Step 1

Open your browser and type [www.benilde.edu.ph/sis](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 a successful login, click **Clearance** link from the menu (right of the screen).

**Enlistment Procedure**
1. Click Enlistment from the menu.
2. To enlist a course, select a course from the Courses Offered box then click the >> button.
3. To remove the enlisted course, select the course from the Desired Courses box then click the << button.
4. Click the SAVE button. Take note of your **Enlistment Number** that will be displayed on the screen.
5. When you are finished, click Logout (upper right side of the screen).

**Preenrollment Procedure**
1. Click Preenrollment from the menu.
2. To select or change a section, click Select Section button to display course's available schedules. Select your desired schedule, then click Save button.
3. To remove the pre-enrolled section, click Delete Section button.
4. Take note of your Pre-enrollment Number which will be displayed on the screen.
5. You can view your unofficial assessment by clicking View Assessment button at the bottom of Pre-enrollment Screen.
6. When you are finished, click Logout (upper right side of the screen).
Step 4
The system will display all your pending Clearance records. Click the **Date** on the **Due Date** column to view the Clearance Details.

### CLEARANCE

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Held By</th>
<th>Dept</th>
<th>Particulars/Description</th>
<th>Status</th>
<th>Date Posted</th>
<th>Date Cleared</th>
<th>Cleared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/18/2015</td>
<td>ARTAGAME, MAY FLOR</td>
<td>CSA</td>
<td>COMMUNITY SERVICE REQUIREMENT. VISIT CSA AND LOOK FOR MR.LEO CORTES OR MS.MAY FLOR ARTAGAME</td>
<td>Uncleared</td>
<td>01/18/2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**YOU HAVE PENDING CLEARANCE RECORDS**

**REMEMBRER!**

Please clear pending items.
Step 5
A screen will appear that will display the details of the selected Clearance Record.

<table>
<thead>
<tr>
<th>Particulars/Description</th>
<th>COMMUNITY SERVICE REQUIREMENT, VISIT CSA AND LOOK FOR MR. LEO CORTES OR MS. MAY FLOR ARTAGAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remarks</td>
<td>COMMUNITY SERVICE REQUIREMENT, VISIT CSA AND LOOK FOR MR. LEO CORTES OR MS. MAY FLOR ARTAGAME</td>
</tr>
<tr>
<td>Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Status</td>
<td>Uncleared</td>
</tr>
</tbody>
</table>

POSTED BY | CLEARED BY
---|---
Name: ARTAGAME | Name:  
Date: 01/18/2015 | Date:  
Time: 06:35 AM | Time:  

Please have this cleared at the earliest possible time!

IMPORTANT
Student with due Clearance records will not be qualified to undergo Enrollment activities such as Enlistment and Pre-enrollment. Make sure to settle your clearance records before the said activities to avoid consequences. Once you have settled your pending clearance record, you may verify its status in SIS.
Step 6
When you are finished, click **Sign out** (upper right of the screen) for security purposes.