CSBLIFE/ Ordev Registration System

Frequently Asked Question “FAQ”
Document History

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<td>16 June 2011</td>
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<td>21 June 2011</td>
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1. **Which website do I start with?**
   For students and faculty of ORDEV C class:
   To access OrdevReg System, you have to open a web browser with this URL: [http://www.dls-csb.edu.ph/ordevreg](http://www.dls-csb.edu.ph/ordevreg).

   For students and faculty of CSBLIFE and ORDEV A & B class:
   To access CSBLIFE System, you have to open a web browser with this URL: [http://www.dls-csb.edu.ph/csblife](http://www.dls-csb.edu.ph/csblife).

2. **Is there a required browser to access this website?**
   None. You may use Mozilla Firefox or Internet Explorer.

3. **What do users need to be able to access the website online?**
   To access website online, users should have an activated InfoNet account.

4. **I forgot my password. What do I do?**
   You can ask assistance from ITD Service Desk regarding your InfoNet account.

5. **I tried to login, but an error occurred (Please check your username and password.)? What does this mean?**
   You may contact ITD Service Desk so ITD (c/o ISPC) can check your username and access to the website.

   TAFT : 526-7441 loc 272 / 112
   AKIC : 523-8888 loc 272 / 251
   SDA : 536-6752 loc 272 / 112

6. **Can I access this online system at home or outside CSB using other internet service provider (ISP)?**
   Yes.

7. **What if I need to have an access to the system, what do I do?**
   For ORDEV C users, you may course through your request to have an access to OrdevReg System to Ms. Vanessa L. Agriz of CPO.

   For CSBLIFE/ ORDEV A & B users, you may course through your request to have an access to CSBLIFE System to Mr. Neilvin Navarrete of DSL.

8. **Why do I need to pre-register online? (For ORDEV C)**
   So you can reserve a slot (seat). This is also for CPO to know how many the expected participants are.

9. **What does “Chance” in pre-registration mean? (For ORDEV C)**
   “Chance” means that you are second priority in terms of slot (seat). First priority participants are the “Registered” ones.
10. **When can I pre-register for ORDEV C sessions?**
   Registration period is indicated in the OrdevReg System.

11. **I tried to pre-register but an error occurred (Maximum of 3 Sessions. Register not allowed.). What does this mean? (For ORDEV C)**
   It means that you are allowed to pre-register up to maximum of three (3) activities only. This is so the others can pre-register for the activity.

12. **What if I failed to attend the activity I pre-registered in, am I still allowed to pre-register for another activity? (For ORDEV C)**
   Yes, as long as you have not yet reached the maximum of three (3) pre-registered activities.

13. **If I de-register, will it be deducted in the number of my pre-registered activities? (For ORDEV C)**
   Yes.

14. **The pre-registration is ongoing but I can no longer pre-register. What does this mean? (For ORDEV C)**
   This could be because the maximum number of participants has been reached, or you have reached the maximum of three activities.

15. **I was not able to pre-register online. Can I still attend the activity? (For ORDEV C)**
   Yes. You can attend as walk-in, but you will be considered as third priority in terms of slot (seat). (First priority is “Registered”, Second priority is “Chance”, and third priority is “Walk-in”).

16. **How will I know if an activity is ORDEV C?**
   ORDEV C activities are listed in OrdevReg System. Please note that only activities listed in the system are considered ORDEV C activity/ ORDEV C accredited.

17. **I attended an activity but I can not view it in my attendance. What do I do? (For ORDEV C)**
   You may inquire at CPO c/o Ms. Vanessa L. Agriz to confirm if the activity is ORDEV C, or you were credited for that particular activity.

18. **How soon can I view my attendance? (For ORDEV C)**
   Attendance will be posted in five (5) working days after the activity, or as indicated by CPO.