



# Using Approvals for UIS Mobile Application

Quick Guide v1.0

# Using Approvals for UIS Mobile Application

## QUICK GUIDE

### Using Approvals for UIS Mobile Application

- Download and Installation
  - [Download and Installation of Mobile App for Android Users](#)
  - [Download and Installation of Mobile App for Apple Users](#)
- [Sign in and Navigation](#)
- Workflow Items Covered
  - [Approvals for Project Procurement Management Plan \(PPMP\) and Purchase Request \(PR\)](#)
  - [Approvals for Disbursements \(DV\)](#)
  - [Approvals for Expense Report \(iExpense\)](#)

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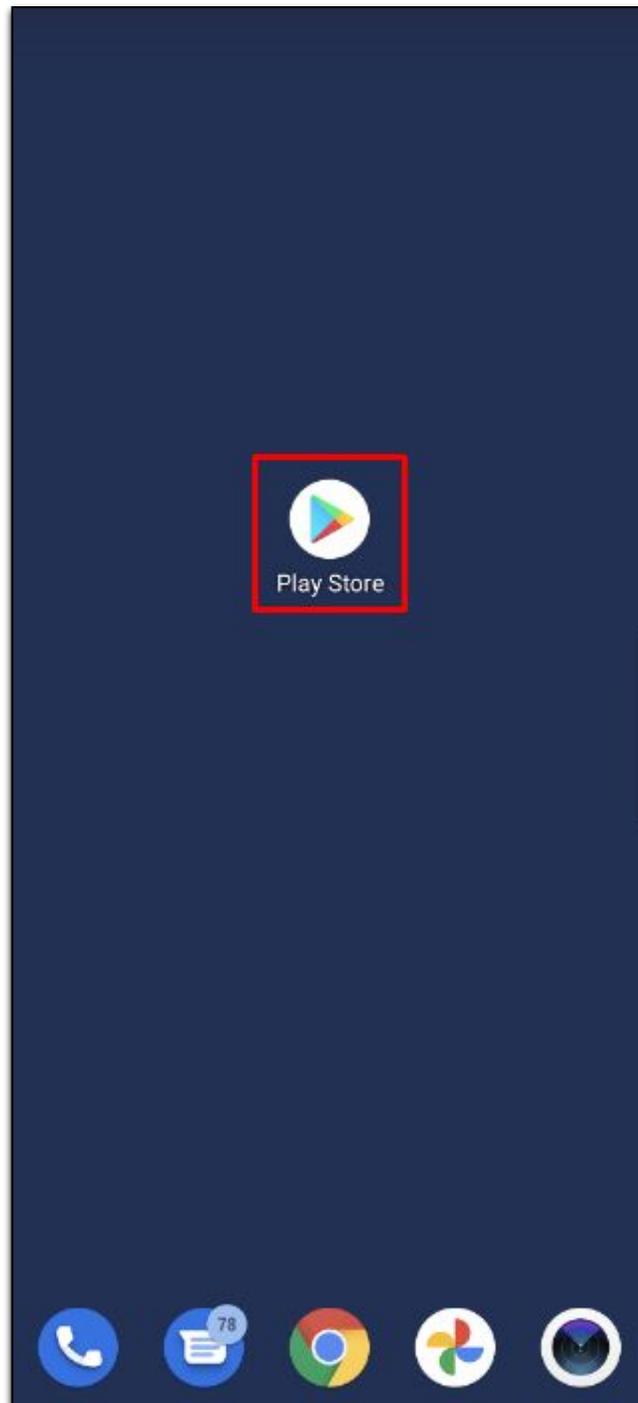
**NOTE: This app has limited features and is only capable of initiating approval of transactions. To access the full set of features, the web-based app (browser-based) must be used instead of this app.**

# **Download & Installation for Android Users**

# Download & Installation for Android Users

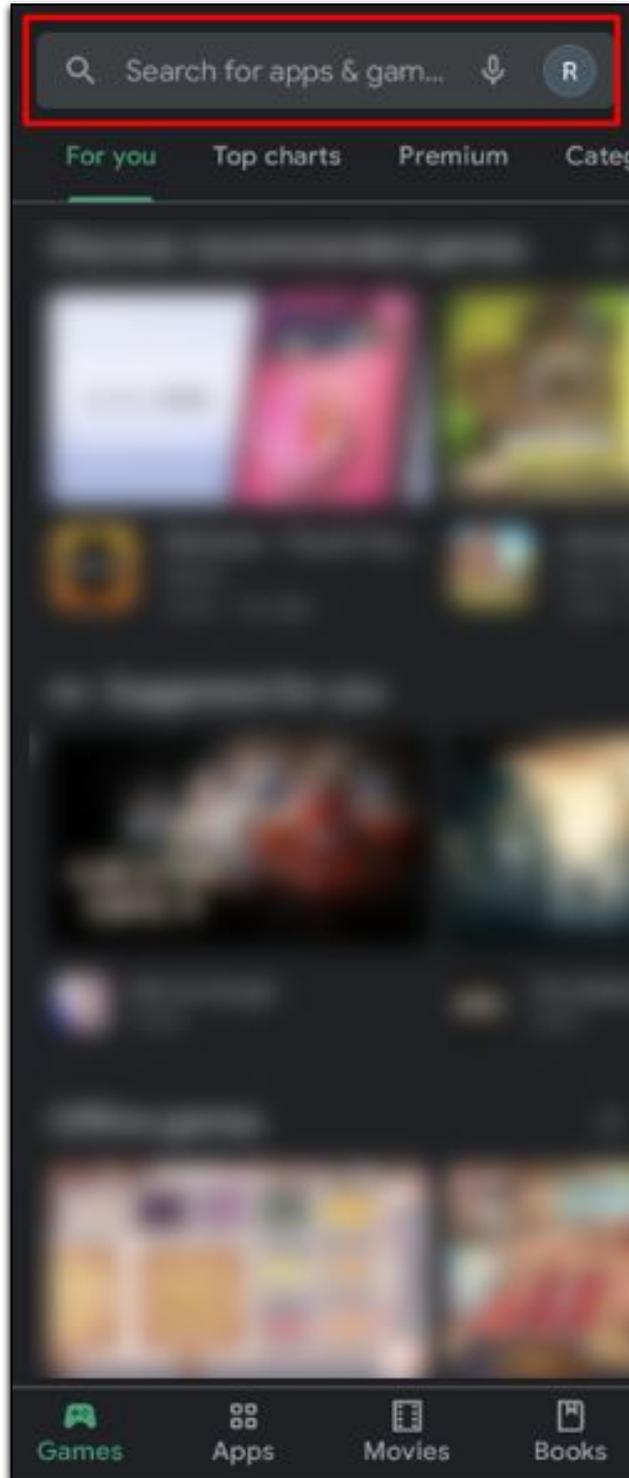
Download and Installation of Mobile App for Android Users

STEP 1: On your mobile phone, open *Play Store* application



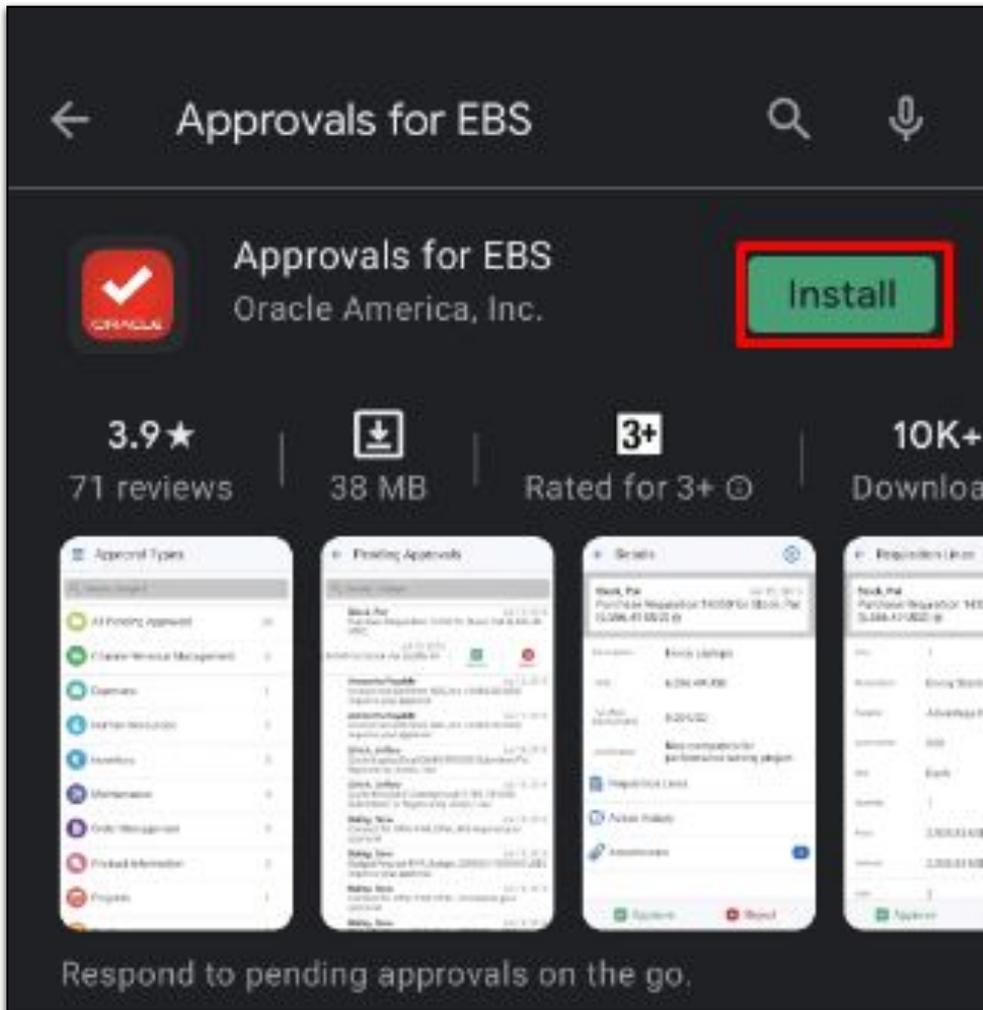
# Download & Installation for Android Users

STEP 2: Go to *Search* field



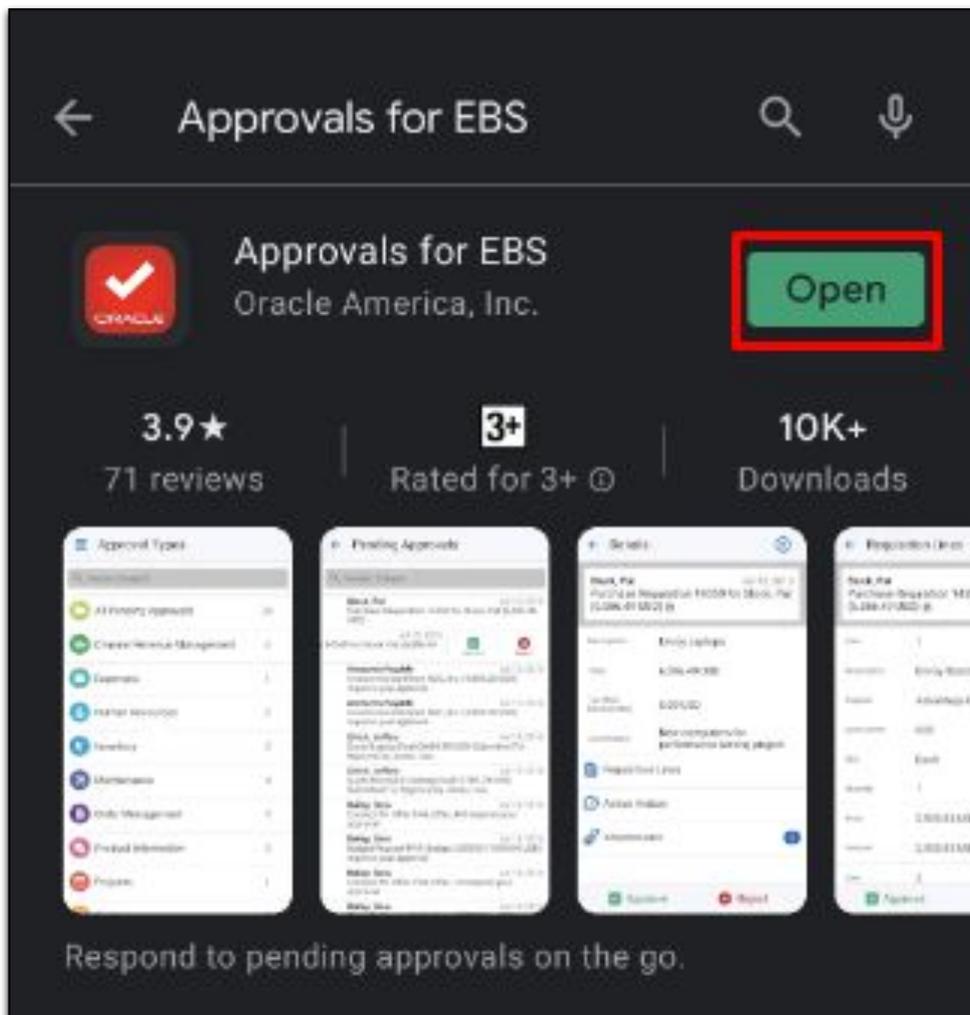
# Download & Installation for Android Users

STEP 3: In Search field, enter "Approvals for EBS" then click search icon, Then click *Install*.



# Download & Installation for Android Users

STEP 4: On *Approvals for EBS* application, click Open



# Download & Installation for Android Users

STEP 5: A *Legal Terms* page will appear, read the *End User License Agreement*, Then click *Agree*.

Legal Terms

**END USER LICENSE AGREEMENT**

PLEASE SCROLL DOWN AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS OF THIS END USER LICENSE AGREEMENT ("Agreement") CAREFULLY BEFORE CLICKING AN "AGREE" OR SIMILAR BUTTON OR INSTALLING OR USING THE PROGRAM. THIS AGREEMENT IS A LEGALLY BINDING CONTRACT BETWEEN YOU AND ORACLE AMERICA, INC. THAT SETS FORTH THE TERMS AND CONDITIONS THAT GOVERN YOUR USE OF THE PROGRAM. BY CLICKING AN "AGREE" OR SIMILAR BUTTON OR BY INSTALLING AND/OR USING THE PROGRAM, YOU AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS STATED OR REFERENCED HEREIN. IF YOU DO NOT AGREE TO ABIDE BY THESE TERMS AND CONDITIONS, DO NOT CLICK AN "AGREE" OR SIMILAR BUTTON AND DO NOT INSTALL OR USE THE PROGRAM. YOU MUST ACCEPT AND ABIDE BY THESE TERMS AND CONDITIONS AS PRESENTED TO YOU - ANY CHANGES, ADDITIONS OR DELETIONS BY YOU TO THESE TERMS AND CONDITIONS WILL NOT BE ACCEPTED BY ORACLE AND WILL NOT BE PART OF THIS AGREEMENT.

"Oracle" refers to Oracle America, Inc., for and on behalf of itself and its subsidiaries and affiliates under common control. "You" and "Your" refer to the individual or entity that has agreed to use the program (as defined below) in accordance with this Agreement. "Device" refers to the compatible product running the Android operating system that You own or control. "Program" refers to the software application provided with this Agreement and any program documentation provided by Oracle and licensed to You subject to the terms and conditions of this Agreement. "Associated Product" refers to the separately licensed product or cloud service offering associated with the Program which You are an authorized user of pursuant to the terms of the Associated Product Agreement. "Associated Product Agreement" refers to the Oracle license or services agreement for the Associated Product.

This Agreement is governed by and construed in accordance with the substantive and procedural laws of the United States and the State of California, except that body of California law concerning conflicts of law. You and Oracle agree to submit to the exclusive jurisdiction of, and venue in, the courts of San Francisco or Santa Clara counties in California in any dispute arising out of or relating to this Agreement. The United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Act do not apply to this Agreement.

**INTRODUCTION**

Once installed and properly configured on Your Device, the

[Disagree](#) [Agree](#)

[CLICK TO GO BACK TO TOP](#)

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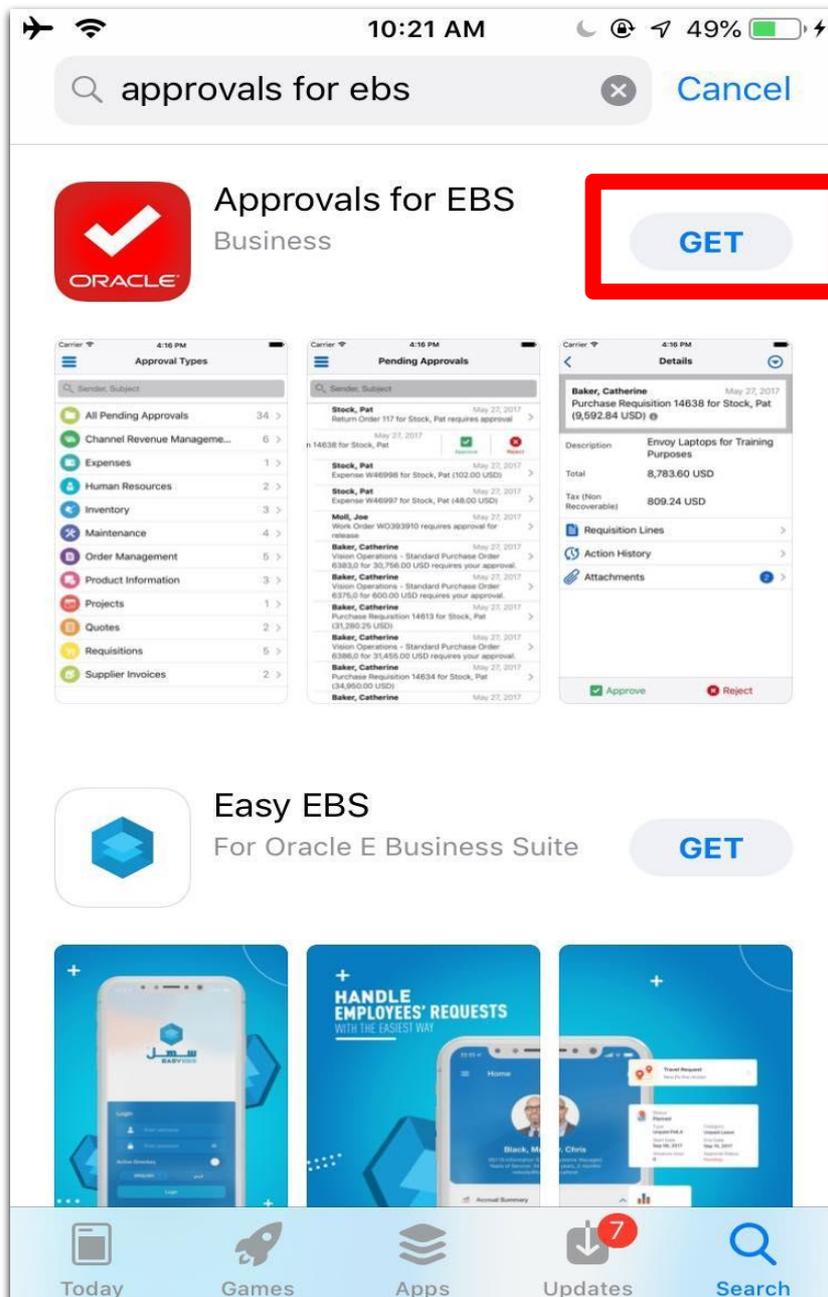
# **Download & Installation for Apple Users**

# Download & Installation for Apple Users

## Download and Installation of Mobile App for Apple Users

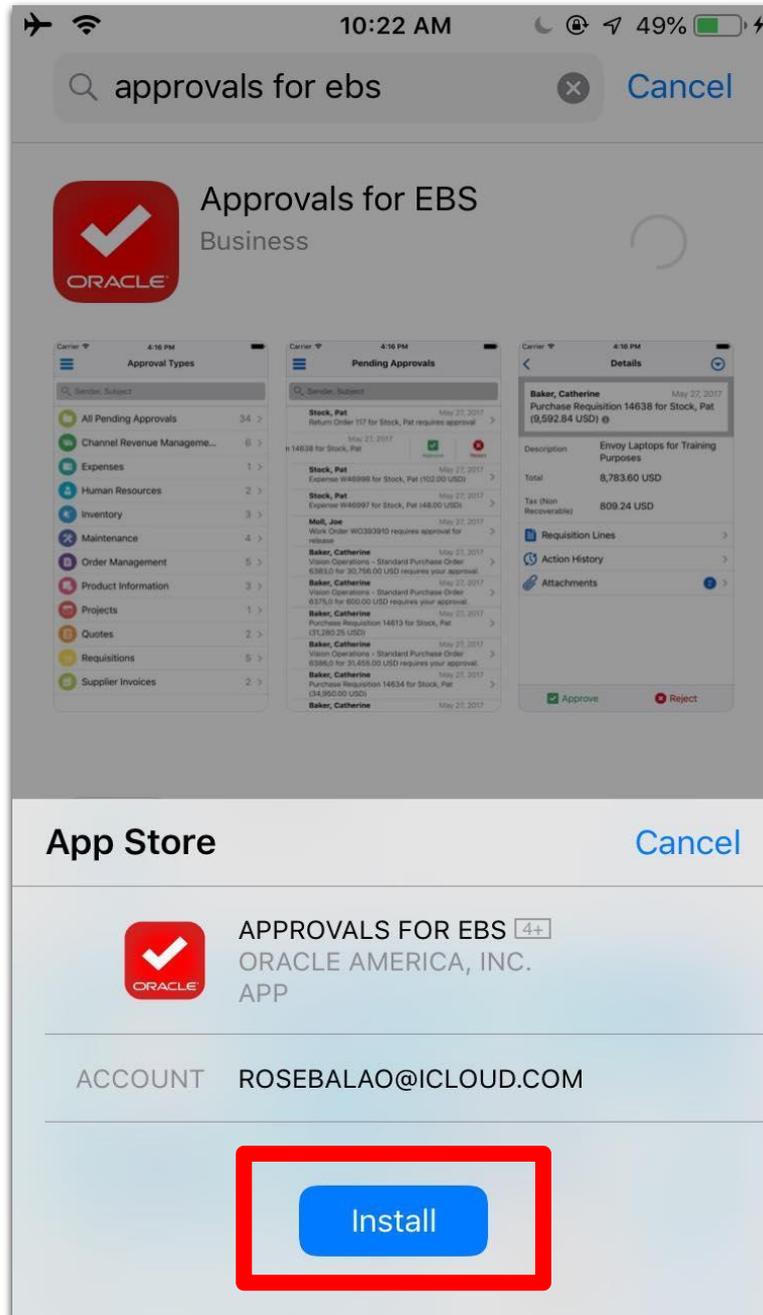
STEP 1: On your apple gadget, open *App Store*  application

STEP 2: In Search field, enter "*Approvals for EBS*" then click the *search* icon, Then click *GET*.



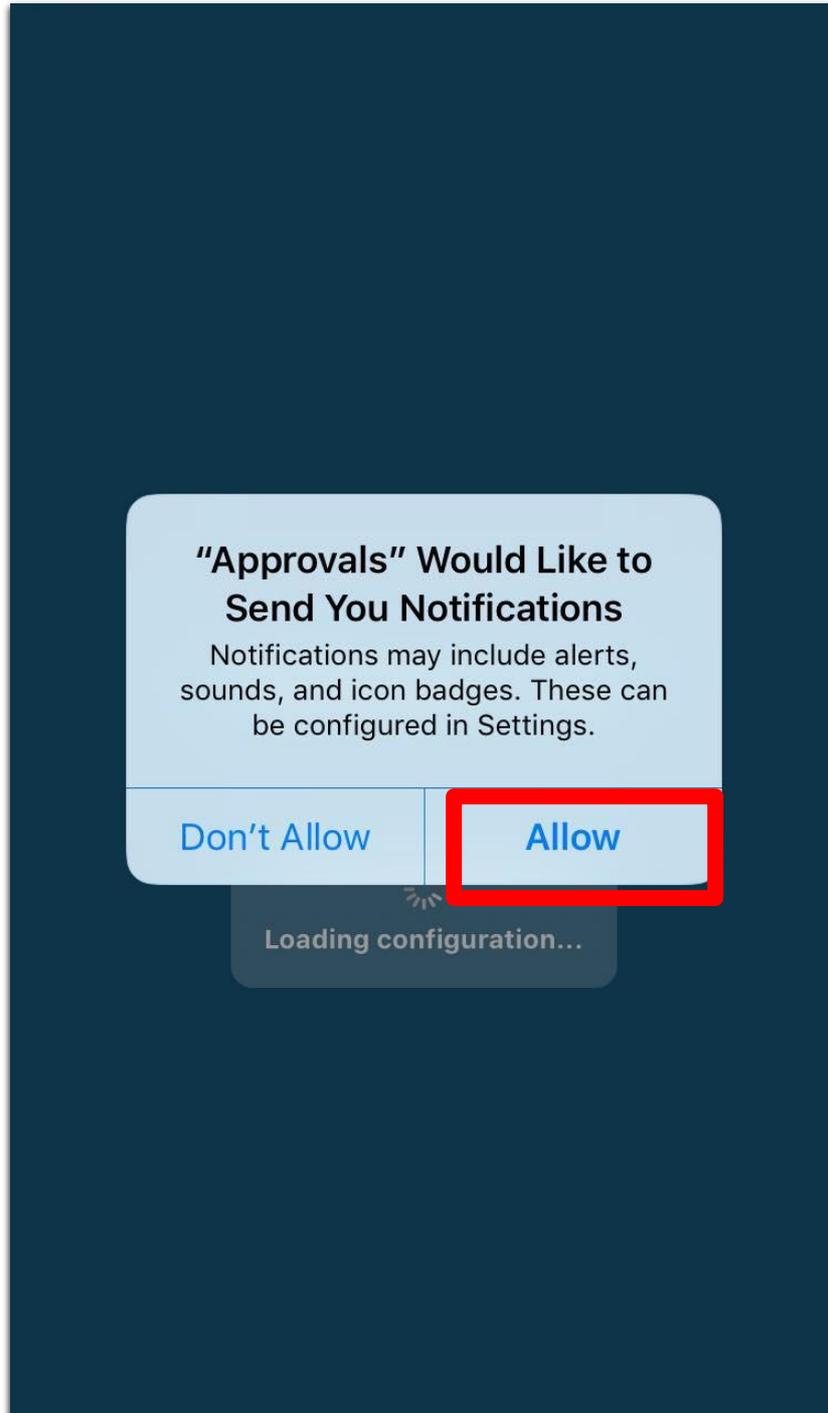
# Download & Installation for Apple Users

STEP 3: Click Install, and provide Apple account password to download the app. After complete installation, open Approvals for EBS.



# Download & Installation for Apple Users

4. A prompt will appear. Click *Allow* to receive notifications from UIS.



# Download & Installation for Apple Users

5. A *Legal Terms* page will appear, Read the *End User License Agreement*, Then click *Agree*.

**Legal Terms**

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**END USER LICENSE AGREEMENT**

PLEASE SCROLL DOWN AND READ ALL OF THE FOLLOWING TERMS AND CONDITIONS OF THIS END USER LICENSE AGREEMENT ("Agreement") CAREFULLY BEFORE CLICKING AN "AGREE" OR SIMILAR BUTTON OR INSTALLING OR USING THE PROGRAM. THIS AGREEMENT IS A LEGALLY BINDING CONTRACT BETWEEN YOU AND ORACLE AMERICA, INC. THAT SETS FORTH THE TERMS AND CONDITIONS THAT GOVERN YOUR USE OF THE PROGRAM. BY CLICKING AN "AGREE" OR SIMILAR BUTTON OR BY INSTALLING AND/OR USING THE PROGRAM, YOU AGREE TO ABIDE BY ALL OF THE TERMS AND CONDITIONS STATED OR REFERENCED HEREIN. IF YOU DO NOT AGREE TO ABIDE BY THESE TERMS AND CONDITIONS, DO NOT CLICK AN "AGREE" OR SIMILAR BUTTON AND DO NOT INSTALL OR USE THE PROGRAM. YOU MUST ACCEPT AND ABIDE BY THESE TERMS AND CONDITIONS AS PRESENTED TO YOU – ANY CHANGES, ADDITIONS OR DELETIONS BY YOU TO THESE TERMS AND CONDITIONS WILL NOT BE ACCEPTED BY ORACLE AND WILL NOT BE PART OF THIS AGREEMENT.

"Oracle" refers to Oracle America, Inc., for and on behalf of itself and its subsidiaries and affiliates under common control. "You" and "Your" refer to the individual or entity that has agreed to use the program (as defined below) in accordance with this Agreement. "Apple" refers to Apple, Inc.. "Device" refers to the compatible Apple-branded product running the iOS operating system that You own or control. "Program" refers to the software application provided with this Agreement and any program documentation provided by Oracle and licensed to You subject to the terms and conditions of this Agreement. "Associated Product" refers to the separately licensed product or cloud service offering associated with the Program which You are an authorized user of pursuant to the terms of the Associated Product Agreement. "Associated Product Agreement" refers to the Oracle license or services agreement for the Associated Product.

[Disagree](#)      [Agree](#)

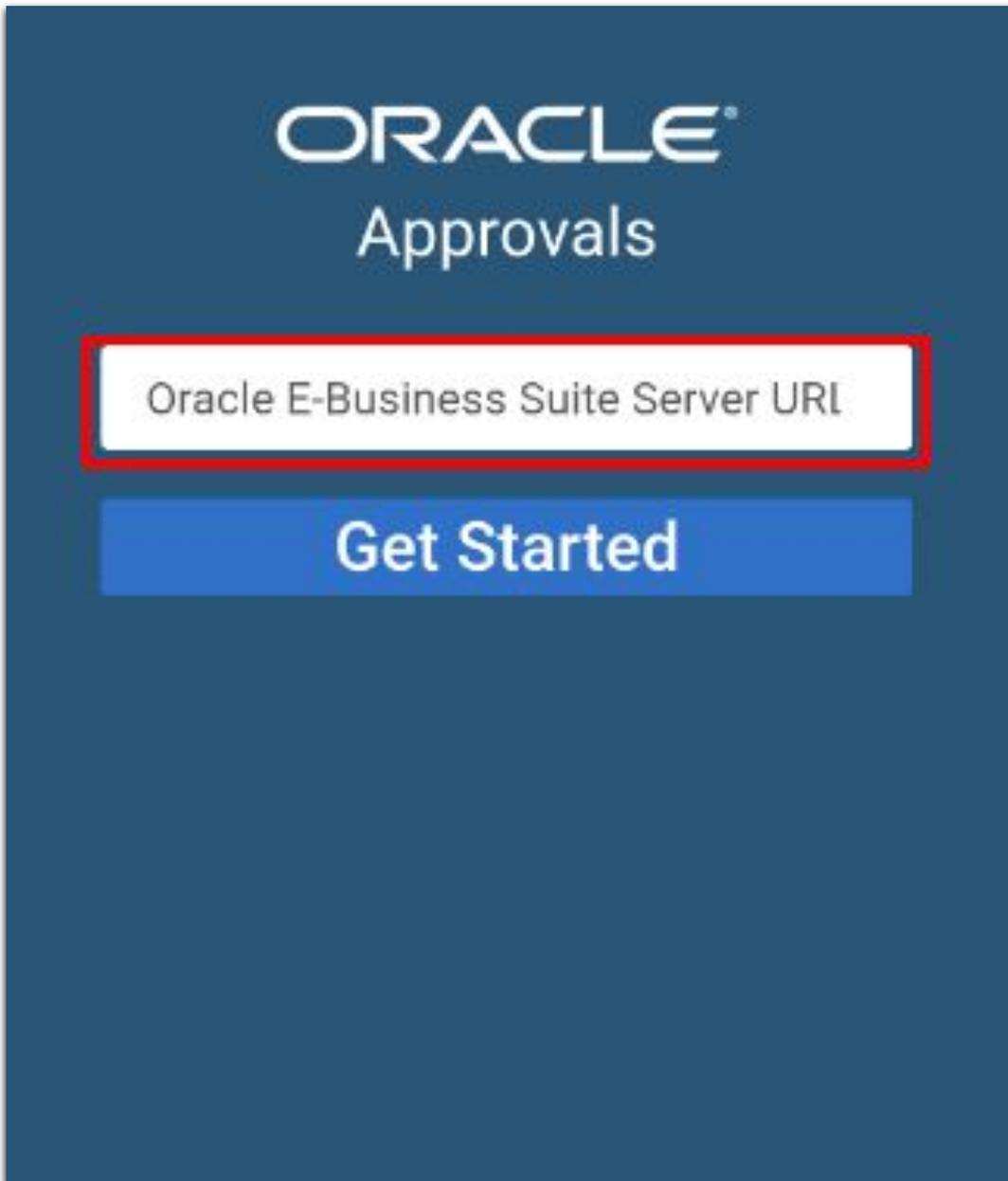
[CLICK TO GO BACK TO TOP](#)

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# Sign in & Navigation

# Sign In & Navigation

1. On Oracle E-Business Suite Server URL field, enter <https://uis.up.edu.ph/>



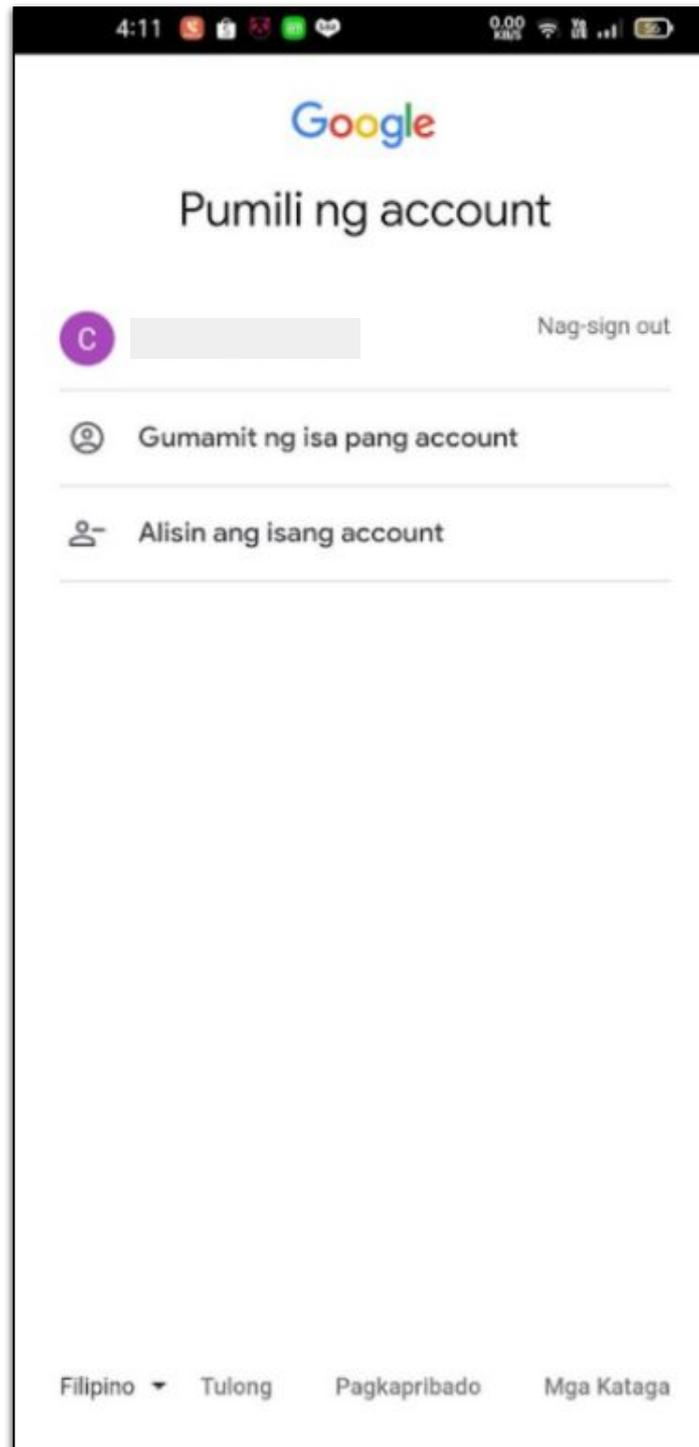
ORACLE<sup>®</sup>  
Approvals

Oracle E-Business Suite Server URL

Get Started

# Sign In & Navigation

2. Log in using your UP Mail Account.



# Sign In & Navigation

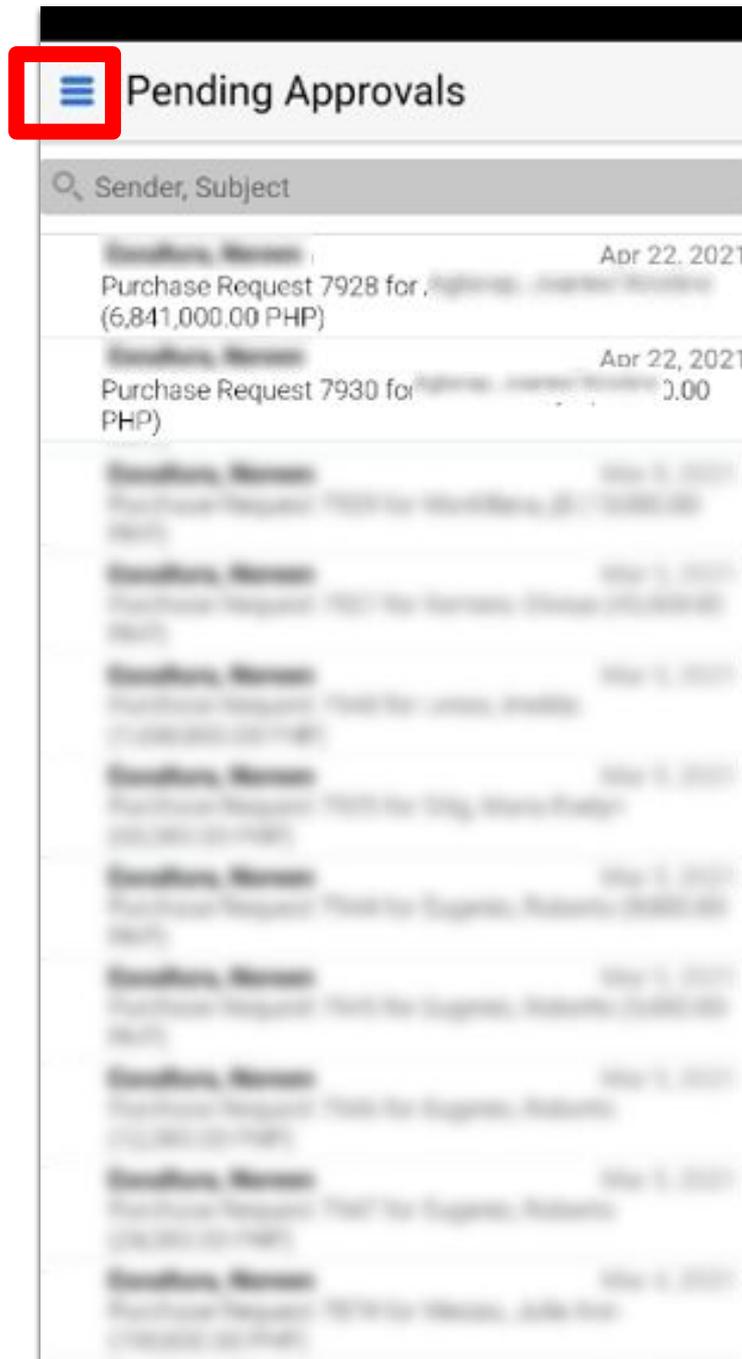
3. *Pending Approvals* window will open.



#	Field Name
1	Menu button
2	Notification Search Field
3	Pending Notification List

# Sign In & Navigation

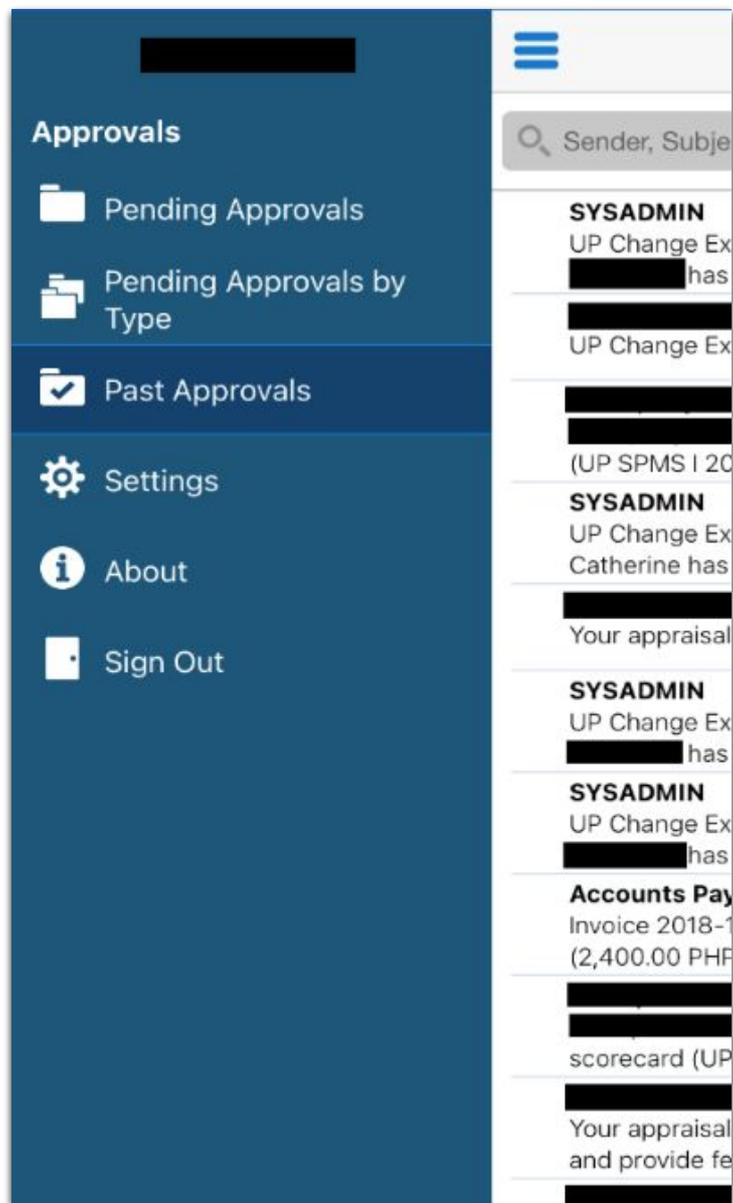
4. Click the Menu button  to view Menu Tab.



# Sign In & Navigation

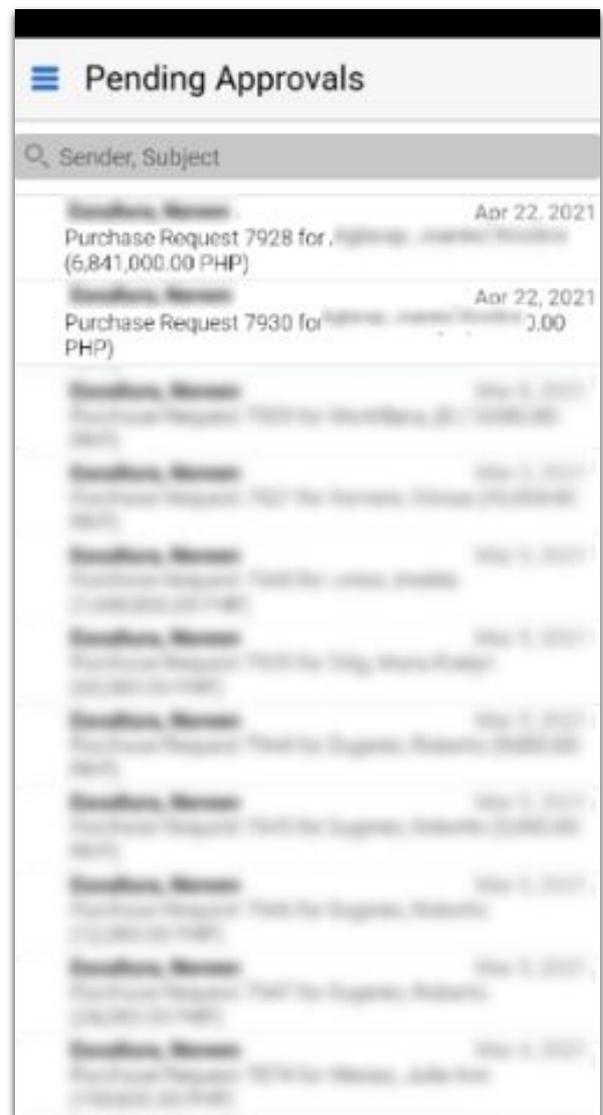
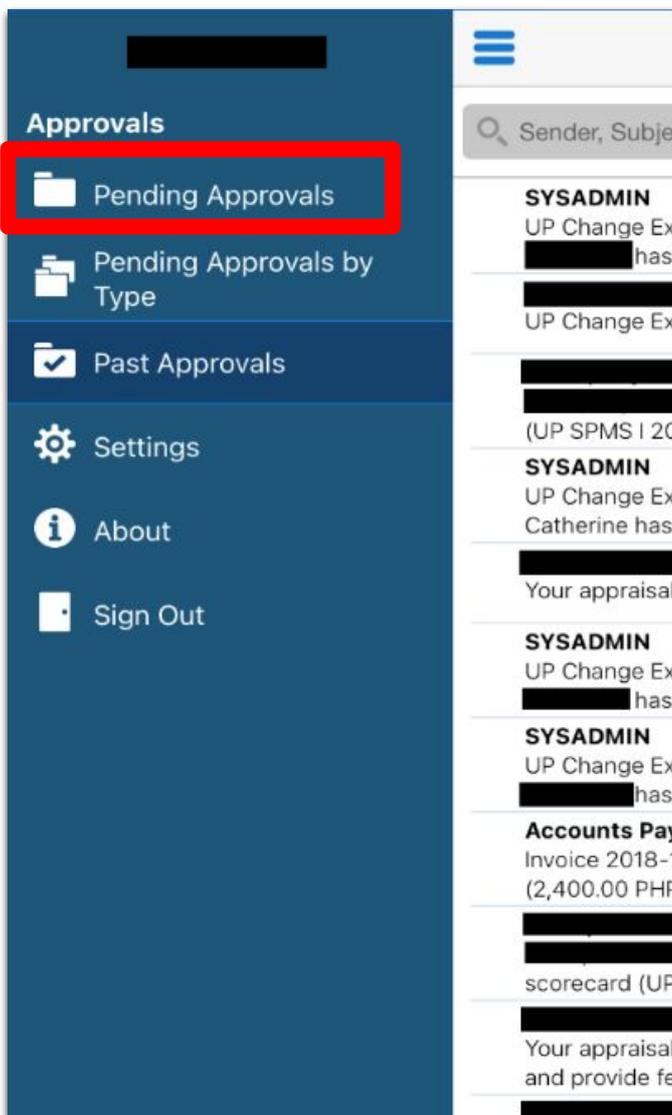
5. On the Menu Tab, you will be able to select the following:

- Pending Approvals
- Pending Approvals by Type
- Past Approvals
- Settings
- About
- Sign out



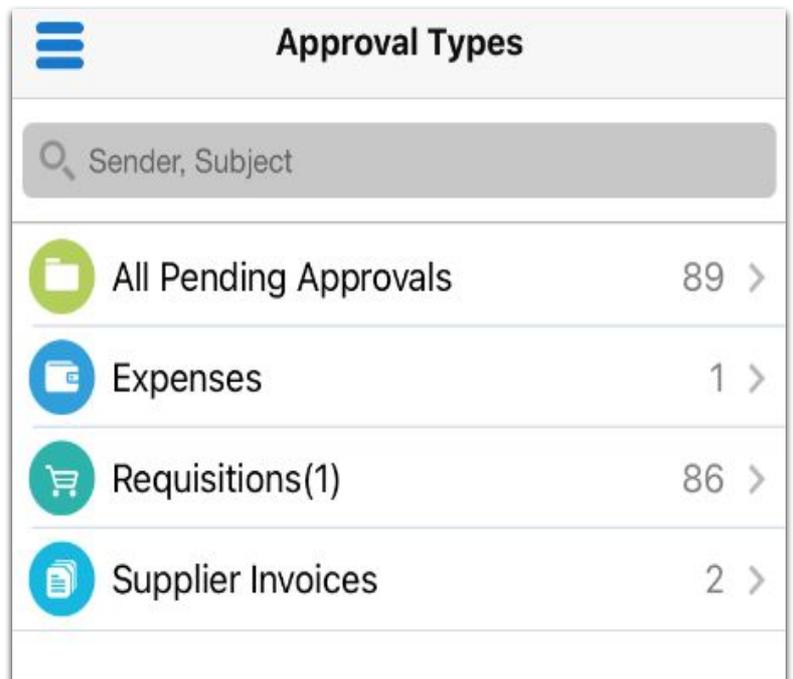
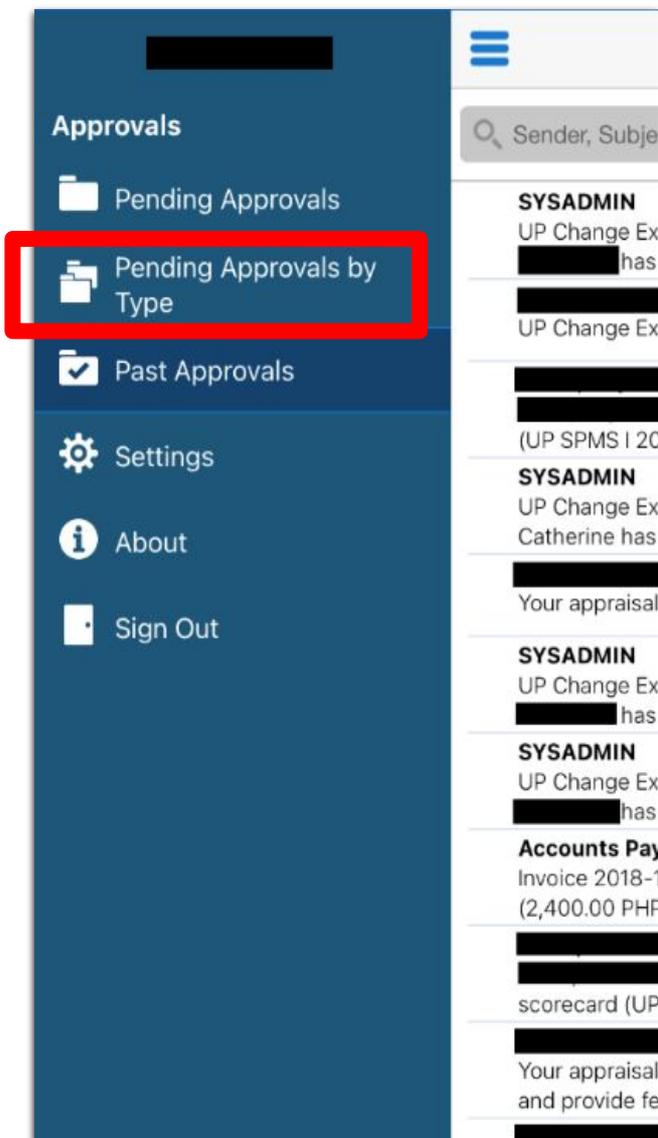
# Sign In & Navigation

6. To view approval notification that needs your action, click *Pending Approvals*



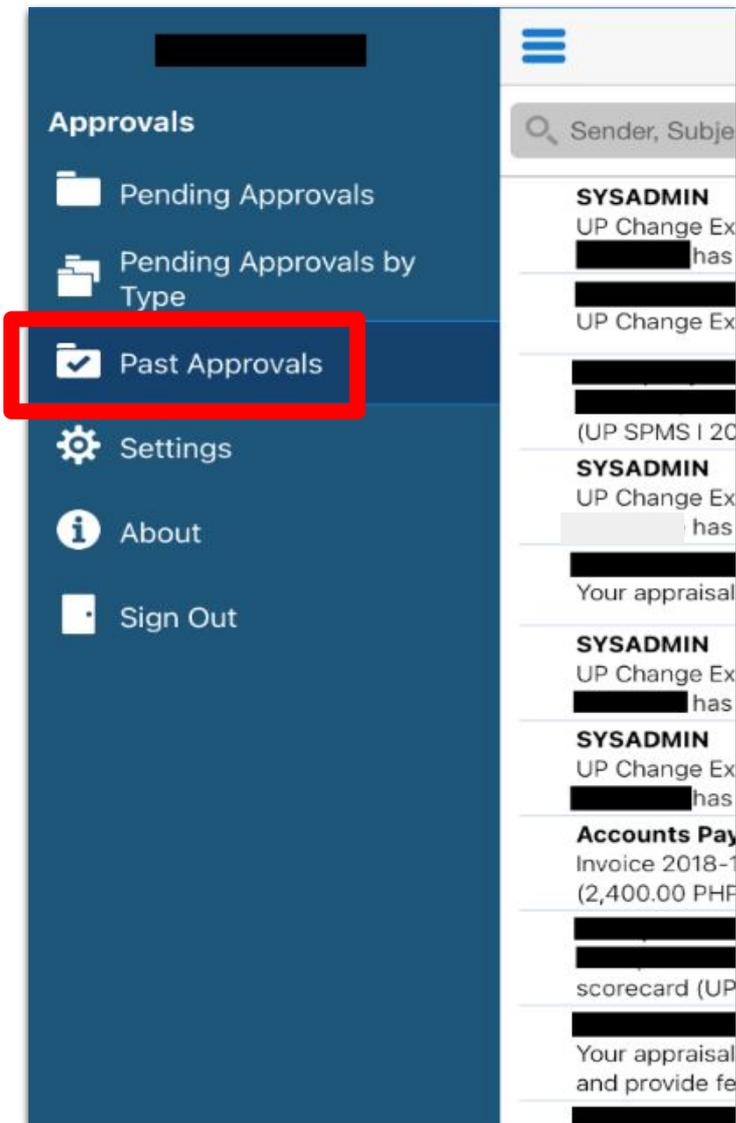
# Sign In & Navigation

7. To view approval notification by type that needs your action, click *Pending Approvals by Type*



# Sign In & Navigation

8. To view approval notification that has been approved, click *Past Approvals*.

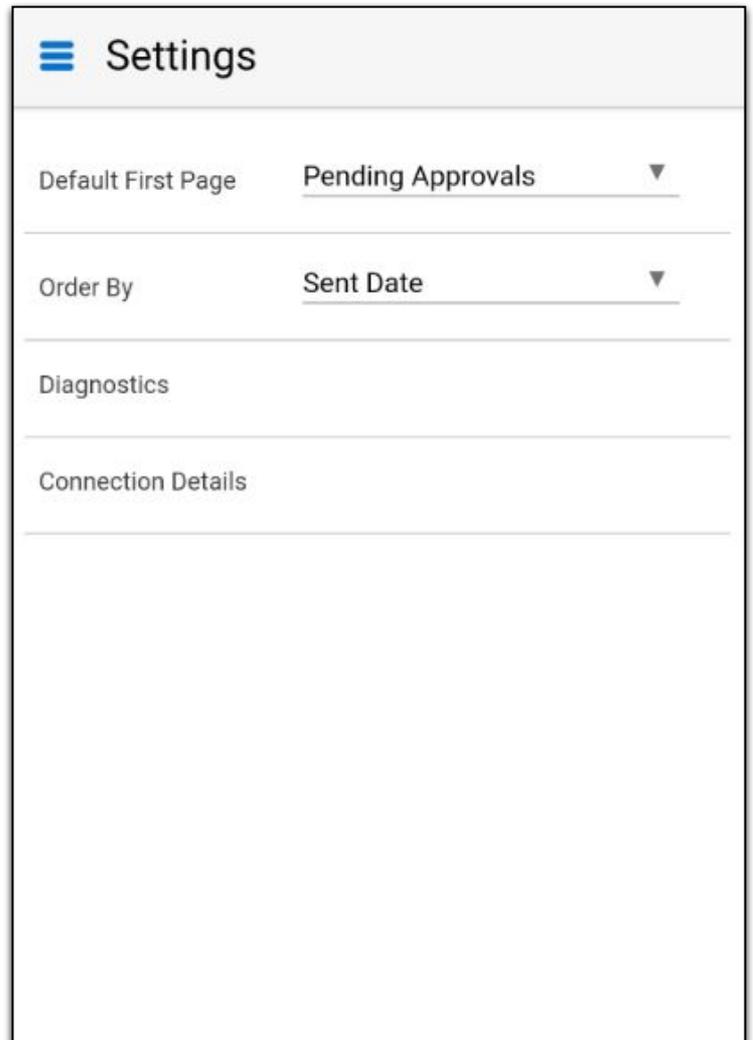
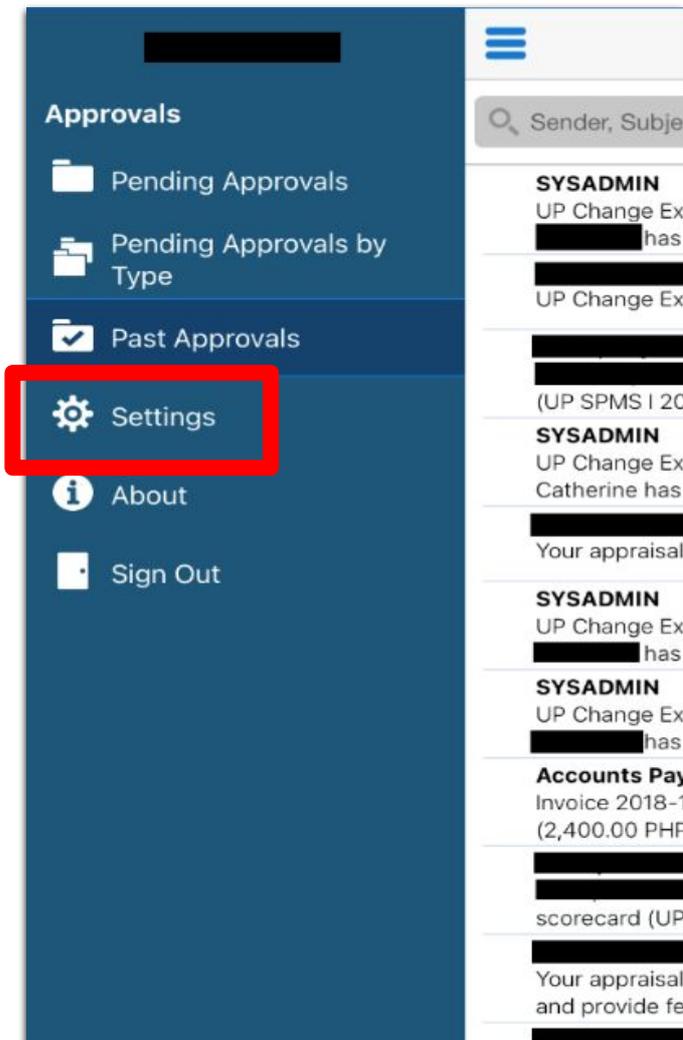


The screenshot shows the 'Past Approvals' screen with a search bar at the top. Below the search bar is a list of approval notifications. Each entry includes a date (May 10, 2021), a subject line, and a description of the approval request.

Sender	Subject	Date
[Redacted]	- Standard Purchase Order 44625, 0 for 940.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44459, 0 for 16,125.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44327, 0 for 3,000.00 PHP requires your approval.	May 10, 2021
[Redacted]	Proj Proc Mgmt Plan 105037 for (40,000.00 PHP)	May 10, 2021
[Redacted]	- Standard Purchase Order 44068, 0 for 995.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44034, 0 for 747.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44049, 0 for 2,892.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44042, 0 for 30,000.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44825, 0 for 5,580.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 45178, 0 for 3,350.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44819, 0 for 5,580.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44824, 0 for 20,475.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44348, 0 for 38,800.00 PHP requires your approval.	May 10, 2021
[Redacted]	- Standard Purchase Order 44818, 0 for 16,380.00 PHP requires your approval.	May 10, 2021

# Sign In & Navigation

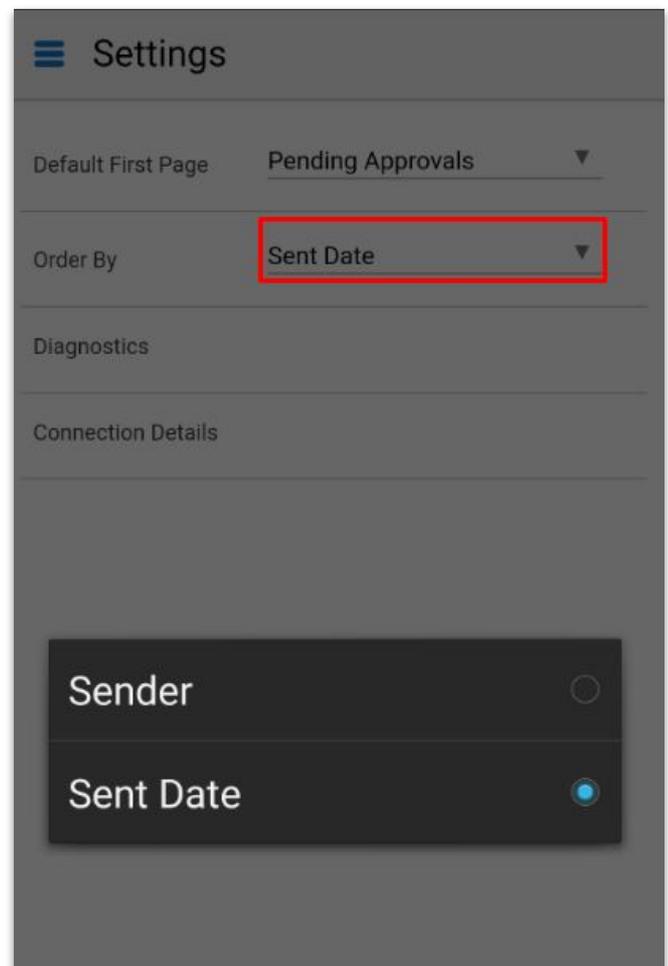
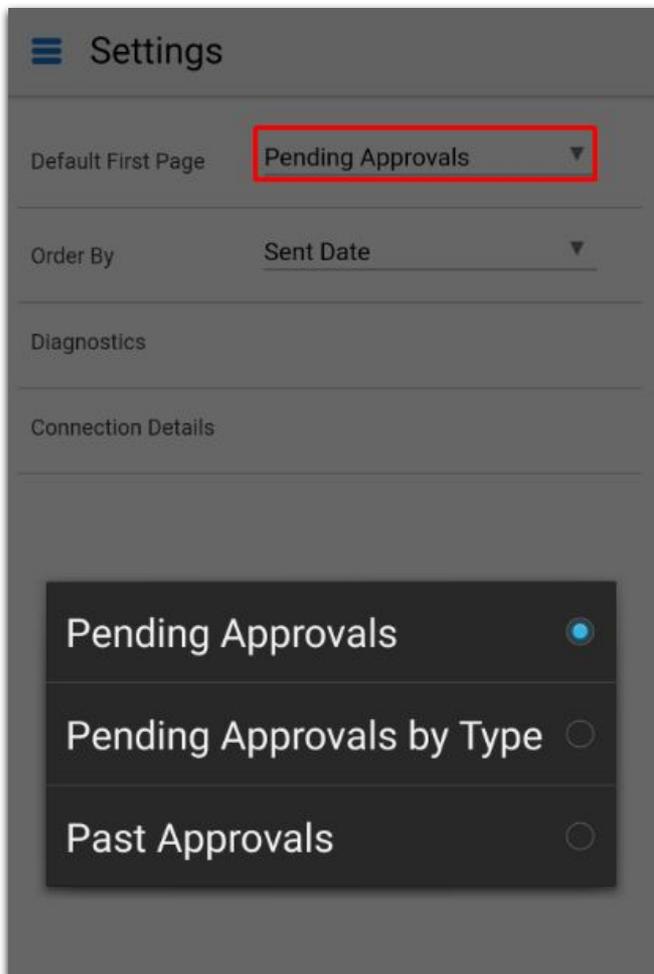
9. To change the setting, click on *Settings*.



# Sign In & Navigation

On Settings, you will be able to set the following:

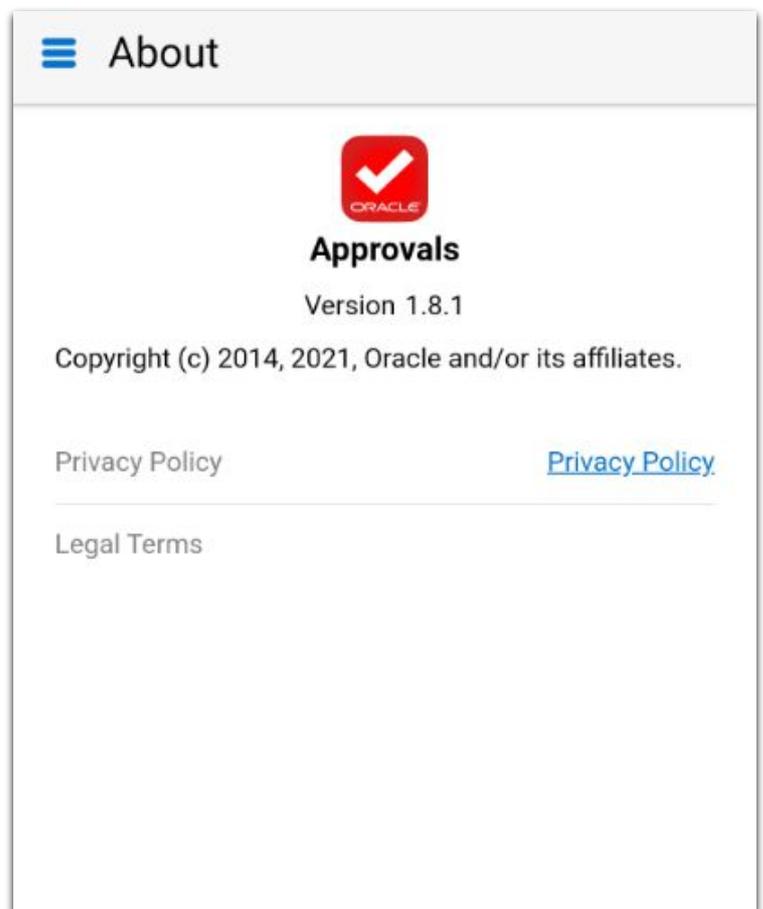
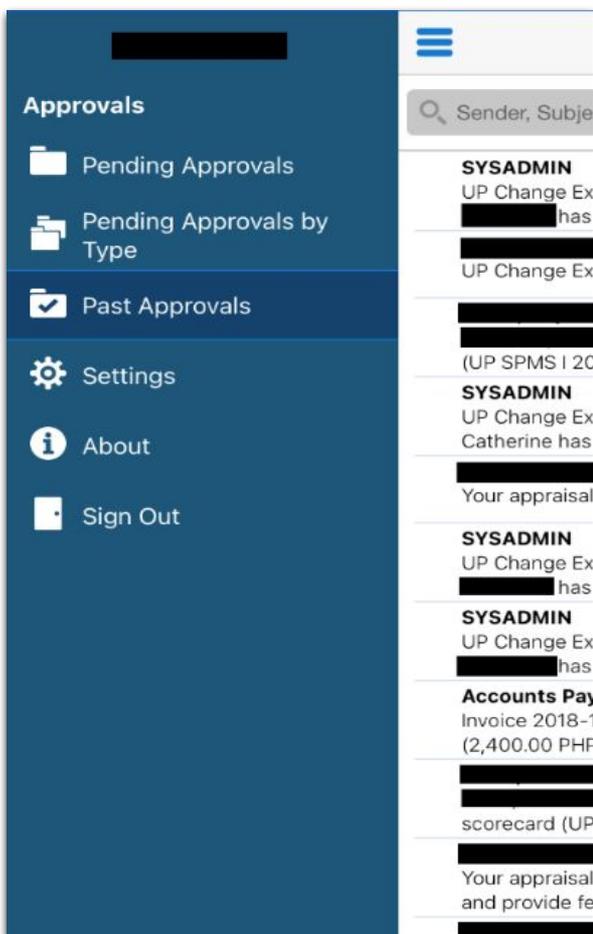
- Default First Page - click the dropdown to choose a page that you would like to view upon login.
- Order By – click the dropdown and select
  - o Sender – to sort the approval notification by Sender name
  - o Sent Date – to sort the approval notification by Sent Date



# Sign In & Navigation

10. Click *About* to review the following:

- Application version (current version 1.8.2)
- Privacy
- Legal Terms



[CLICK TO GO BACK TO TOP](#)

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# **Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)**

# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

Reviewing and Responding to PPMP or PR Worklist Notification

1. Open Purchase Request notification



# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

2. The Approval Notification Details window will appear.

← Details

Apr 22, 2021

Purchase Request 7930 for (45,000.00 PHP)

Description	PR Office Equipment Non-Common Items (Q1-2021) - OVPPF
Total	45,000.00 PHP
Tax (Non Recoverable)	0.00 PHP

Requisition Lines

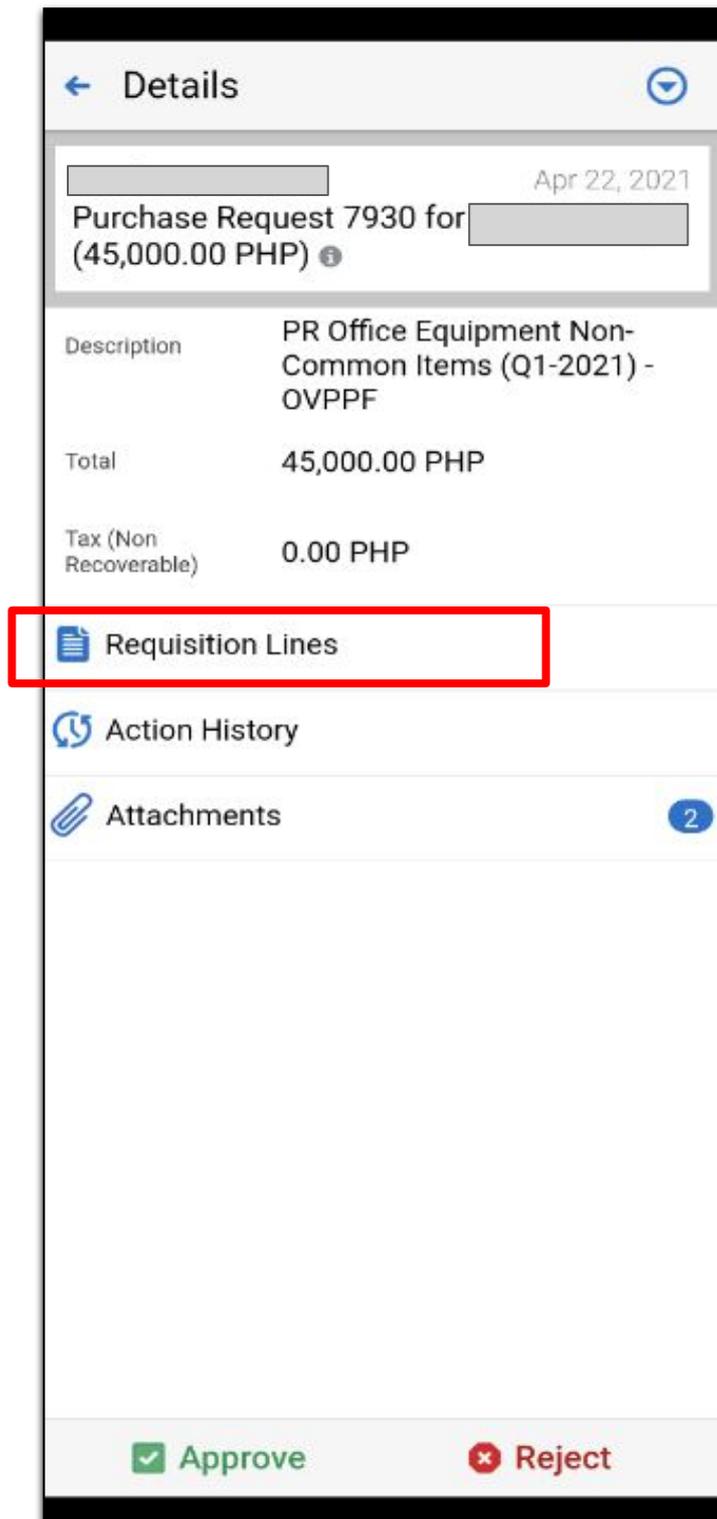
Action History

Attachments 2

Approve Reject

# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

3. To review the details of Requisition Lines, click on *Requisition Lines*.



# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

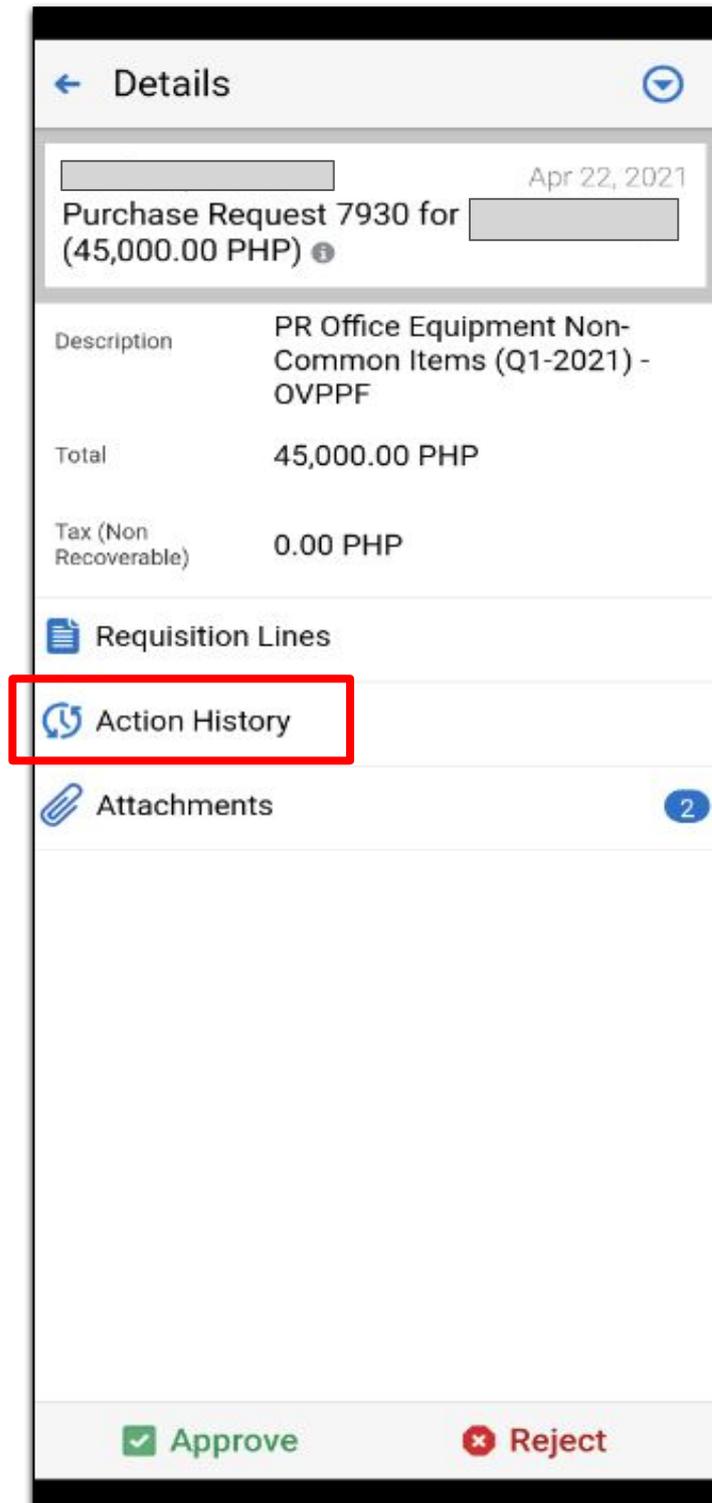
4. Check the details of the line item. To return to the previous window, click the *Back* (arrow) icon.

Line	1
Description	Laptop
Cost Center	-
Unit	pc
Quantity	1
Price	45,000.00 PHP
Amount	45,000.00 PHP

Approve  Reject

# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

5. To review workflow activity, click on *Action History*.



# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

6. The Action History window will appear. You may check the activity details. To return to the previous window, click the *Back* icon.

Action History	
Num	4
Name	[Redacted]
Action	Submitted
Action Date	Mar 3, 2021
Num	3
Name	[Redacted]
Action	Withdrawn
Action Date	Mar 3, 2021
Num	2
Name	[Redacted] (UPS G1-10 SA02013001)
Action	No action taken
Action Date	Mar 3, 2021
Num	1
Name	[Redacted]
Action	Submitted
Action Date	Mar 3, 2021

Approve  Reject

Action History	
Name	[Redacted] al (UPS G1-10 SA02013001)
Action	No action taken
Action Date	Mar 7, 2021
Num	7
Name	[Redacted]
Action	Submitted
Action Date	Mar 5, 2021
Num	6
Name	[Redacted]
Action	Withdrawn
Action Date	Mar 5, 2021
Num	5
Name	[Redacted] al (UPS G1-10 SA02013001)
Action	No action taken
Action Date	Mar 5, 2021

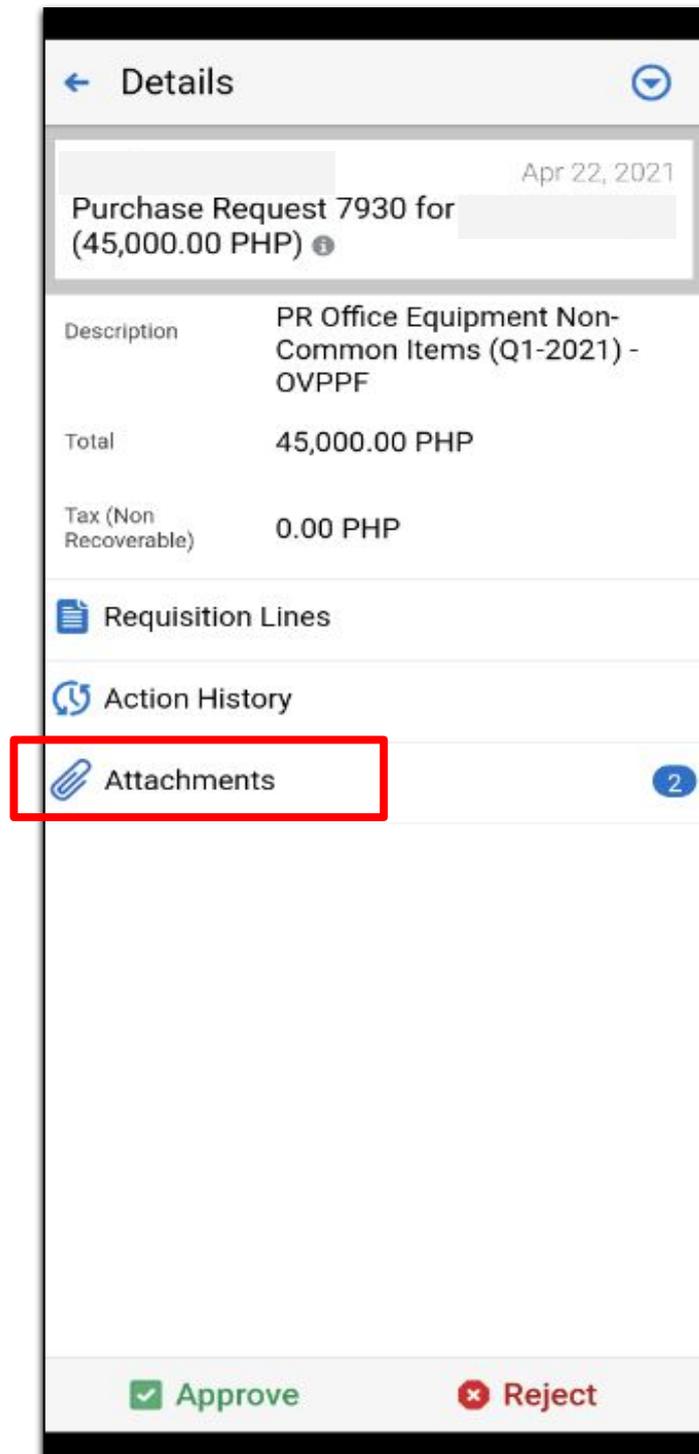
Approve  Reject

Action History	
Name	[Redacted] (UPS A20 PR Budget Office)
Action	Information Requested
Action Date	Mar 8, 2021
Note	Pls. attach the approval/fund source. Thanks.
Num	11
Name	[Redacted] (UPS G1-10 SA02013001)
Action	Approved
Action Date	Mar 8, 2021
Num	10
Name	[Redacted]
Action	Submitted
Action Date	Mar 7, 2021
Num	9
Name	[Redacted]
Action	Withdrawn
Action Date	Mar 7, 2021

Approve  Reject

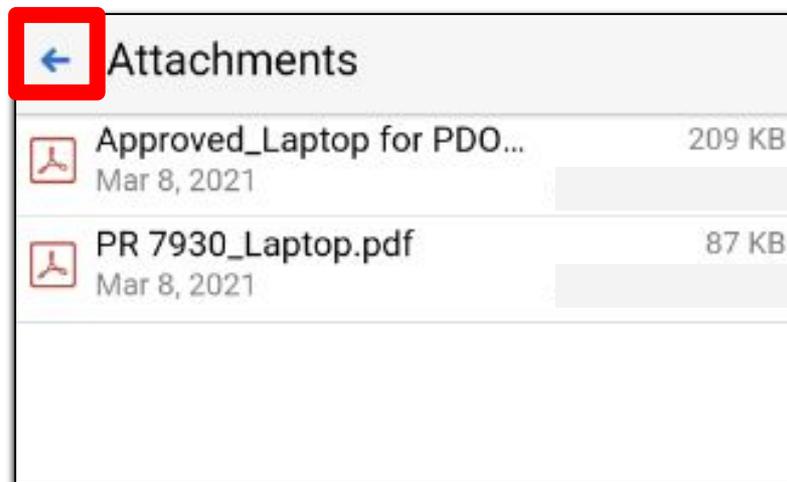
# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

7. To view the file, text, or URL attachments, click on *Attachments*.



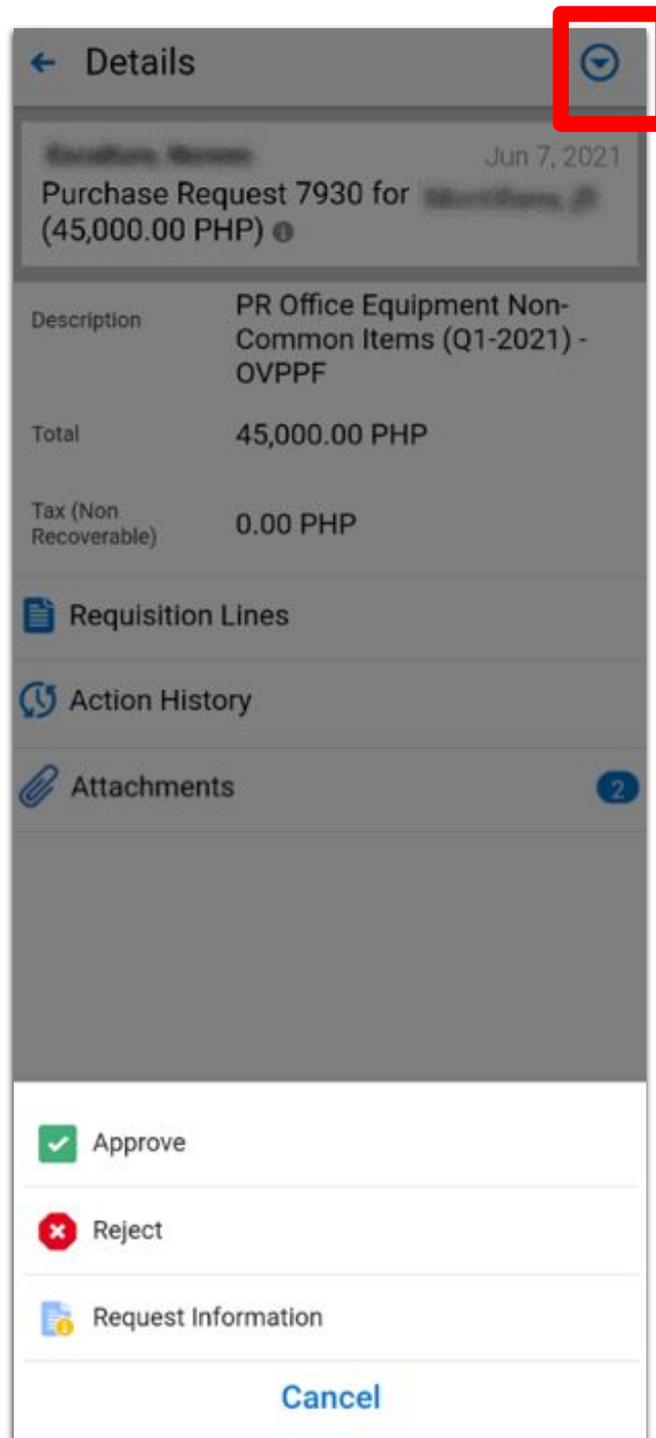
# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

8. Click a specific attachment to download and/or review the contents. To return to the previous window, click the *Back* icon.



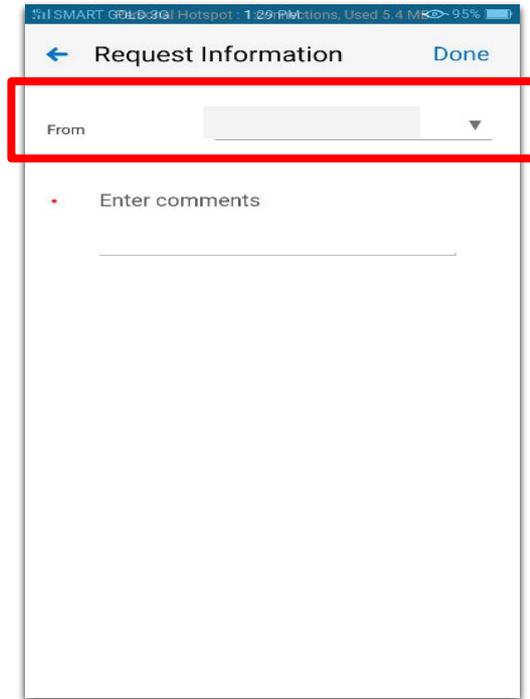
# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

9. To respond to an approval notification, click on the upper right button that looks like a drop-down arrow  to either approve, reject, reassign, or request information.

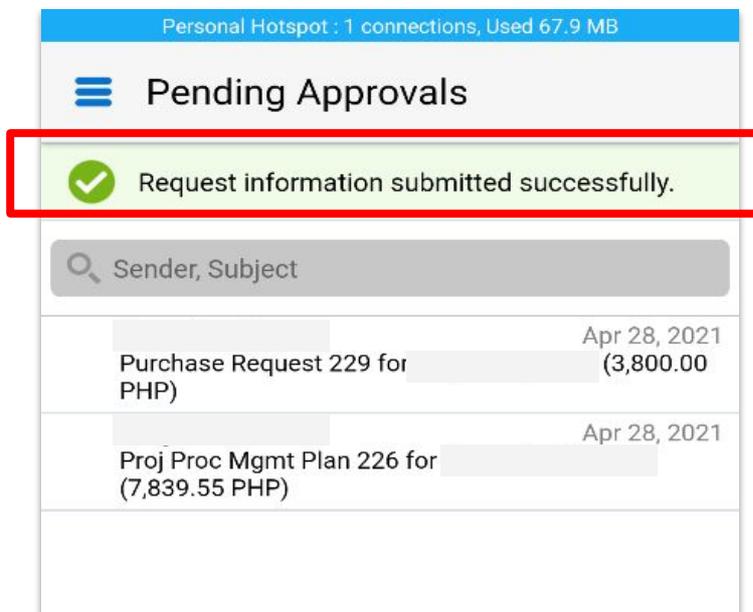


# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

- A. To Request Information means that you need additional supporting documents, or you have inquiries regarding the expense report details before you are able to proceed with approving the transaction.



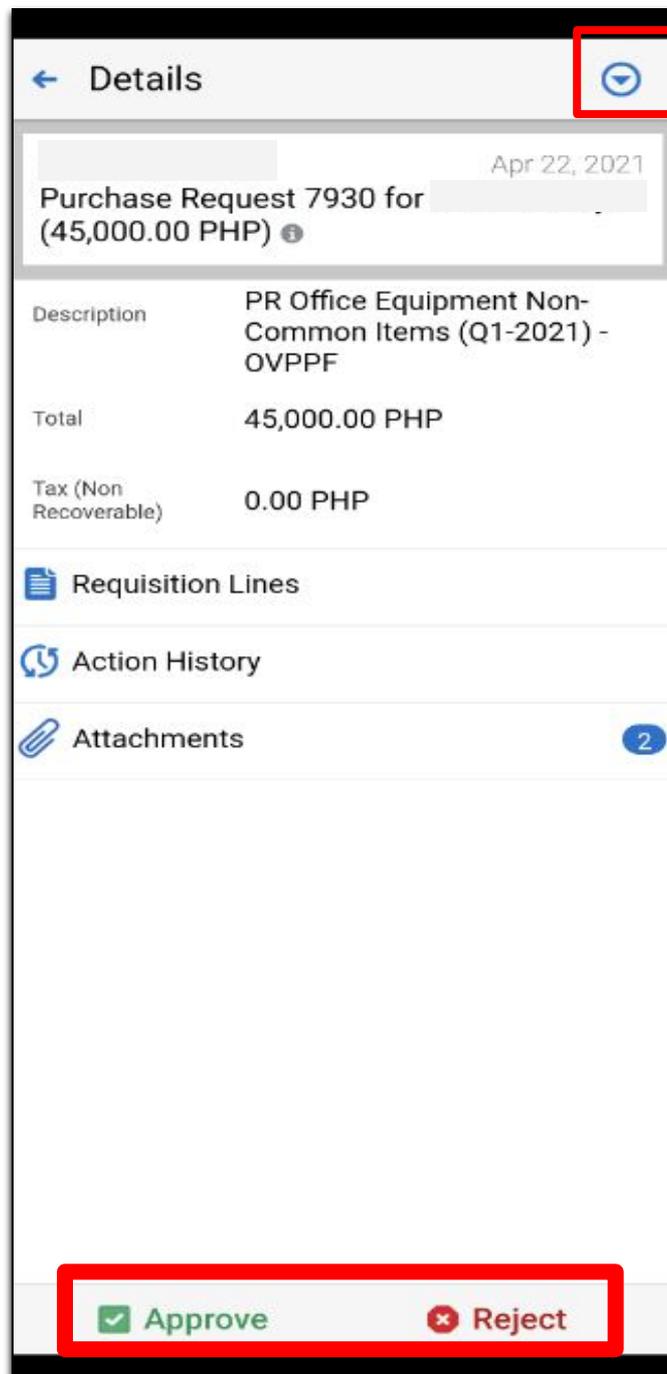
After selecting a recipient, enter a comment on the provided space and click *Done*. A notification will appear that says *"Request information submitted successfully"*.



**NOTE:** The Request for Information may be sent to previous workflow participants. Should you wish to send the request to those not in the list, you may access your UIS worklist via web browser.

# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

- B. For Approval or Rejection, there are two ways to approve:
- Click on the upper right button  and select *Approve or Reject*.
  - Click on the *Approve or Reject* button at the bottom of the screen.

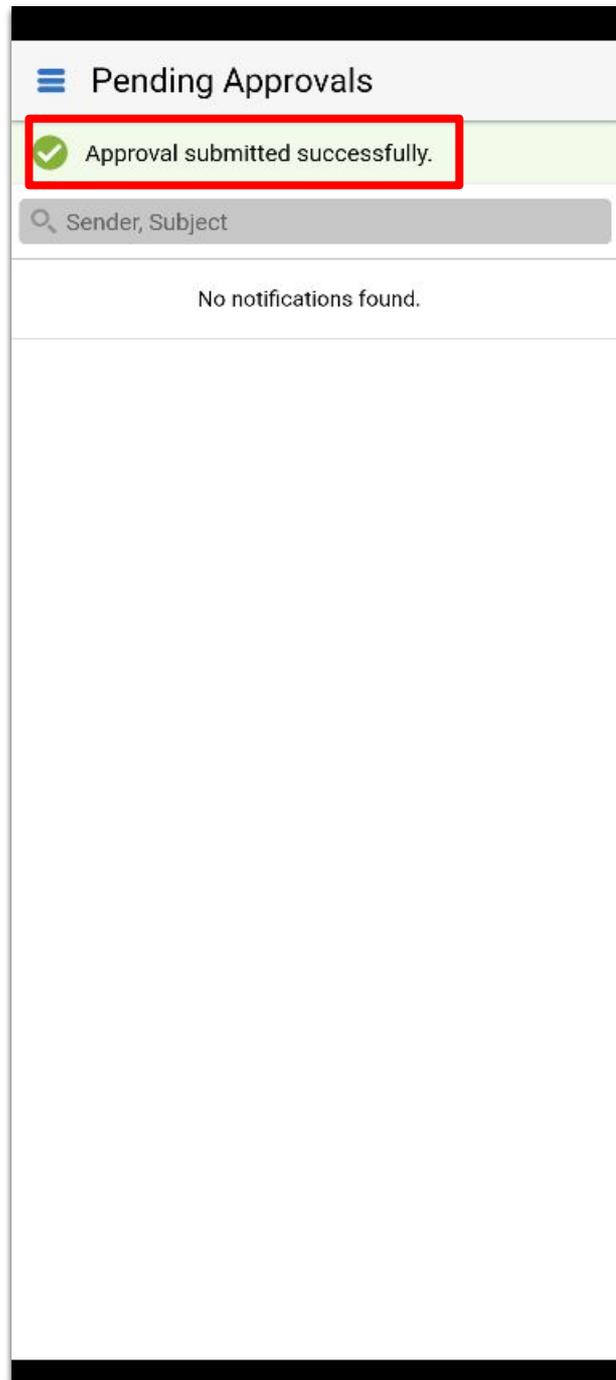
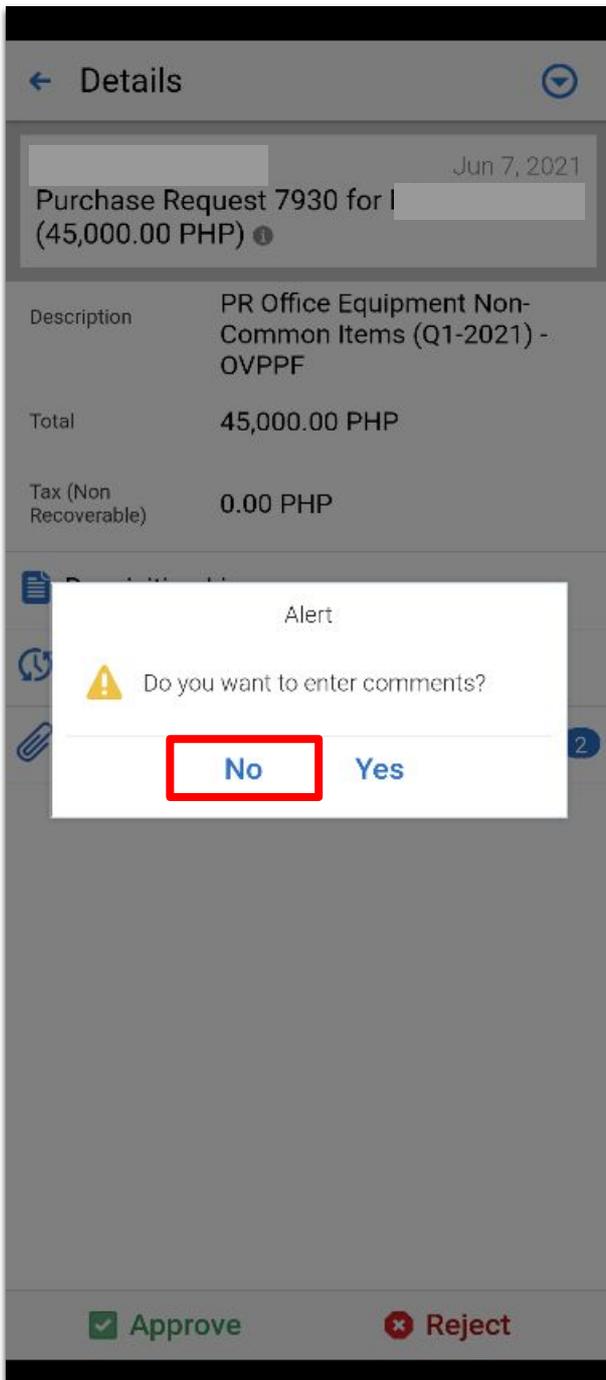


# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

An *Alert* window will appear.

- a. Click *No* if you do not want to enter a comment.

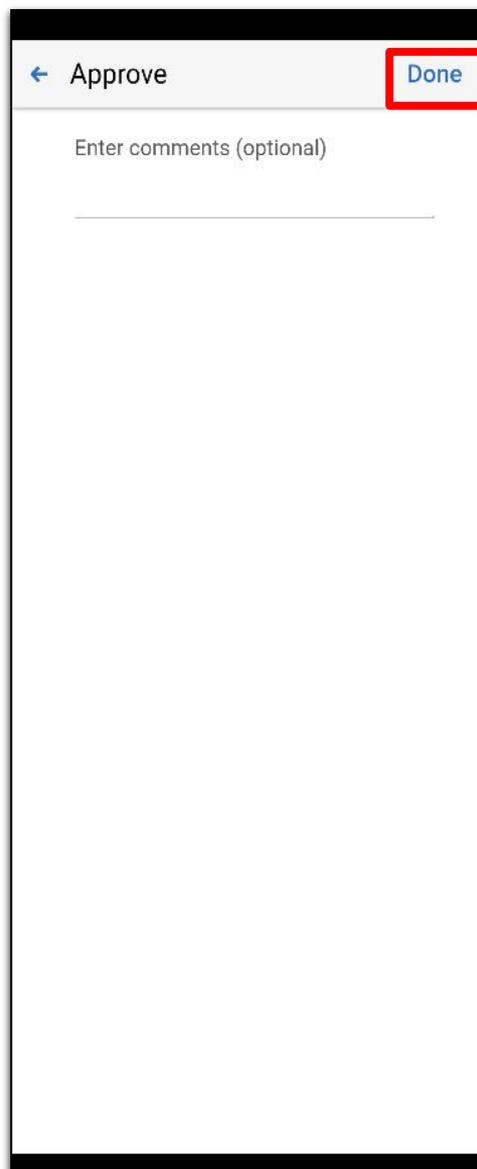
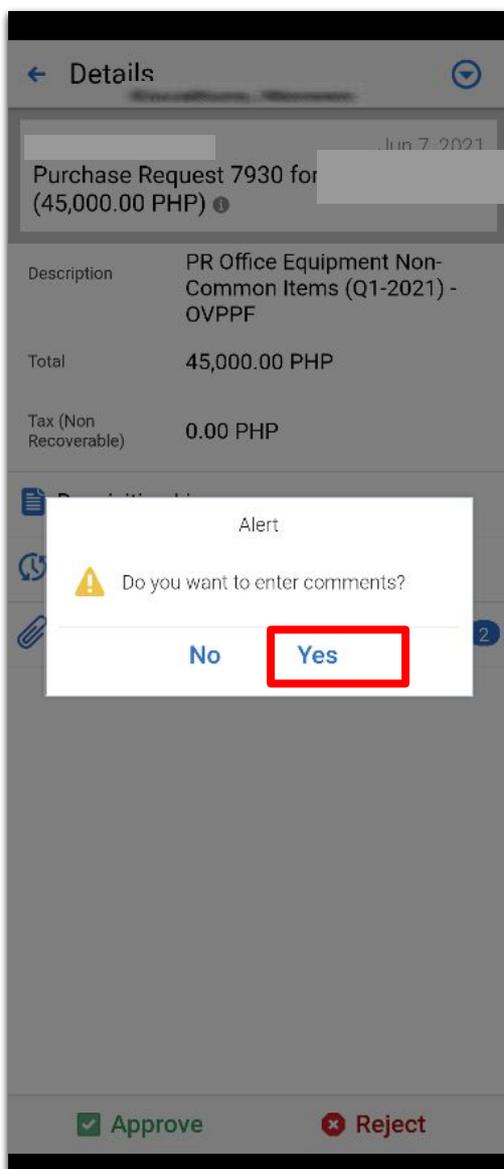
A notification will appear that says *"Approval submitted successfully."*



# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

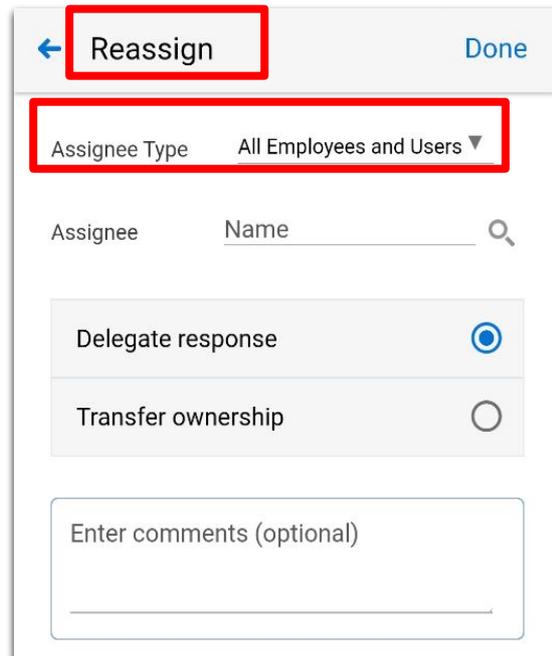
b. Click *Yes* if you want to enter a comment.

c. Then, enter a comment on the provided space and click *Done*. A notification will appear that says "*Approval submitted successfully*".



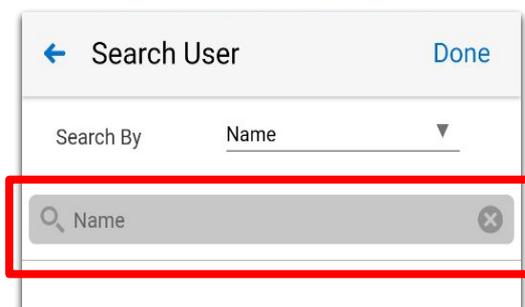
# Approvals for Project Procurement Management Plan (PPMP) and Purchase Request (PR)

c. To Reassign means authorizing another person with a UIS account to decide and take an action on the notification on your behalf. Once you click the Reassign button, you will be redirected to the Reassign window.



Select an *Assignee Type*.

Then, select the name of the personnel you would like to authorize on the *Assignee* field. Once you click the magnifying glass, another window will open with the list of names recorded in the system.



Upon returning to the *Reassign window*, select the *Delegate response* option. Indicate the reason for delegating the notification on the space provided below.

Then, click the Done.

[CLICK TO GO BACK TO TOP](#)

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# **Approvals for Disbursements (DV)**

# Approvals for Disbursements (DV)

Reviewing and Responding to Accounts Payable Worklist Notification

1. Select Account Payables worklist notification.



# Approvals for Disbursements (DV)

Review and Response to Accounts Payable Worklist Notification

2. The Notification Details window will appear.

Disbursement Voucher Details:

- *Summary*
- *Lines*
- *Line Distributions*
- *Action History*

2:41 PM 94%

**Details**

Invoice 2021-01-00786 from [redacted]  
(23,250.00 PHP) requires your approval ⓘ

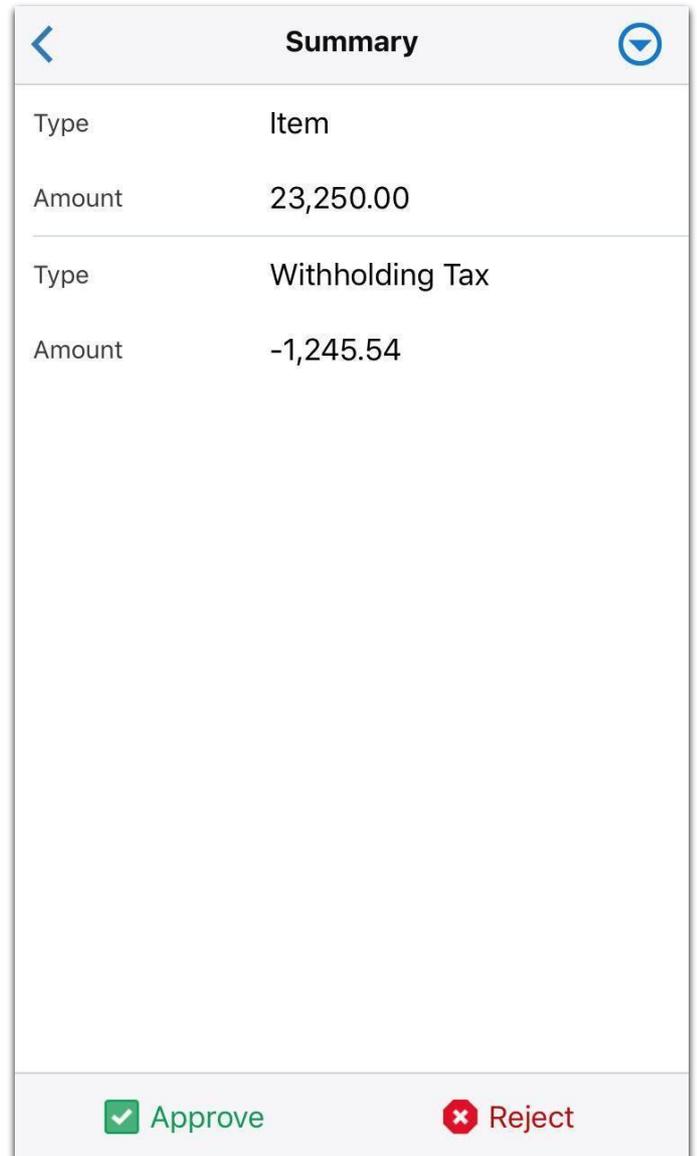
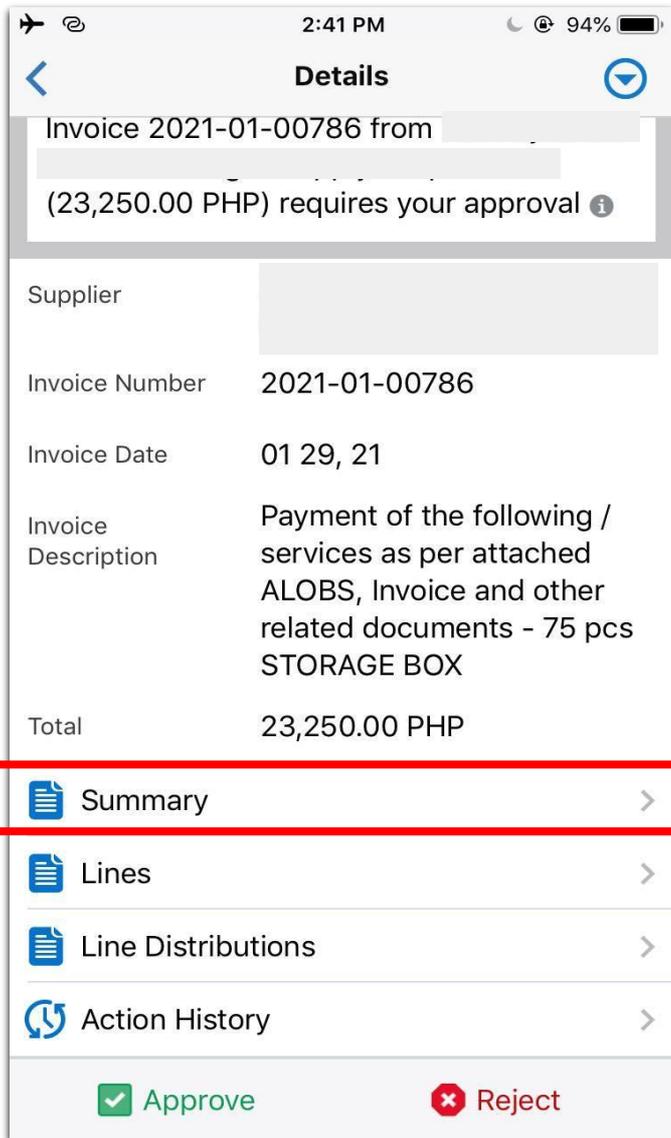
Supplier	[redacted]
Invoice Number	2021-01-00786
Invoice Date	01 29, 21
Invoice Description	Payment of the following / services as per attached ALOBS, Invoice and other related documents - 75 pcs STORAGE BOX
Total	23,250.00 PHP

- Summary >
- Lines >
- Line Distributions >
- Action History >

Approve  Reject

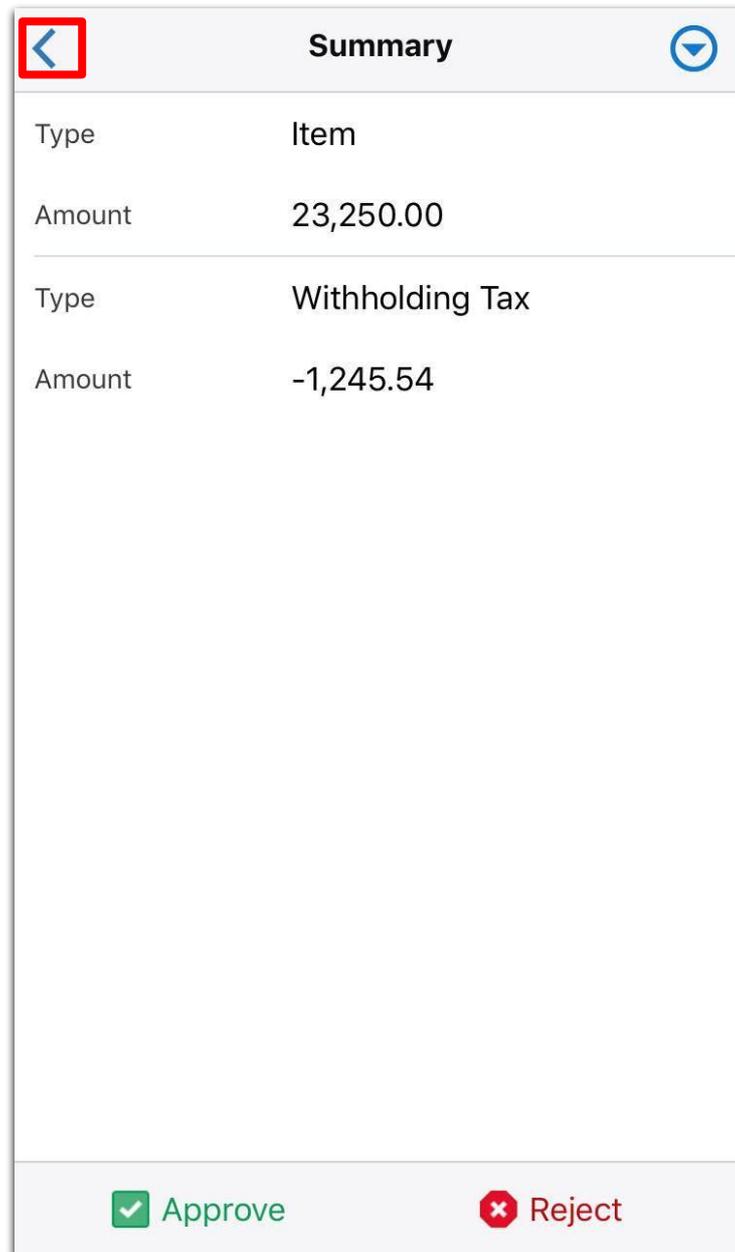
# Approvals for Disbursements (DV)

3. To review DV Summary, click on *Summary*.



# Approvals for Disbursements (DV)

4. To return to the previous window, click the *Back* icon 



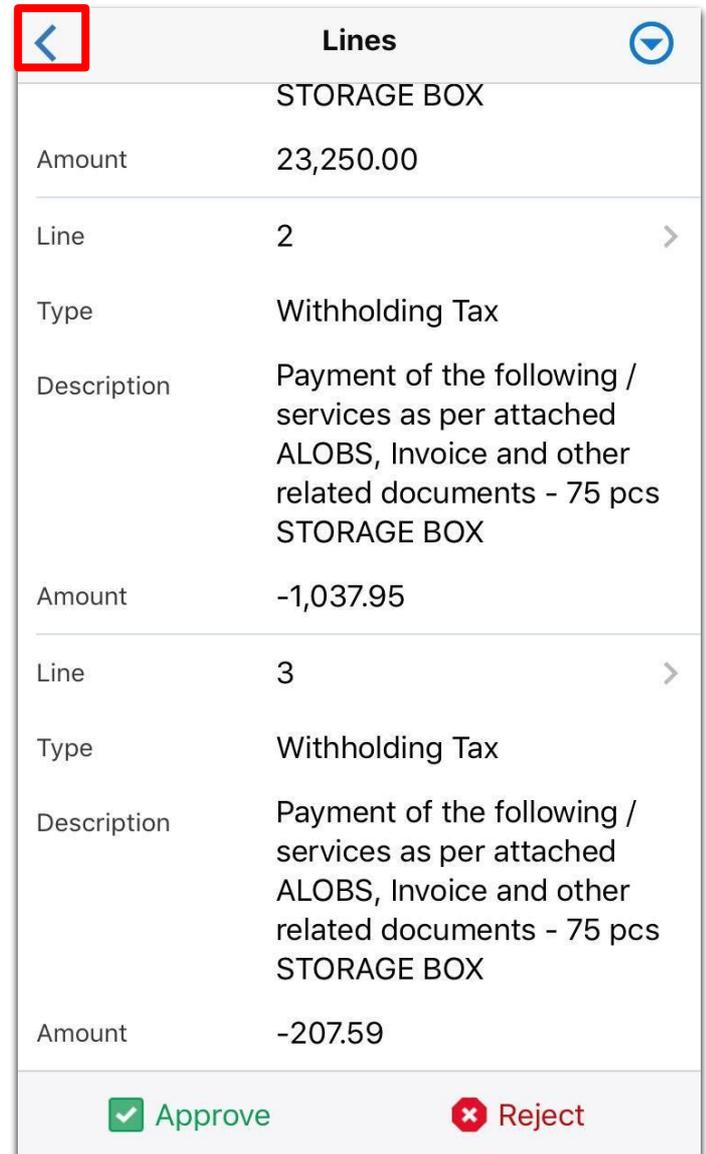
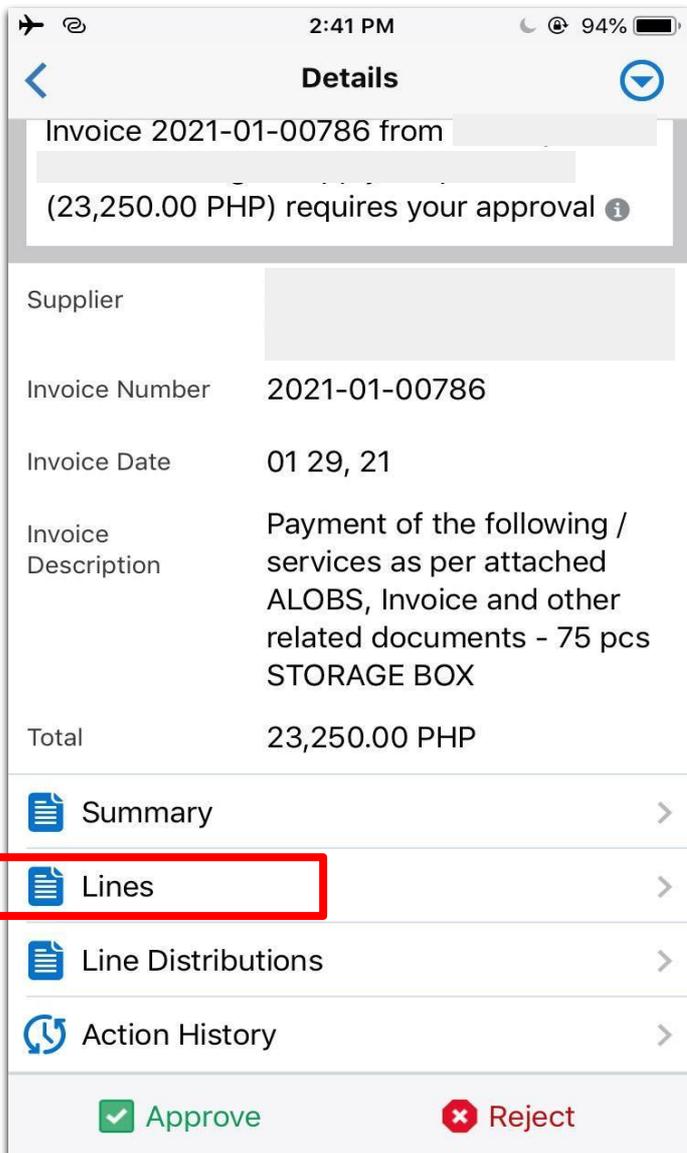
Summary	
Type	Item
Amount	23,250.00
Type	Withholding Tax
Amount	-1,245.54

# Approvals for Disbursements (DV)

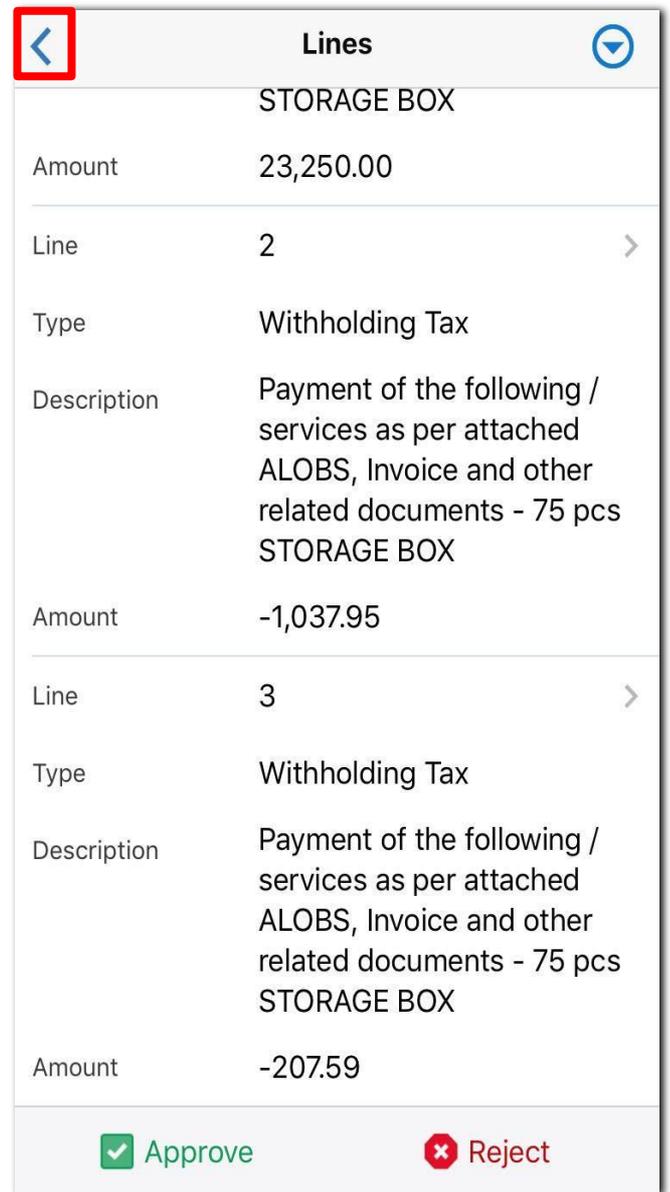
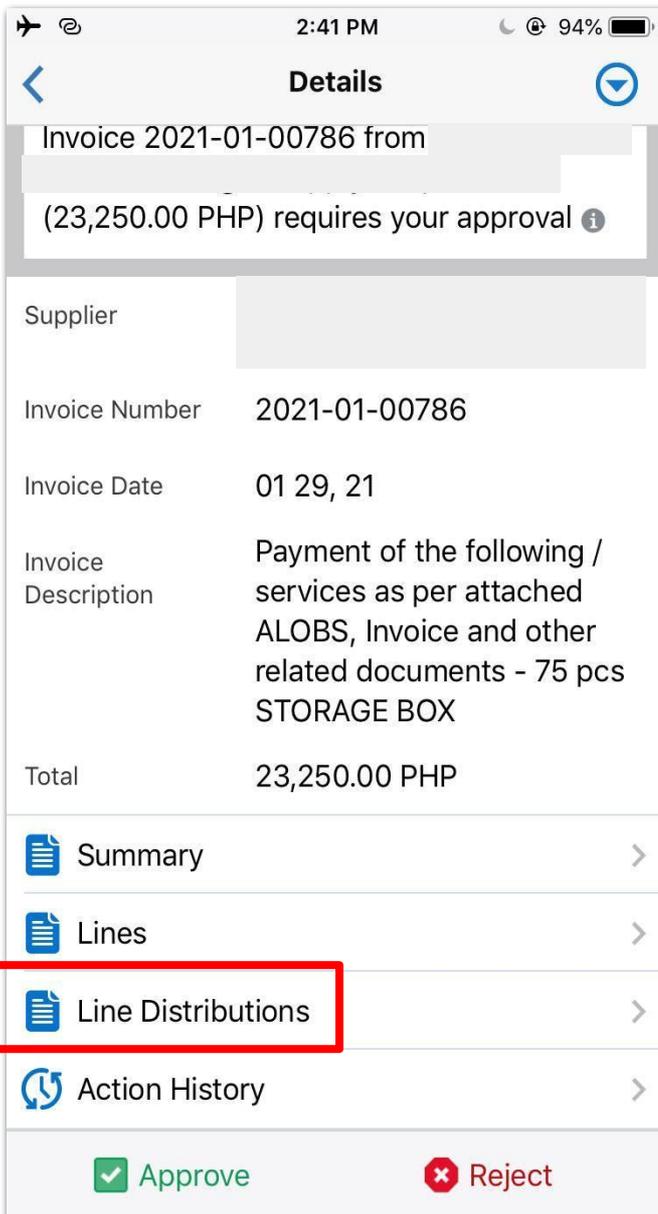
5. To view DV line items, click on *Lines*.

To return to the previous window, click the *Back* icon. 



# Approvals for Disbursements (DV)

6. To review accounting entries, click on *Line Distributions*.  
To return to the previous window, click *Back* < icon.

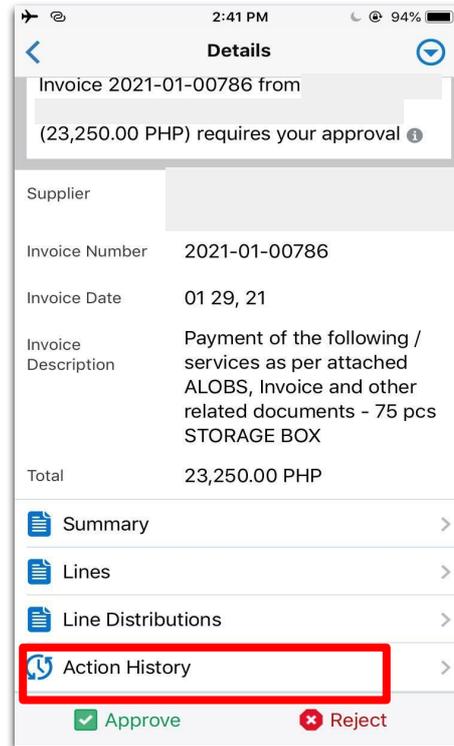


# Approvals for Disbursements (DV)

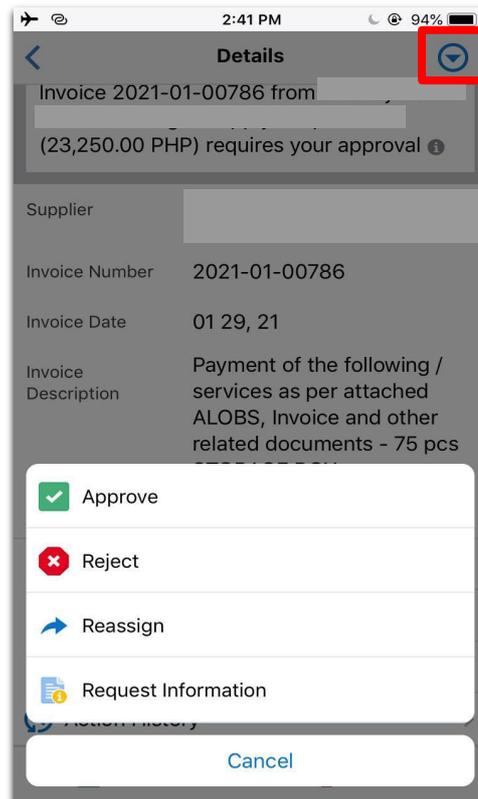
7. To review workflow activity, click on *Action History*.

*Scroll down* to check details of latest update on approval path.

To return to the previous window, click *Back* icon. <



8. To respond on approval notification, click on the upper right button to either Approve, Reject, Reassign, or Request Information.



# Approvals for Disbursements (DV)

- A. To Request Information implies that you need additional supporting documents or you have inquiries regarding the DV details before you are able to proceed with the approving of transaction.

2:41 PM 94%

**Details**

Invoice 2021-01-00786 from  
(23,250.00 PHP) requires your approval ⓘ

Supplier

Invoice Number 2021-01-00786

Invoice Date 01 29, 21

Invoice Description Payment of the following / services as per attached ALOBS, Invoice and other related documents - 75 pcs STORAGE BOX

Total 23,250.00 PHP

Summary >

Lines >

Line Distributions >

Action History >

Approve Reject

**Request Information** Done

From Accounts Payable

Attach info

**NOTE:** The Request for Information may be sent to previous workflow participants. Should you wish to send the request to those not in the list, you may access your UIS worklist via web browser.

After selecting the recipient, enter your inquiry and click *Done*. Once you click *Done*, the notification below will appear “*Request information submitted successfully*”

**Request Information** Done

From Accounts Payable

Attach info

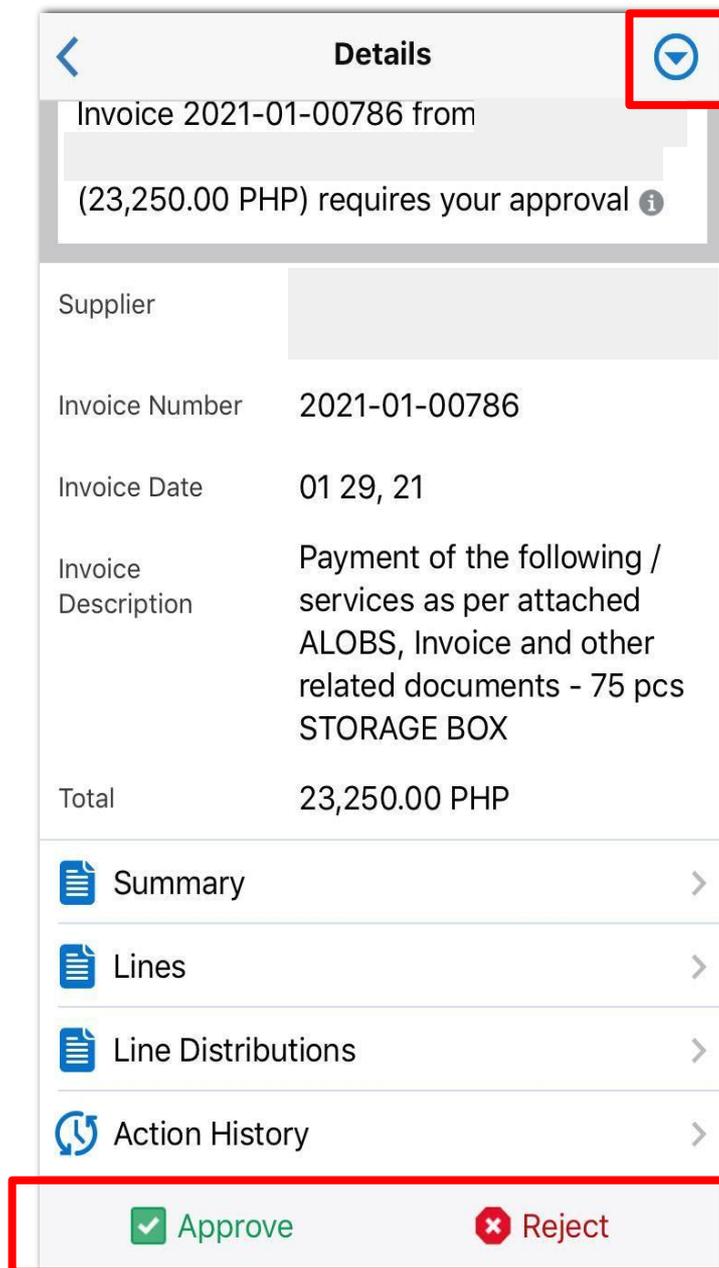
**Pending Approvals**

Request information submitted successfully.

Sender, Subject

# Approvals for Disbursements (DV)

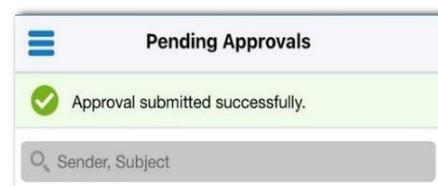
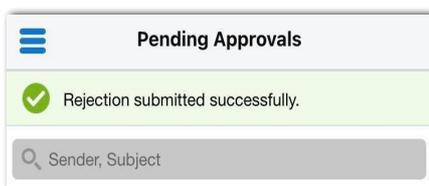
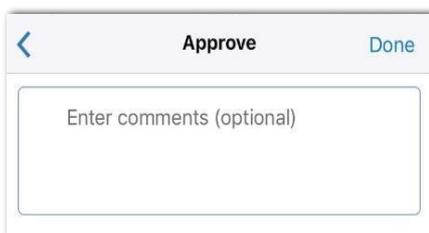
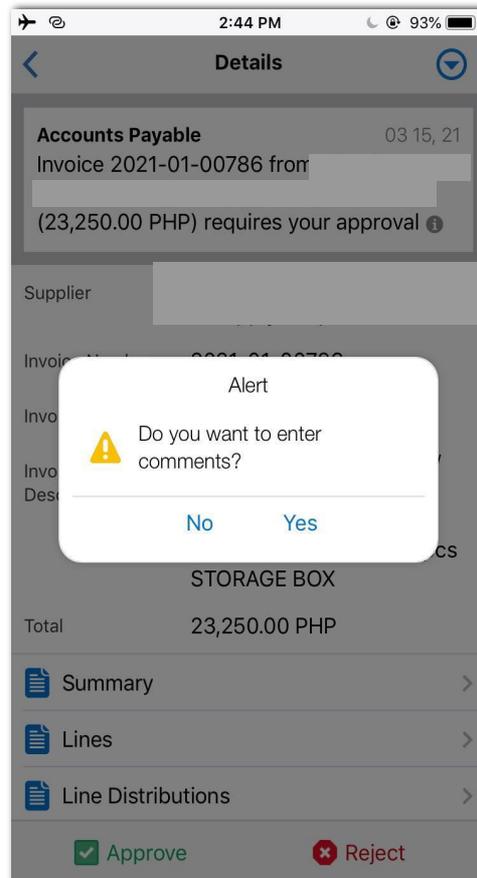
- A. For Approval or Rejection, there are two ways to approve:
- Click on the upper right button  and select *Approve or Reject*.
  - Click on the *Approve or Reject* button at the bottom of the screen.



# Approvals for Disbursements (DV)

After choosing either to approve or reject the notification, an *Alert* window will appear, you can Click *Yes* to type any comment.

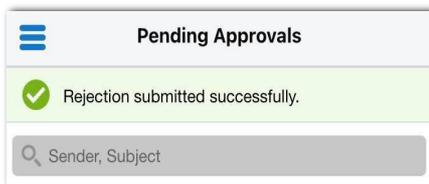
Click *Done* to proceed. A notification confirming the action is submitted successfully.



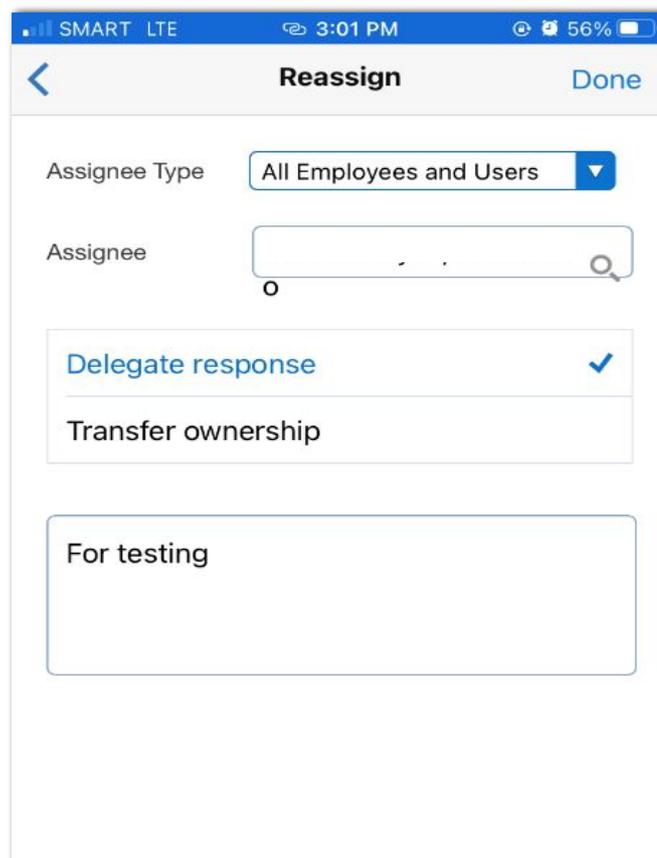
# Approvals for Disbursements (DV)

- a. Click *No* to proceed without entering any comments. You will be redirected to the Pending Approvals window, a notification will immediately appear on the screen.

*Note: It is recommended to enter the reason for rejecting a DV. This will allow the originator to update and resubmit the DV with correct details.*



- b. To Reassign means authorizing another person with a UIS account to decide and take an action on the notification on your behalf. Once you click the Reassign button, you will be redirected to the Reassign window.



# Approvals for Disbursements (DV)

Select an *Assignee Type*.

Then, select the name of the personnel you would like to authorize on the *Assignee* field. Once you click the magnifying glass, another window will open with the list of names recorded in the system.



Upon returning to the *Reassign window*, select the *Delegate response* option. Indicate the reason for delegating the notification on the space provided below. Then, click the Done.

[CLICK TO GO BACK TO TOP](#)

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# **Approvals for Expense Report (iExpense)**

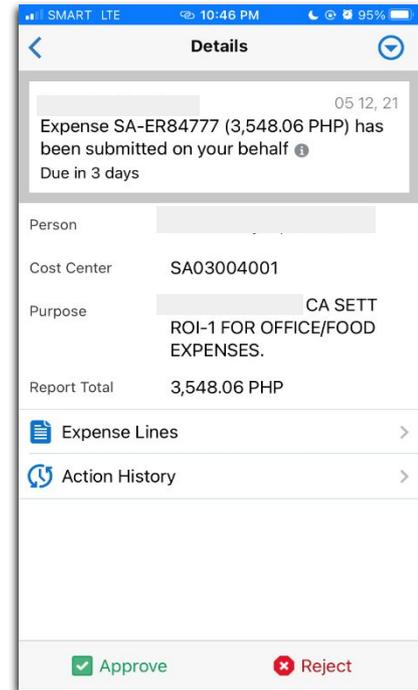
# Approvals for Expense Report (iExpense)

## Review and Response to Expense Report Worklist Notification

1. After selecting an Internet Expense worklist notification, the Notification Details window will appear.

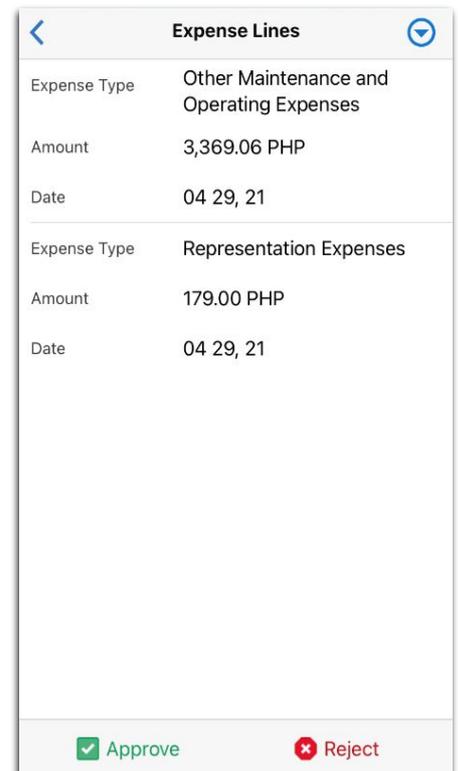
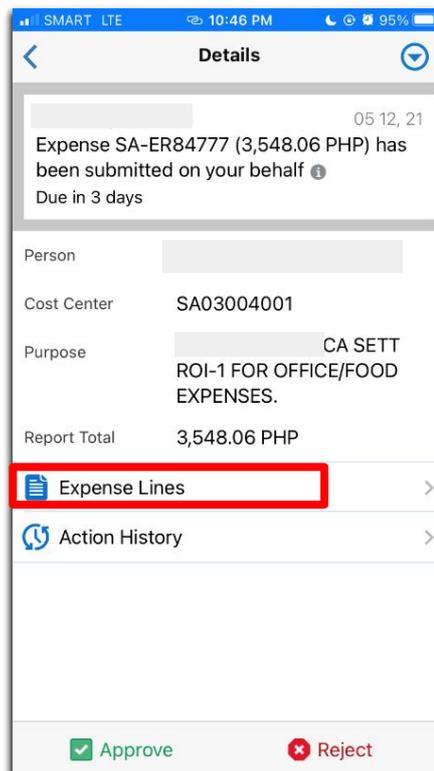
Internet Expense Details:

- *Expense Lines*
- *Action History*



2. To review item details, click on *Expense Lines*

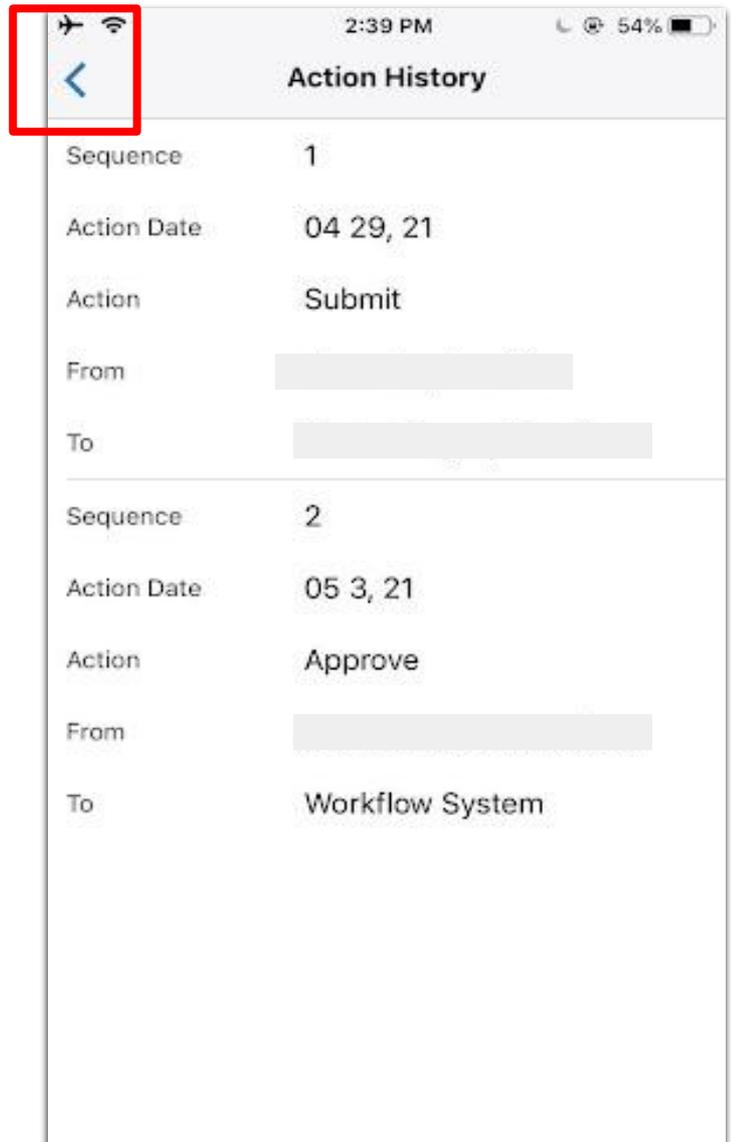
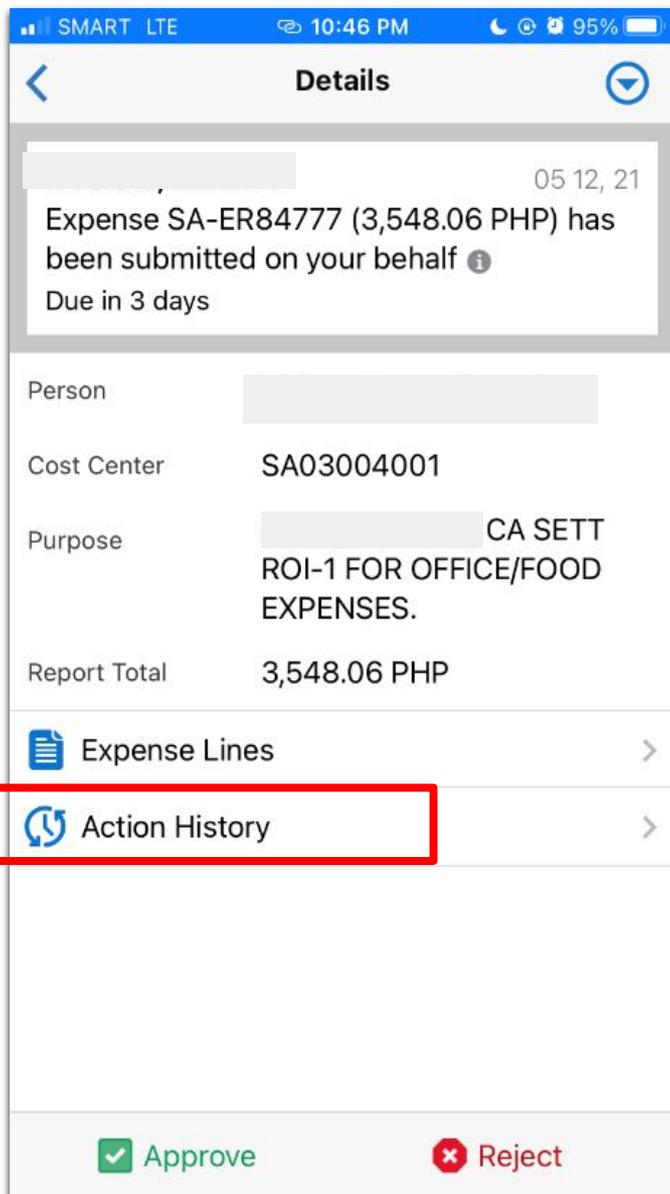
To return to the previous window, click the *Back* icon. <



# Approvals for Expense Report (iExpense)

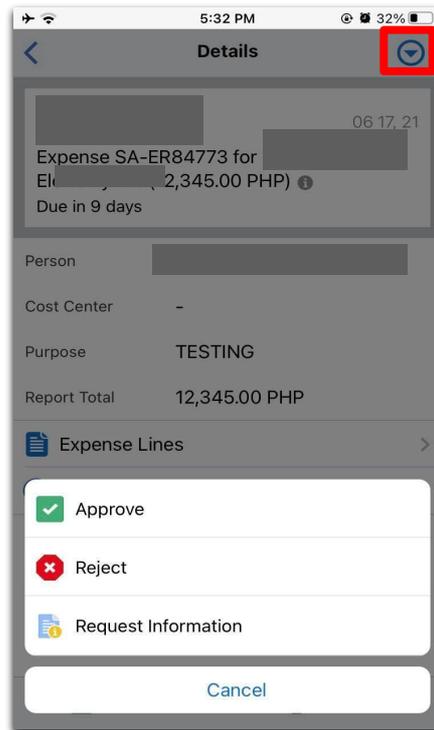
3. To review workflow activity, click on *Action History*.

To return to the previous window, click the *Back* icon.



# Approvals for Expense Report (iExpense)

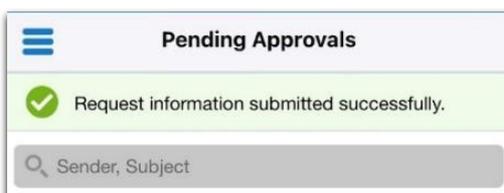
4. To respond on approval notification, click on the upper right button  to either Approve, Reject, Reassign or Request Information.



A. To Request Information means that you need additional supporting documents, or you have inquiries regarding the expense report details before you are able to proceed with approving the transaction.



Select the recipient of your request and enter your comments. Once you click Done, the notification below will appear. *"Request information submitted successfully"*



**NOTE:** The Request for Information may be sent to previous workflow participants. Should you wish to send the request to those not in the list, you may access your UIS worklist via web browser.

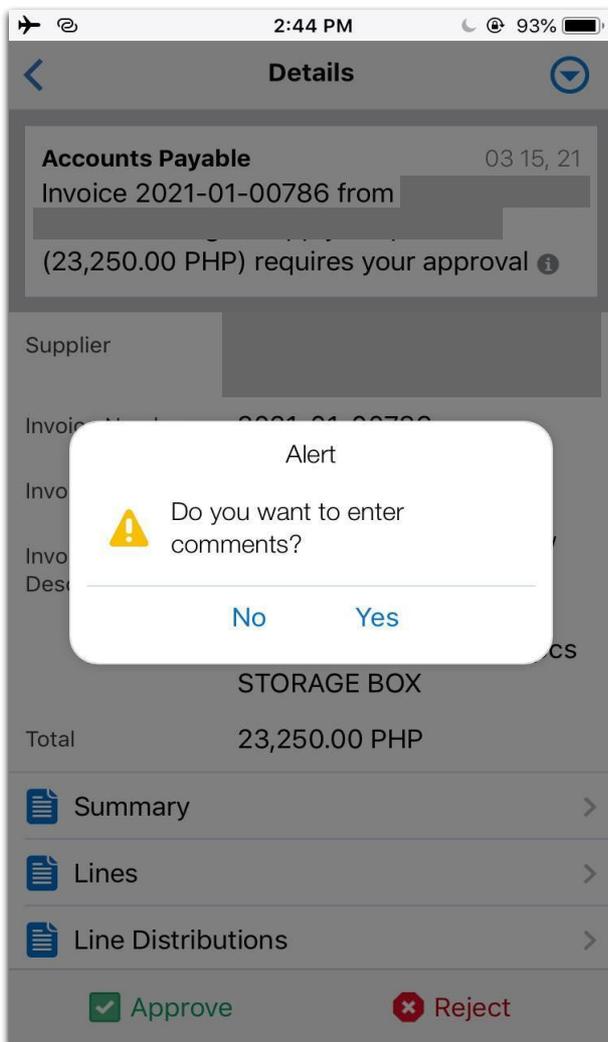
# Approvals for Expense Report (iExpense)

B. For Approval or Rejection, there are two ways to approve:

- i. Click on the upper right button  and select *Approve or Reject*.
- i. Click on the *Approve or Reject* button at the bottom of the screen.

After choosing either to approve or reject the notification, an *Alert* window will appear, you can:

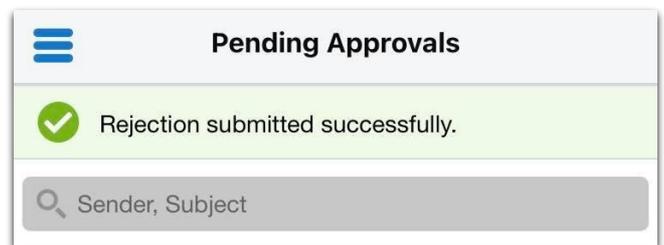
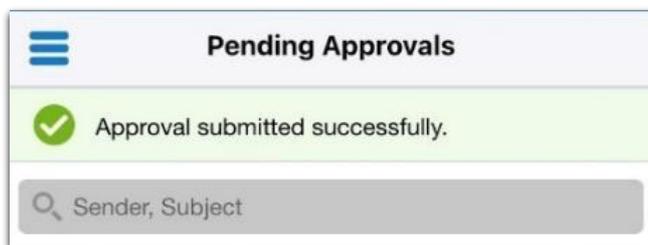
Click *Yes* to type any comment. Click *Done* to proceed. A notification confirming the action is submitted successfully will appear.



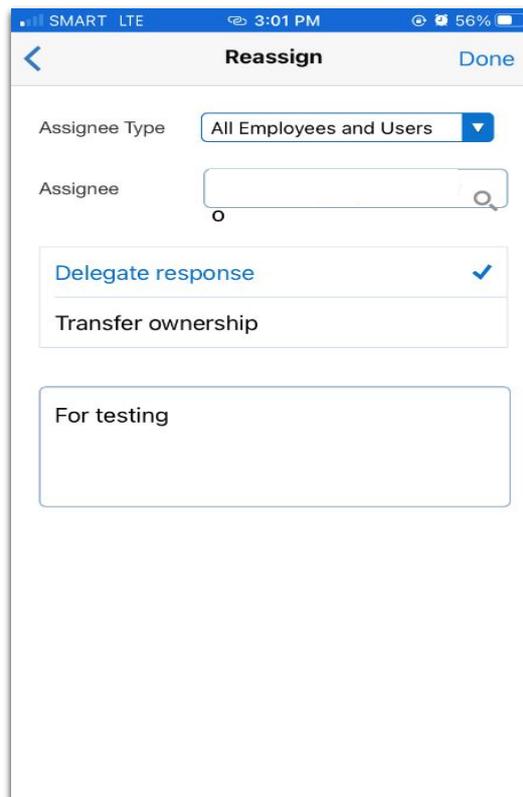
# Approvals for Expense Report (iExpense)

- a. Click *No* to proceed without entering any comments. You will be redirected to the Pending Approvals window, a notification will immediately appear on the screen.

*Note: It is recommended to enter the reason for rejecting an iExpense transaction. This will allow the originator to update and resubmit the expense report with correct details.*

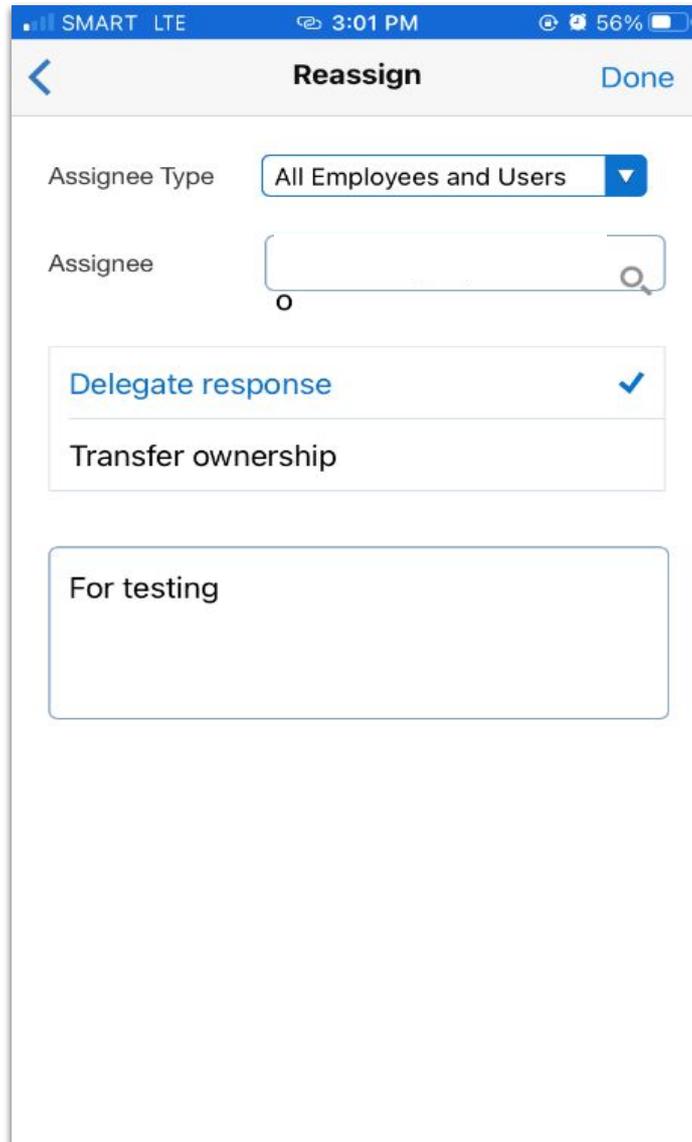


C. To Reassign means authorizing another person with a UIS account to decide and take an action on the notification on your behalf. Once you click the Reassign button, you will be redirected to the another window.



# Approvals for Expense Report (iExpense)

C. To Reassign means authorizing another person with a UIS account to decide and take an action on the notification on your behalf. Once you click the Reassign button, you will be redirected to the another window.



The screenshot shows a mobile application interface for the 'Reassign' function. At the top, the status bar displays 'SMART LTE', '3:01 PM', and '56%' battery. The app header includes a back arrow, the title 'Reassign', and a 'Done' button. The main content area features a dropdown menu for 'Assignee Type' set to 'All Employees and Users', a search field for 'Assignee' with a magnifying glass icon, and two toggle options: 'Delegate response' (checked with a blue checkmark) and 'Transfer ownership'. A large empty rectangular box at the bottom is labeled 'For testing'.

# Approvals for Expense Report (iExpense)

Select an *Assignee Type*.

Then, select the name of the personnel you would like to authorize on the *Assignee* field. Once you click the magnifying glass, another window will open with the list of names recorded in the system.



Upon returning to the *Reassign window*, select the *Delegate response* option. Indicate the reason for delegating the notification on the space provided below. Then, click "Done".

[CLICK TO GO BACK TO TOP](#)

# Technical Support

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

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



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

