
		<b>TOTAL</b>	<b>8,460.00</b>
		<b>Amount Paid</b>	<b>8,460.00</b>
		<b>Paid thru</b>	PNB