

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

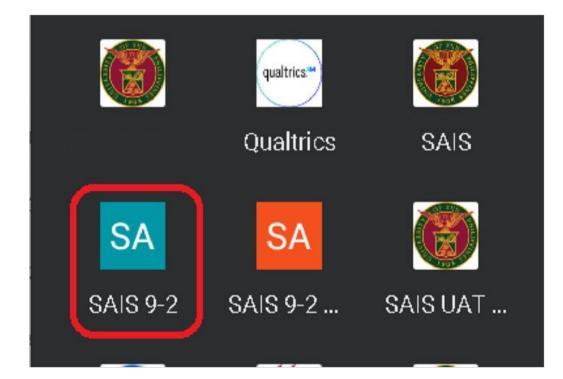
Quick Guide v1.1

# LOGIN TO SAIS ACCOUNT

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

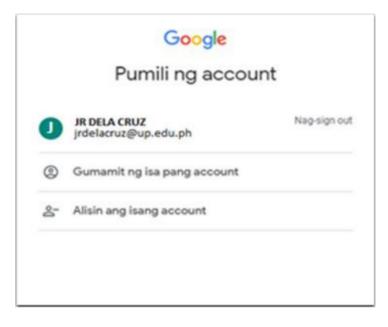
= 附 Gmail	Q Search ma	莊	?	۰	
- Compose	□- C :				
	✓ Starred				:
🔲 Inbox	Example in a slav				
★ Starred	<ul> <li>Everything else</li> </ul>				:
Snoozed					
> Sent					
Meet					
New meeting					
My meetings					

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.

UNIVERSITY OF THE PHILIPPINES				Copyright © 2023. University of the Philippines - Privacy Policy
	Menu 👻 Search in	n Menu	Q	Ω 4 : Ø
Announcement -				< 1 of 9 >
Welco N Iavo The Flu	me to Student Academic nformation System! e now viewing the simplified ut of the SAIS bomepage id UI provides the users with a ability to access SAIS for memory to backets to tablets	bu Announcement	UP Los Baños Announcement	
to de proprior respirad this re- browse	esktops/laptops. Fluid also	and User Guide UP Manila Announcement		
			-	

#### CLASSIC HOMEPAGE

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

0	UNIVERSITY OF THE PHILIPPINES					Copyright © 2023. University of the Philippines - Privacy Polo
		Menu 👻	Search in Menu		٩	ය 🗘 NavBar 😳
	Announcement +					<u> </u>
	Announcement		UP Cebu Announcement	UP Baguio Announcement	UP Los Baños Announcement	Recently Visited
	Welcome to Student Acc Information System You are now viewing the s	nplified	A			Favorites
	layout of the SAIS home The Fuid UI provides the u the ability to access 3 applications access a variet factors from samphones	ers with US of form				- Menu
٩	to desktopslaptops. Full provides a common u experience on a variety of regardless of accens izze. Usis responsive user inter borowser in device airze borowser in device airze	I also ler devices hrough ce, the bending to use	FAQ and User Guide	UP Manila Announcement		Canada Home
$\heartsuit$	the classic model ayout, see the steps in FAQ an Guide tiles.	User				

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.

T 🕄	NIVERSITY OF HE PHILIPPINES					Copyright © 2023. University of th	e Philippines - Pri	wacy Policy
		Menu 👻	Search in Menu	(	2. 2	ଜ	<b>∆</b> :	Ø
	Announcement -					 Personalize Homepag Publish Homepage	•	
	Announc Welcome to Stud Information You are now view layout of the SA The Fluid Ul provid the ability to a	ent Academic System! Ig the simplified S homepage Is the users with ccess SAIS	UP Cebu Announcement	UP Baguio Announcement	UP Los Baños Announcement	Refresh New My Preferences Help		
0	applications across factors from smart to desktopslappi experience on a v regardless of scree this responsive us browser will resize on device Should you prefer the classic mode see the stops in Guide I	hones to tablets ps. Fluid also mmon user riety of devices n size. Through rinterface, the tiself depending size. to return to use ayout, you can AQ and User	FAQ and User Guide	UP Manila Announcement		Sign Out		

Personalize Homepage
Publish Homepage
Refresh
New Window
My Preferences
Help
Sign Out

#### **TECHNICAL SUPPORT**

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

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



This document was was prepared by the Office of the Vice President for Development-Information Technology Development Center (OVPD-ITDC).