

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.



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 displays the 'Online Registration System' interface for the University of the Philippines Open University. It includes a student profile for PERCIA SECRETO, a course selection table, and a payment summary table. A red arrow points to a button labeled 'Click here to upload proof of payment.'

Course	Units	Particular	Amount
CMSC 201	3.00	Deposit	100.00
CMSC 202	3.00	Entrance Fee	30.00
		ID	130.00
TOTAL	6.00		

Particular	Amount
Total	8,460.00

Total Amount: Php 8,460.00

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

Registration No.	201410016105	Semester	1st Semester 2014-2015
Registration Status	ENROLLED	Program	Diploma in Computer Science
Date	30 July 2014	Major	
		L. Center	UPOUVLC, Offshore
		Batch	2014-1
		Scholarship	PAYING

Name	SECRETO, PERCIA
Student No.	1990-44514
Gender	Female
Birthdate	0000-00-00
Civil Status	Single
Nationality	Filipino
E-mail	registration@upou.edu.ph

PHILIPPINE ADDRESS	
Home Address	Cocoland Village San Pablo City, Laguna

Course/s	Units
CMSC 201	3.00
CMSC 202	3.00
TOTAL	6.00

Assessment	Amount
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
TOTAL	8,460.00
Amount Paid	8,460.00
Paid thru	PHB