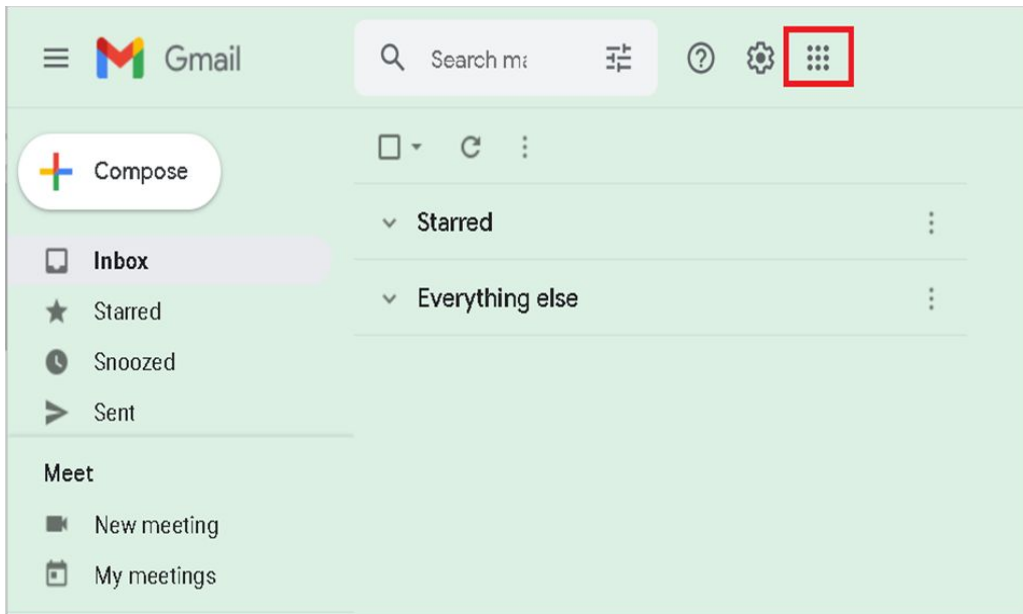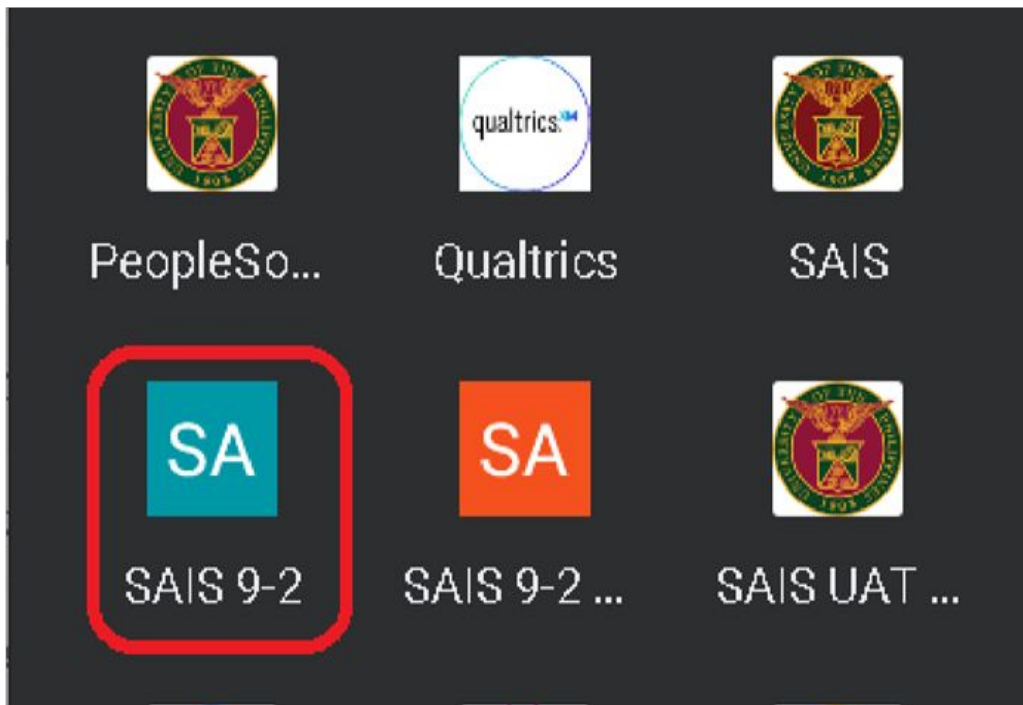# SAIS ENLISTMENT GUIDE

# v1.1

# LOG IN TO SAIS ACCOUNT

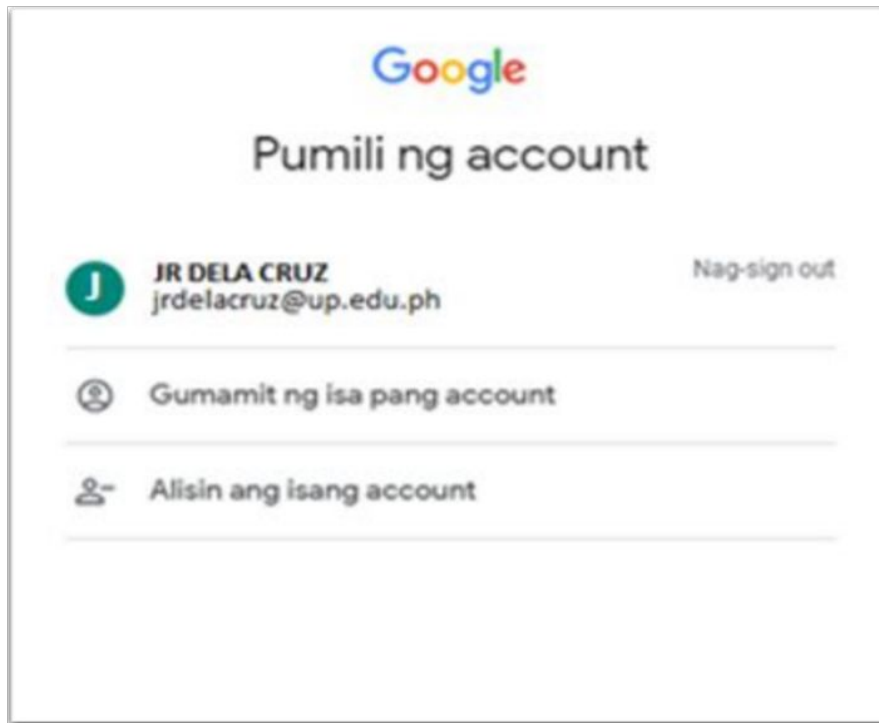STEP 1:  Log in to your UP mail account and click the Google apps icon.
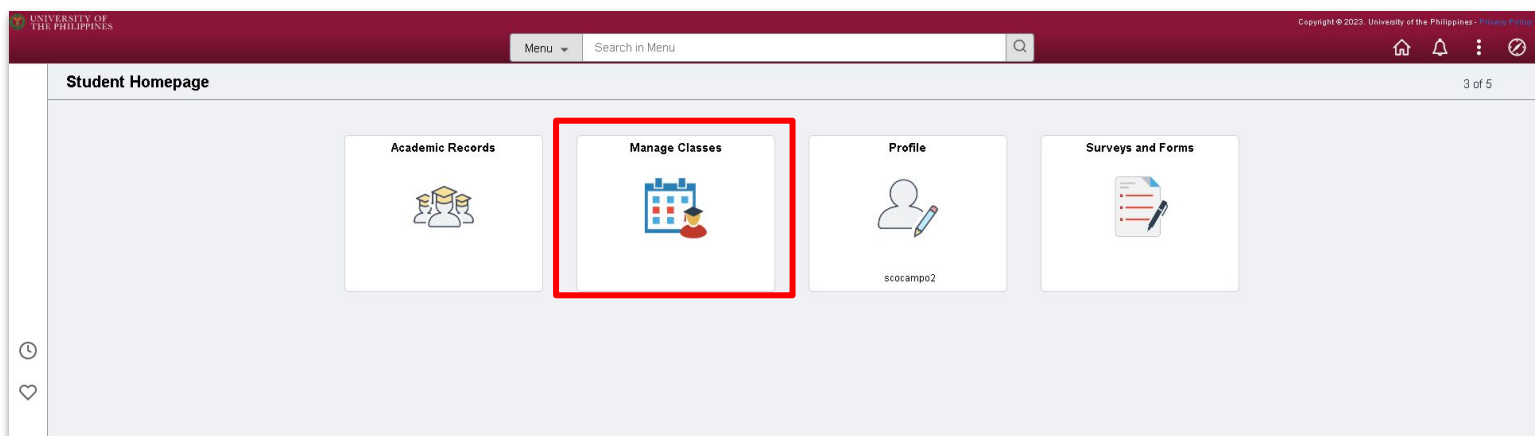


STEP 2: Click the SAIS Icon.

# LOG IN TO SAIS ACCOUNT

STEP 3: Select your UP Mail account. If you are logged-in to several Google accounts, you will be prompted to select your UP Mail account.



STEP 4: In the Student Homepage, click the "MANAGE CLASSES" tile.

# MANAGE CLASSES

STEP 5: After clicking the Manage Classes tile, you will see the recent semester, career, and Institution assigned to you.

You will also access different modules such as View my Classes, Enrollment Appointments, Shopping Cart, Class Search and Enroll, Browse Course Catalog, Planner, and Student Center.



STEP 6: for this step,Click "Class search and enroll' then select semester you will enlist

# CLASS SEARCH AND ENROLL

STEP 6: Enter a keyword for the search and then click the double arrow button to search. You can also use additional search options, Favorites, or Recently Viewed to locate a class.



STEP 7. After inputting the keyword on the Search class, it will display the result. Click a search result to view the available class options. You can also use the filters on the left to narrow down your results.

# CLASS SEARCH AND ENROLL

STEP 8: Click on the class section you want to enroll in. You can also use other links on the page to view more details about the class section and the course, or add the course to your favorites.



STEP 9: Review the class section details, including the meeting days and times as well as the final exam schedule. Check the Option Status to see the current status of the class section (Open, Waitlist, Closed), and check the Seats for the number of open seats currently available. Then click Next.

# CLASS SEARCH AND ENROLL

STEP 10: If prompted, select your waitlist, grading basis, or units preferences. Then click Accept.

If the class status says "Waitlist," you must select "Yes" for the waitlist option in order to complete enrollment. If there are only a few open seats remaining in the class, you may want to select "Yes" for the waitlist option in case all of the open seats will be occupied by the time you complete your enrollment.

If you do not have the option to be added to a waitlist, change your grading basis, or change the number of units for the class, you will not see this screen.

# CLASS SEARCH AND ENROLL

STEP 11: Select either Enroll or Add to Shopping Cart. Then click Next.

Placing a class in your shopping cart does not save your slot in the class. You must complete the enrollment process for your slot in the class to be saved.

If there is a co-requisite for the course (e.g. you must enroll in a laboratory class in addition to the regular class), you will want to use the shopping cart, as the system will not allow you to enroll in only one of the two required classes.

# CLASS SEARCH AND ENROLL

STEP 12: Review the class section information and preferences. Then click Submit to continue enrolling in the class or adding it to your shopping cart.



STEP 13: Click Yes to confirm that you want to submit.
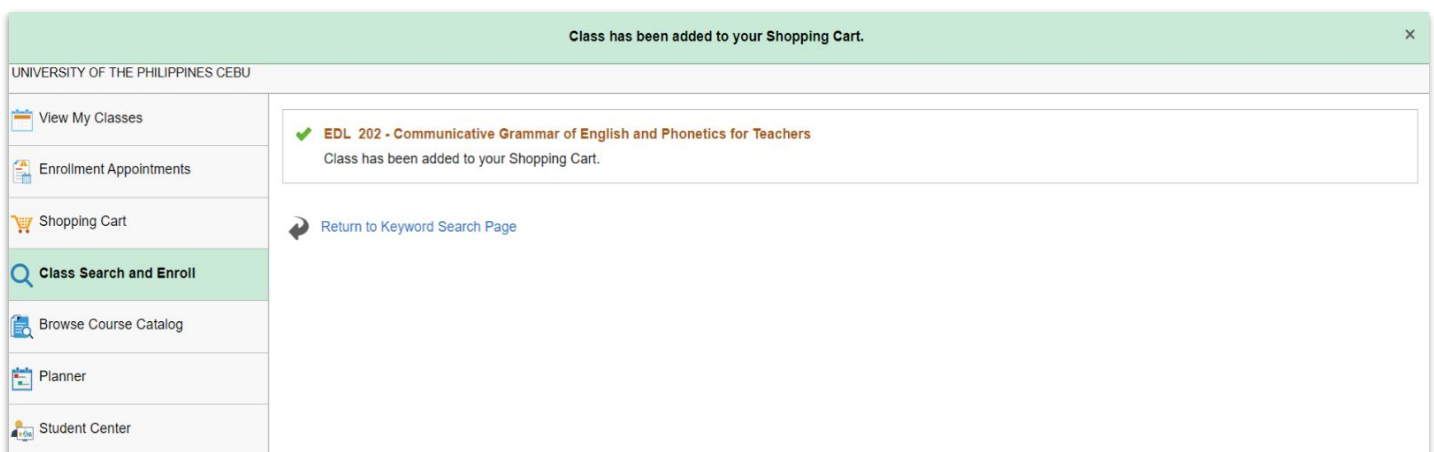
# CLASS SEARCH AND ENROLL

STEP 14: You will see a confirmation screen that will confirm that the class was added to your schedule, added to your shopping cart, or that you were placed on the waitlist.
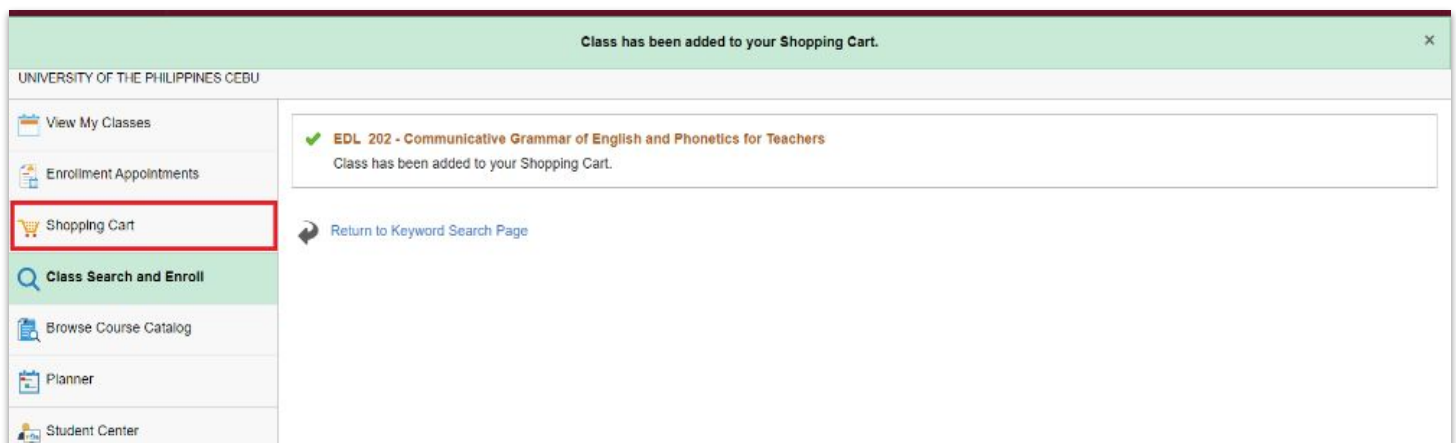
If you chose to enroll, you are done.

If you chose to add the class to your shopping cart, continue with the steps below to finalize your enrollment.



STEP 15: Continue to add classes to your shopping cart using the previous steps. When you are ready to enroll, click on the Shopping Cart link on the left menu.

# SHOPPING CART

STEP 16: Place a checkmark next to each class you want to enroll in. Then click Enroll.

You do not need to enroll in all classes in your shopping cart at once. However, keep in mind that your place/slot in the class is not saved until you complete the enrollment process.



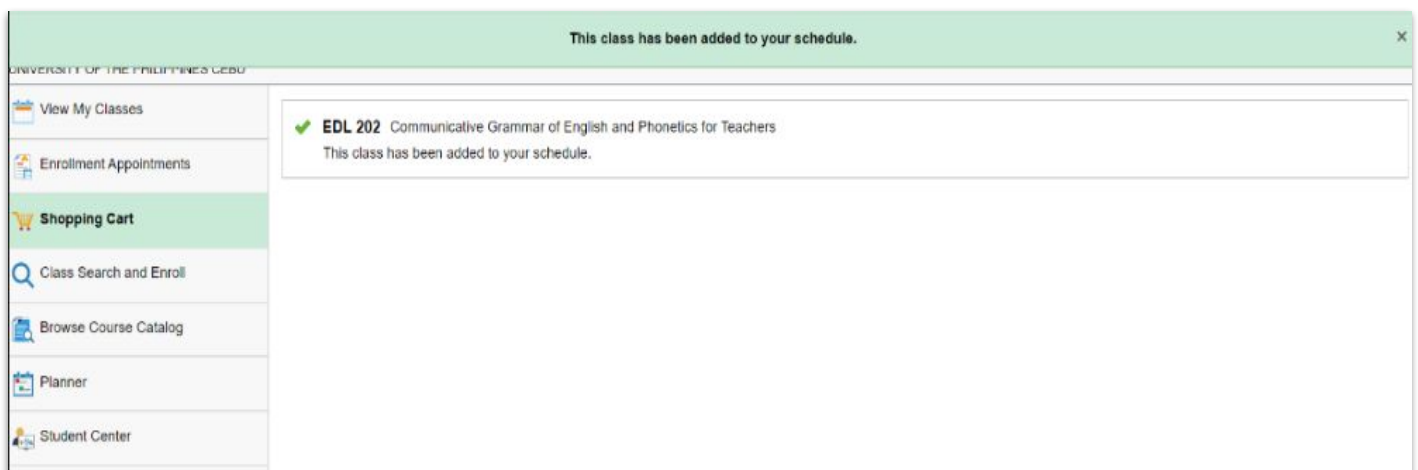STEP 17: Click Yes to confirm that you want to enroll in the class(es).

# SHOPPING CART

Step 18: Upon enrolling the subject, if you encounter this prompt: "You have a hold on your record. The hold on your record must be removed before this transaction can be processed," kindly contact the local IT Office/Center of your campus/constituent university. You can find their contact information at the end of this user guide.



STEP 19: You will see a confirmation screen that will confirm that the classes were added to your schedule or that you were placed on the waitlist. You are now done.

# LOGGING OUT OF SAIS

When you log out of SAIS, you are automatically logged out from all open tabs of SAIS. The Google login page will be displayed. Click the three dots on the upper right part of your homepage. Then, select Sign Out.
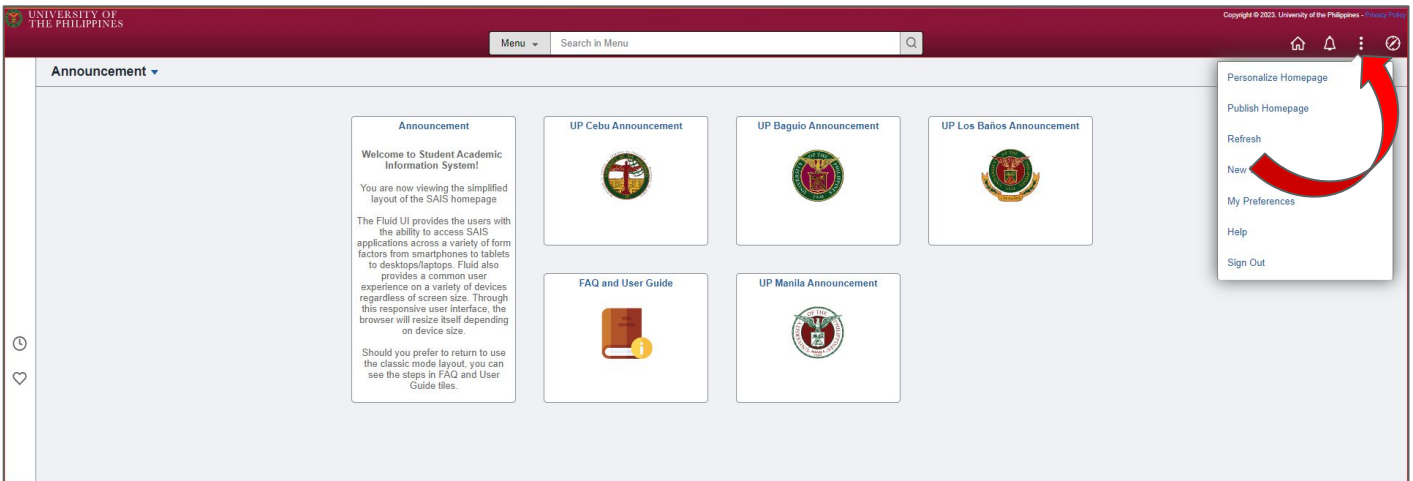
# CU IT OFFICE CONTACT INFORMATION FOR TECHNICAL SUPPORT

Here are the respective local IT Offices/Units of the UP Constituent Universities:

UP Baguio: sysnet.upbaguio@up.edu.ph

UP Cebu: itc.upcebu@up.edu.ph

UP Diliman: helpdesk@upd.edu.ph or cc.upd@up.edu.ph

UP Los Baños: dic.uplb@up.edu.ph

UP Manila: ims.upmanila@up.edu.ph or ims@post.upm.edu.ph

UP Mindanao: ito.upmindanao@up.edu.ph or it-office@upmin.edu.ph

UP Open University: techsupport@upou.edu.ph

UP Visayas: disp.upvisayas@up.edu.ph

UP System ICT Support: https://ictsupport.up.edu.ph/



**UP Information Technology Development Center**

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