How to enroll online? Five easy steps:

1. **Login to the Student Portal**

   Visit the Office of the University Registrar (OUR) microsite our.upou.edu.ph/ourweb/ and click the **Sign-in to AIMS Student Portal** icon located on the right side of the homepage OR copy and paste this URL 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.

![Image of online registration system]

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.

![Image of Form 5]