

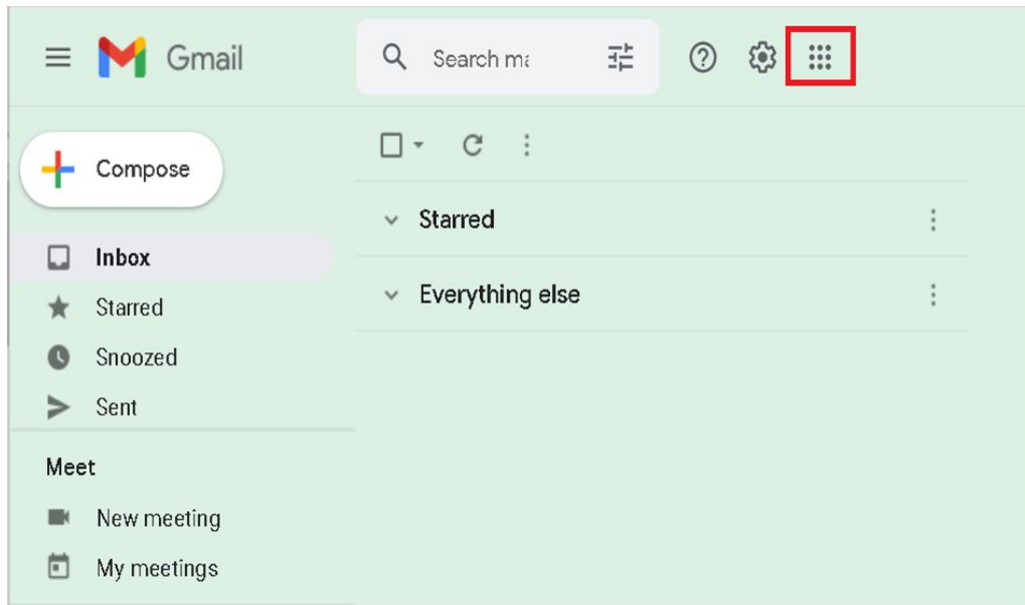


**SAIS:
HOW TO
GO BACK TO
CLASSIC MODE**

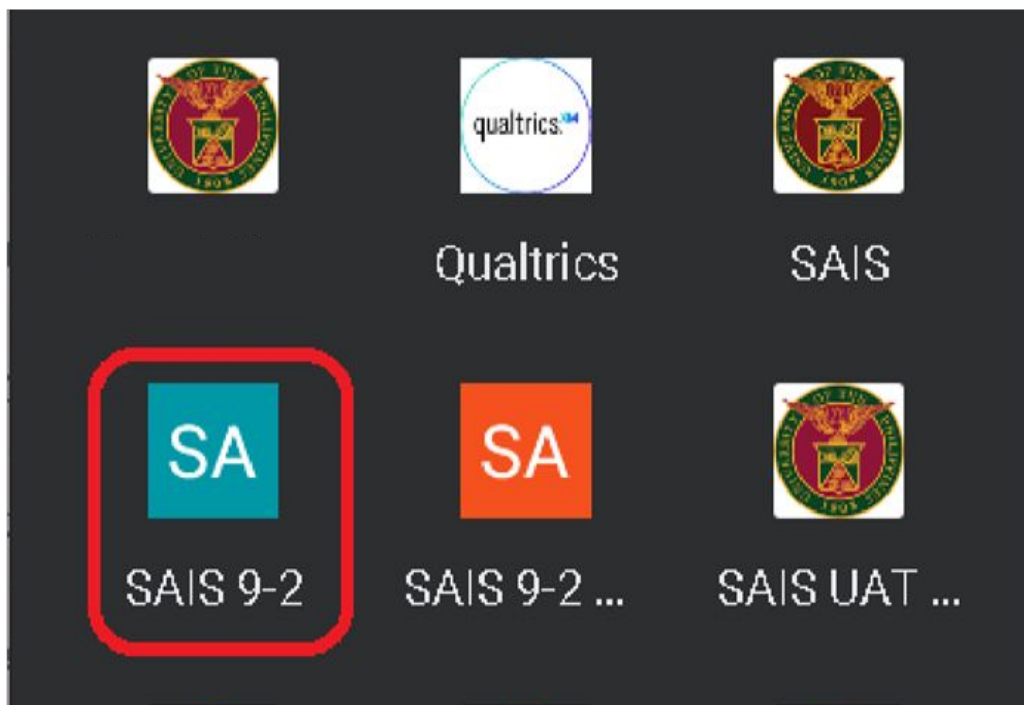
Quick Guide v1.1

LOGIN TO SAIS ACCOUNT

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

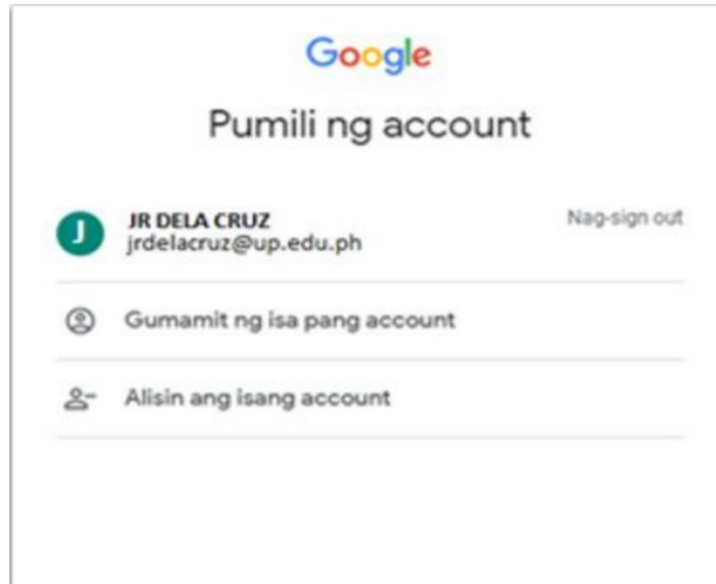


STEP 2: Click the SAIS Icon.

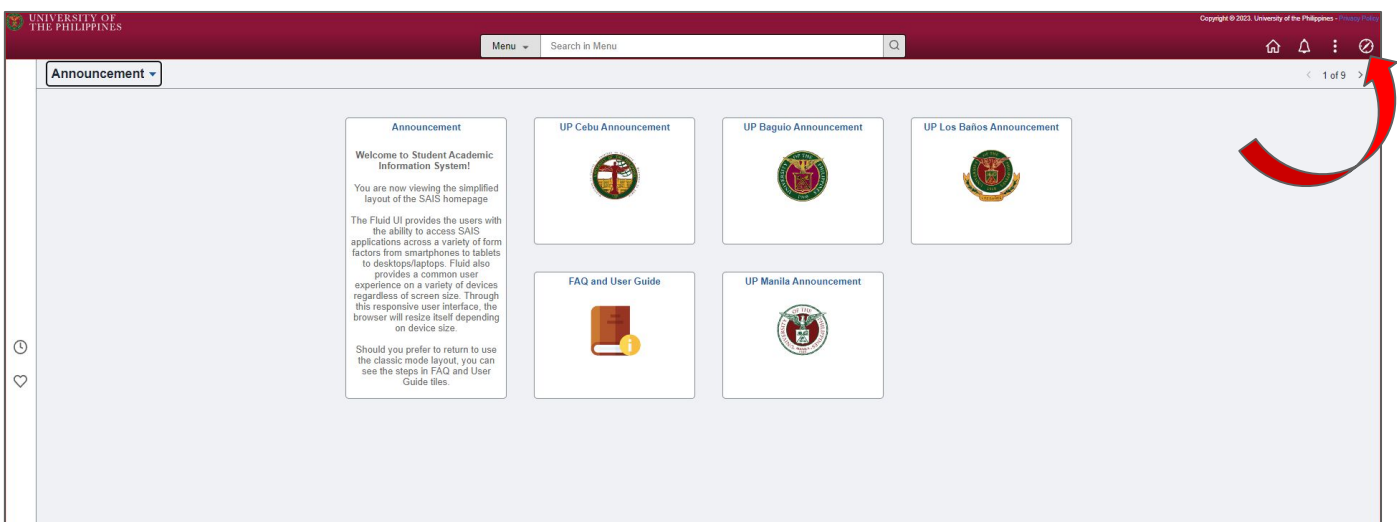


CLASSIC HOMEPAGE

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.

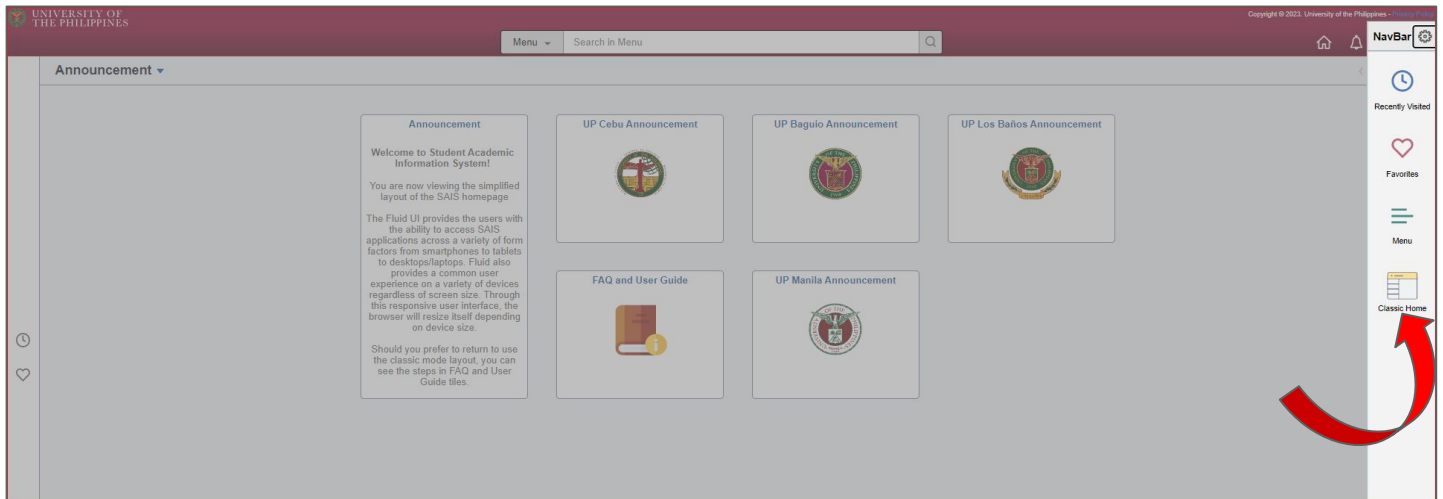


STEP 4: You will be directed to the Homepage. Near the icons found at the upper right corner beside the menu search option, click the Navbar icon.

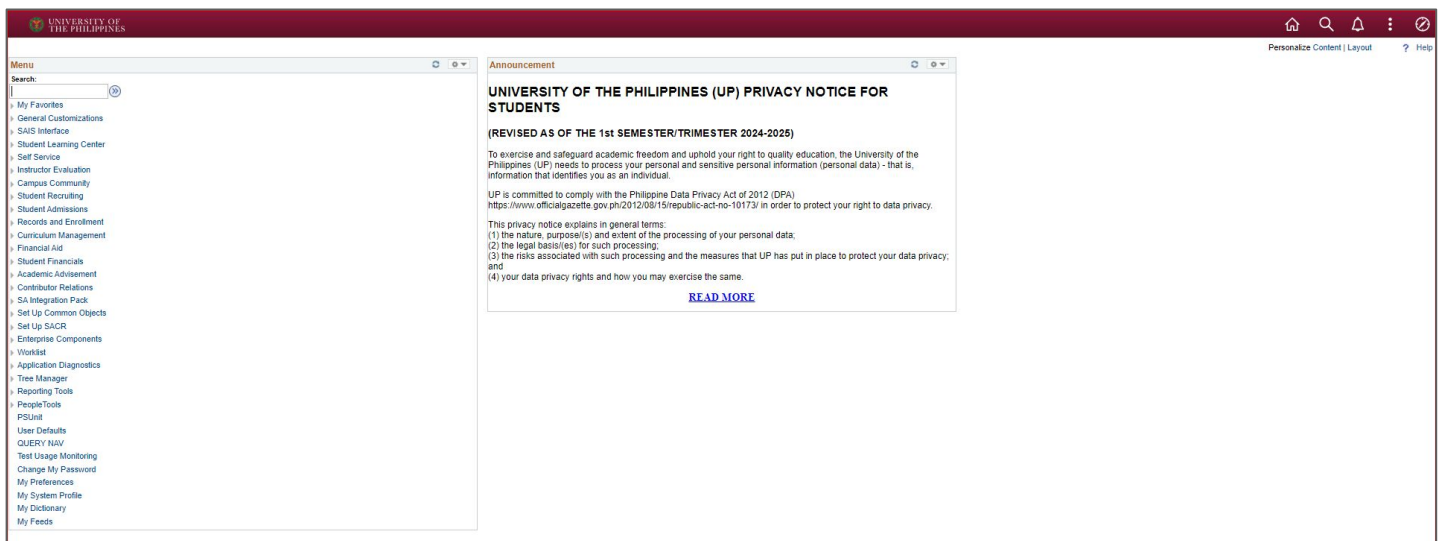


CLASSIC HOMEPAGE

STEP 5: After clicking the navbar, it will display the Navbar action menu. Click the Classic Home icon.

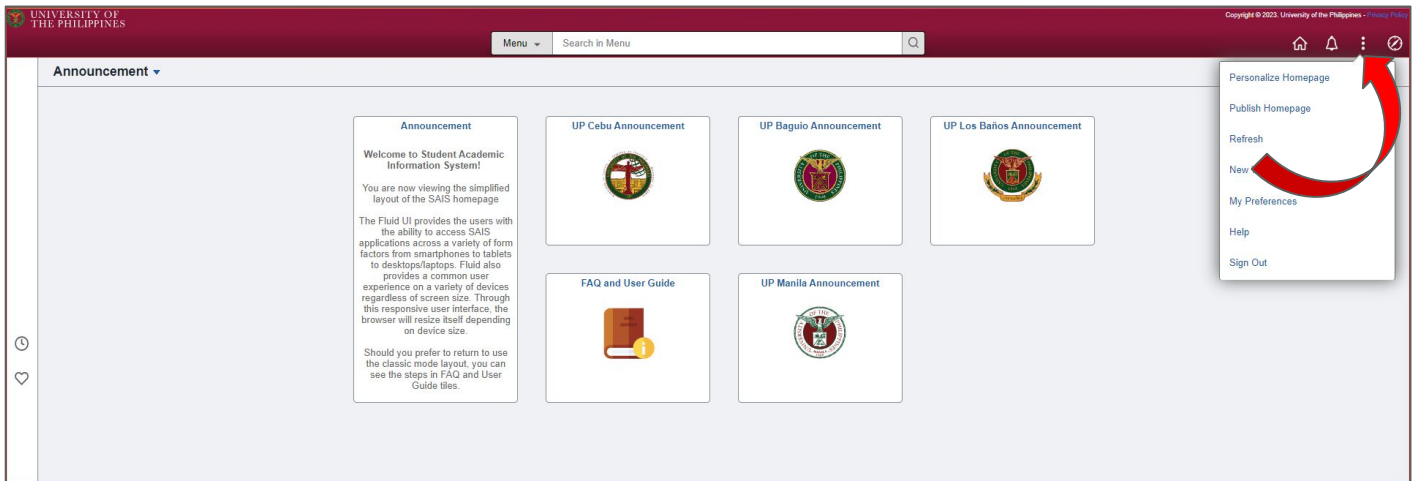


STEP 6: You will then be redirected to the classic homepage.



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.



TECHNICAL SUPPORT

For technical support, please contact us at the
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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