User’s Manual
Parents Portal System

Version 1.0

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<th>Version</th>
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<tr>
<td>9/12/2012</td>
<td>1.0</td>
<td>Parents Portal System User’s Manual</td>
<td>Goldelin P. Cabiltes</td>
</tr>
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1. How to View the Student Grades

1.1 Register an Account.

Steps on how to register an account:

1.1.1 Open your browser and type [http://www.benilde.edu.ph/parents](http://www.benilde.edu.ph/parents)

1.1.2 Click “New User? (create account)” link in Parents Portal System Login Page.
1.1.3 Enter the necessary information, then click “Create” button.

**CREATE YOUR ACCOUNT**

Please enter all the necessary information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Note: This email will be your Account to login

**Birthdate**

<table>
<thead>
<tr>
<th>mm</th>
<th>dd</th>
<th>yyyy</th>
</tr>
</thead>
</table>

Create [Cancel]

*Figure 1.2 Create Your Account Page*

NOTE: Please remember the information you provided because they will be asked by the system when resetting password.

Note that Account Creation is successful once the system has displayed a message “Email Account created. An initial Password will be sent to your Email. Please use the Initial Password for your first login to this system.”

1.1.4 Upon successful Account Creation, get the **Initial Password** sent to your Email. You will use the Initial Password to login to Parents Portal System.
1.2 Login to Parents Portal System.

Steps on how to login to Parents Portal System:

1.2.1 Go to Parents Portal System Login Page [http://www.benilde.edu.ph/parents].

1.2.2 Enter your Email and Password.

Please note that if you have just created your account, enter the Initial Password sent to your Email.

![Parents Portal Login Page](image)

**Figure 1.3 Parents Portal Login Page**
1.2.3 Change your Password by entering your Old Password, New Password, and Re-enter New Password. Then, click “Save” button.

**CHANGE PASSWORD**

Select your new password and enter it below

| Old Password | : ********** |
| New Password | : ********** |
| Re-enter New Password | : ********** |

![Figure 1.4 Change Password Page](image)

Note that Password Change is successful once the system has displayed a message “Your New Password has been saved.” in Menu Page.

![Figure 1.5 Menu Page](image)
1.3 Subscribe to Student.

NOTE: You should subscribe to student before you can view his grades.

Steps on how to subscribe to student:

1.3.1 Click “Subscribe” button from Menu.

![Figure 1.6 Menu Page – Click Subscribe Button](image)

Note that the Official Receipt (O.R.) data should coincide with the student information. This 4-way validation will authenticate user’s association with the student.

Note that Subscription to Student is successful once the system has displayed a message “You are now subscribed to this student.”

To subscribe to another student, click “Subscribe” Button from Menu. (See Figure 1.6 Menu Page – Click Subscribe Button)

Prepared by:

Goldelin P. Cabiltes
Business Systems Analyst

Date:
1.3.3 To view the students you are subscribed to, click “View/Cancel Subscription” button from Menu.

![Menu Page – Click View/Cancel Subscription Button](image)

The system will bring you to View/Cancel Subscription Page. In this page, you can also cancel your subscription to student by clicking “Unsubscribe” button.

![View/Cancel Subscription Page](image)

To return to Menu Page, click “Back” button.

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Prepared by:

Goldelin P. Cabitelis
Business Systems Analyst

Date:
1.4 View Student Grades.

Steps on how to view student grades:

1.4.1 Click “View Grades” button from Menu.

1.4.2 Click “Show/Hide Grades” link to display or hide student grades.

**VIEW STUDENT GRADES**

The final grade is valid only if it tallies with the grade given on the official grading sheet posted/submitted to the Office of the Registrar.

For any record update, please contact the Office of the Registrar.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>4.0 Excellent</th>
<th>3.5 Superior</th>
<th>3.0 Very Good</th>
<th>2.5 Good</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.0 Satisfactory</td>
<td>1.5 Fair</td>
<td>1.0 Pass</td>
<td>R Repeat</td>
</tr>
<tr>
<td></td>
<td>W Withdrawn</td>
<td>A Audit</td>
<td>P/F Pass/Fail</td>
<td>D Deferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student No.</th>
<th>Student Name</th>
<th>Show/Hide Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>11084332</td>
<td>ALBANO, PERPETUAL MARIA VICTORIA LAGAO</td>
<td>Show/Hide Grades</td>
</tr>
<tr>
<td>10657466</td>
<td>CORRIZ, JOHN JERIC SALVADOR</td>
<td>Show/Hide Grades</td>
</tr>
<tr>
<td>11194391</td>
<td>JOHN DOE</td>
<td>Show/Hide Grades</td>
</tr>
<tr>
<td>10864253</td>
<td>JOHN SMITH</td>
<td>Show/Hide Grades</td>
</tr>
<tr>
<td>11155825</td>
<td>JUAN DELACRUZ</td>
<td>Show/Hide Grades</td>
</tr>
</tbody>
</table>

Note: You must subscribe to student(s) to view his grades. To subscribe, click Subscribe link in the menu. Please disregard this message if you are already subscribed to student(s).

Figure 1.10 Menu Page – Click View Grades Button

Figure 1.11 View Student Grades Page
1.5 Logout.

1.5.1 Click “Logout” link (upper right of your window) for security purposes.

![Logout link](image)

Welcome!  
Please click on the menu above to continue.

*Figure 1.12 Logout*
2. How to Reset Your Password

2.1 From Parents Portal System Login Page, click “Reset Password” link.

![Parents Portal System Login Page – Click Reset Password Link]

2.2 Enter your Email, then click “Continue” button.

![Reset Password – Step 1 of 2: Enter your email]

Figure 2.2 Reset Password – Step 1 of 2: Enter your email
2.3 Enter necessary information, then click “Reset Password” button.

**RESET PASSWORD**

Step 2 of 2: Answer your security questions then reset password

Answer security questions:

- What is your Last Name:
- What is your First Name:
- What is your Middle Name:
- When is your Birthdate: [ ] / [ ] / [ yyyy ]

[Reset Password] [Cancel]

*Figure 2.3 Reset Password – Step 2 of 2: Answer your security questions then reset password*

Note that Password Reset is successful once the system has displayed a message “Password Reset successful. An Initial Password will be sent to your Email. Please use the Initial Password for your first login to the system.”

2.4 Upon successful Password Reset, get the **Initial Password** sent to your Email. You will use the Initial Password to login to Parents Portal System.
3. How to Change Your Password

3.1 Click “Change Password” button.

3.2 Enter the necessary information, then click “Save” button.

Note that Password Change is successful once the system has displayed a message “Your New Password has been saved.” in Menu Page.
4. How to View and Update Your Account Information

4.1 Click “View/Update Account” button.

Figure 4.1 Menu Page – Click View/Update Account Button

4.2 To update your account information, enter the new information, then click “Update” button.

Figure 4.2 View/Update Account Information Page

Note that Information Update is successful once the system has displayed a message “Your Account Information has been updated.” in “View/Update Account Information” Page.

4.3 Click “Back” button to return to Menu Page.