Step 1:
Open your browser and type
www.benilde.edu.ph/sis
Step 2:
A log-in page will appear.
Use your CSB Infonet Account to log-on.

⚠️ IMPORTANT
Do not give your CSB Infonet information to anyone. Visit ITD Service Desk for account related concerns or contact them at 230 5100 local 1401, 1402, or 1403.
Step 3:
After successful login, click the **Enlistment** link from the menu (right side of the screen).
Step 4:
A screen will appear for you to select the courses that you want to enlist.

INFORMATION

(1) Desired Courses
Initially, this is empty since you have not selected any course yet.

(2) Courses Offered
This will list all the courses offered by your designated School.

Do not forget to SAVE your enlisted courses
Step 4a: How to enlist a Course.

STEPS

1. From the Courses Offered box, select a course that you want.
2. Click the << Button.
3. The selected course will be transferred to the Desired Courses box.

Do not forget to SAVE your enlisted courses.
Step 4b: How to remove an enlisted Course.

STEPS

(1) From the Desired Courses box, select a course that you want to remove.

(2) Click the >> Button.

(3) The selected course will be transferred back to the Courses Offered box.

Do not forget to SAVE your enlisted courses.
Step 5:
Click the **Save** button. Take note of your **Enlistment Number** for your reference.

**IMPORTANT**
- Do not forget to click **Save** or all the unsaved changes will be disregarded.
- You can modify your Enlistment Record as long as within the Enlistment Period.
- Double check your Enlistment to avoid record problems.

Do not forget to **SAVE** your enlisted courses.
Reminders

Once Enlistment Number is generated, you cannot empty the Desired Courses box anymore. At least one course should be retained.

Students with due Clearance records will not be allowed to enlist. Make sure to settle your pending clearance records on/or before the deadline to avoid consequences. (e.g. Finance Dept. for unpaid dues, CLM Office for Retreat, etc.).

You cannot exceed the number of Allowable Units (i.e. Maximum units for academic and non-academic). Approach your Academic Adviser to consult your enlistment record.

International Students with expired documents will not be allowed to enlist. Visit the International Students Unit for inquiries.

Reaching your Maximum Retention Period (MRP) will also prevent you from enlisting Courses. Go to your respective Records-in-Charge for MRP concerns.
Step 6:
When you are finished, click **Sign Out** (upper right side of the screen) for security purposes.