



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Records

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Creation Date: 12 February 2015
Last Updated: 12 February 2015
Document Ref: SAIS User Manual – Adding Pre-requisites
Version: 1.1

Approvals:

Recommending Approval _____

Approved _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
12 March 2015	Alexis Dujua	1.0	No Previous Document
12 March 2015	Sarah “Joy” Salvio	1.1	Added Document Control Numbers Edited Format

1.2 Reviewers

eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



ADDING PRE-REQUISITES





UNIVERSITY OF THE PHILIPPINES

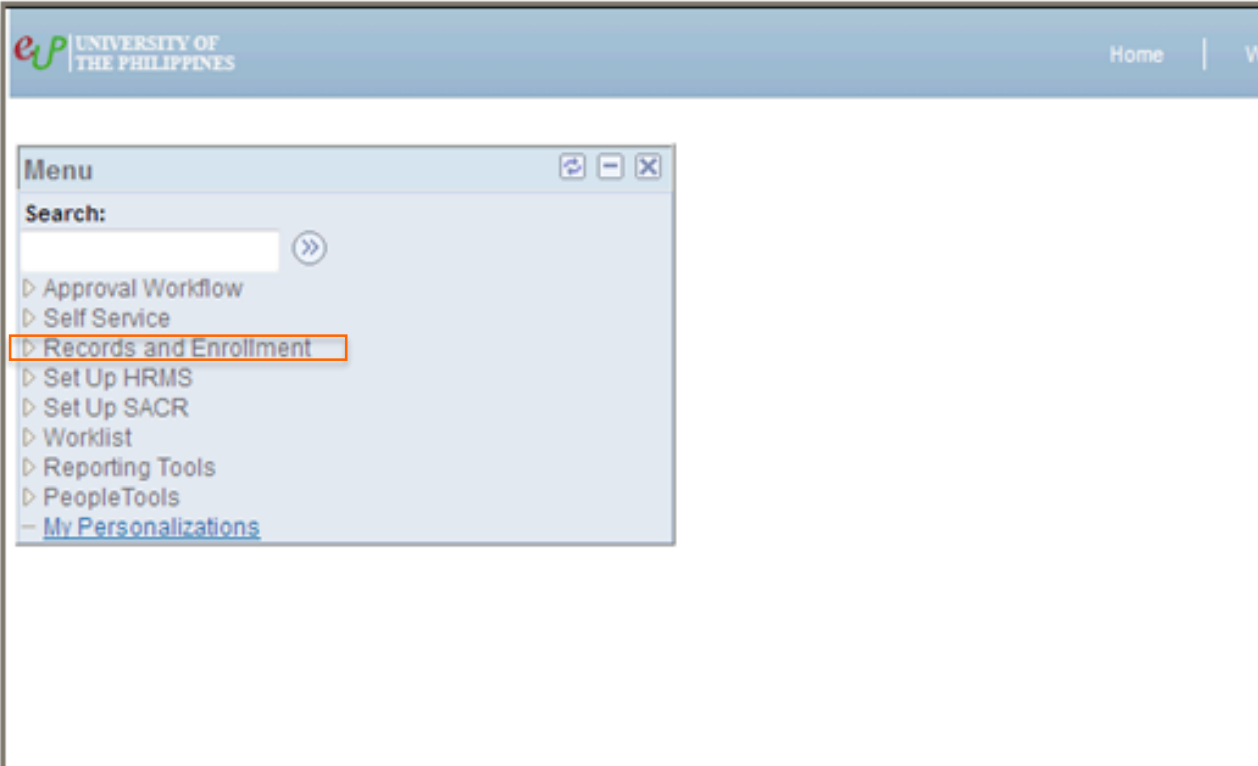
<p>User ID: <input type="text" value="MN_Department"/></p> <p>Password: <input type="password" value="••••••••••"/></p> <p><input type="button" value="Sign In"/></p>	<p>Welcome to the UP Student Academic Information System</p>
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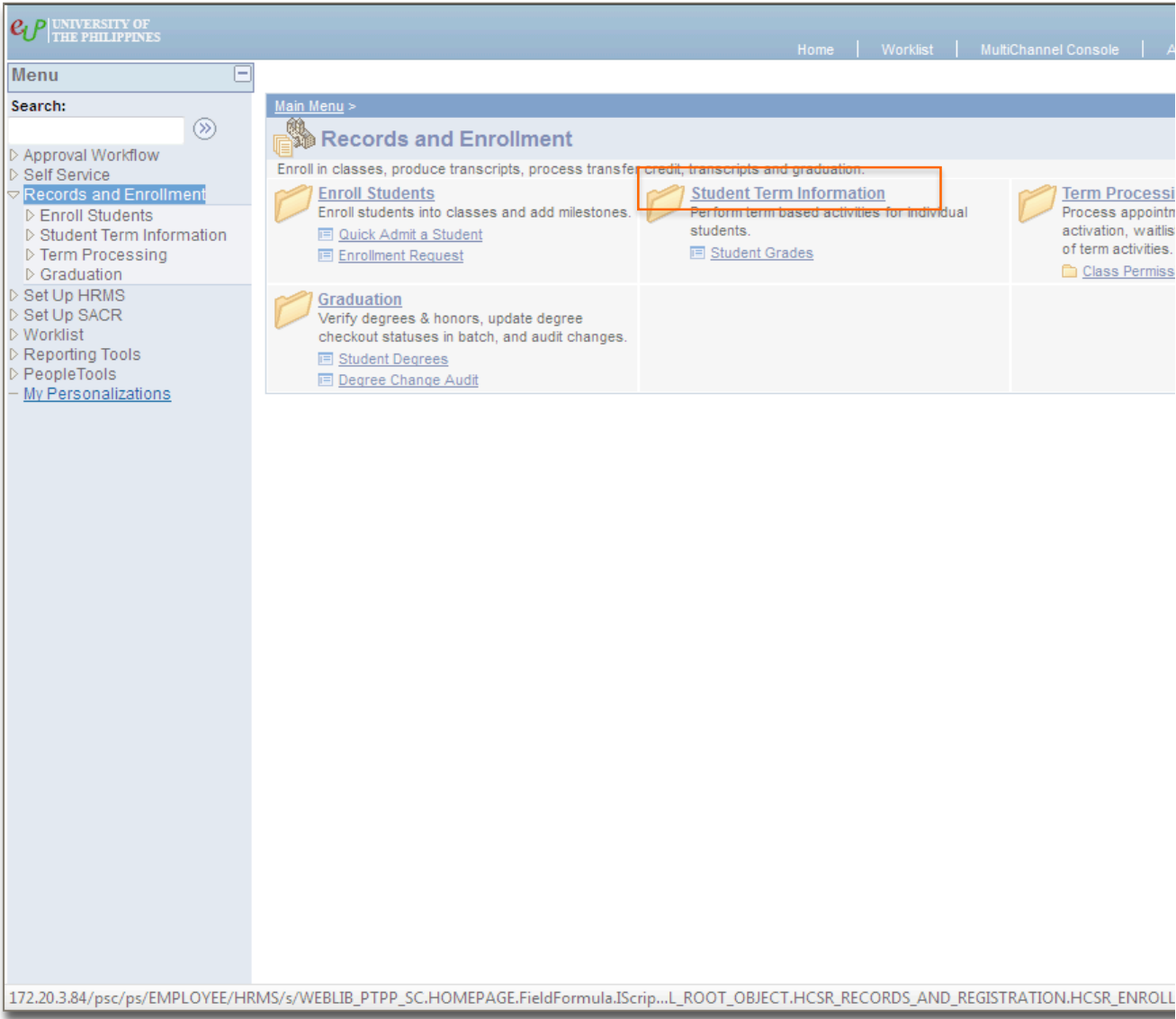
If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at helpdesk@up.edu.ph or through phone at (02) 376-3100.

<http://lhr.techlogix.com:3490/psp/ps/?cmd=login&languageCd=ENG>

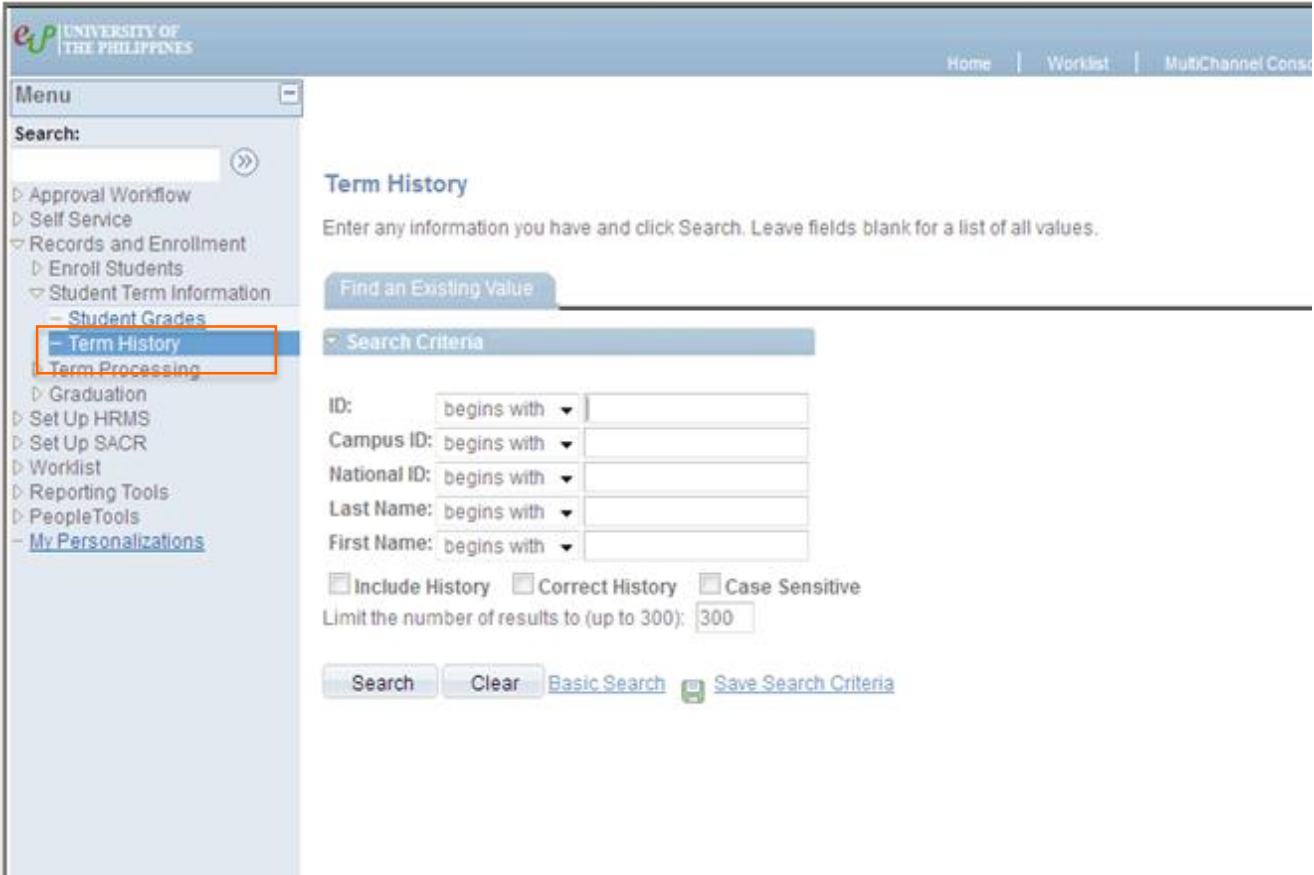
Step 1. Log into SAIS using the provided credentials.

Step 2. Click on the **Records and Enrollment** navigation.

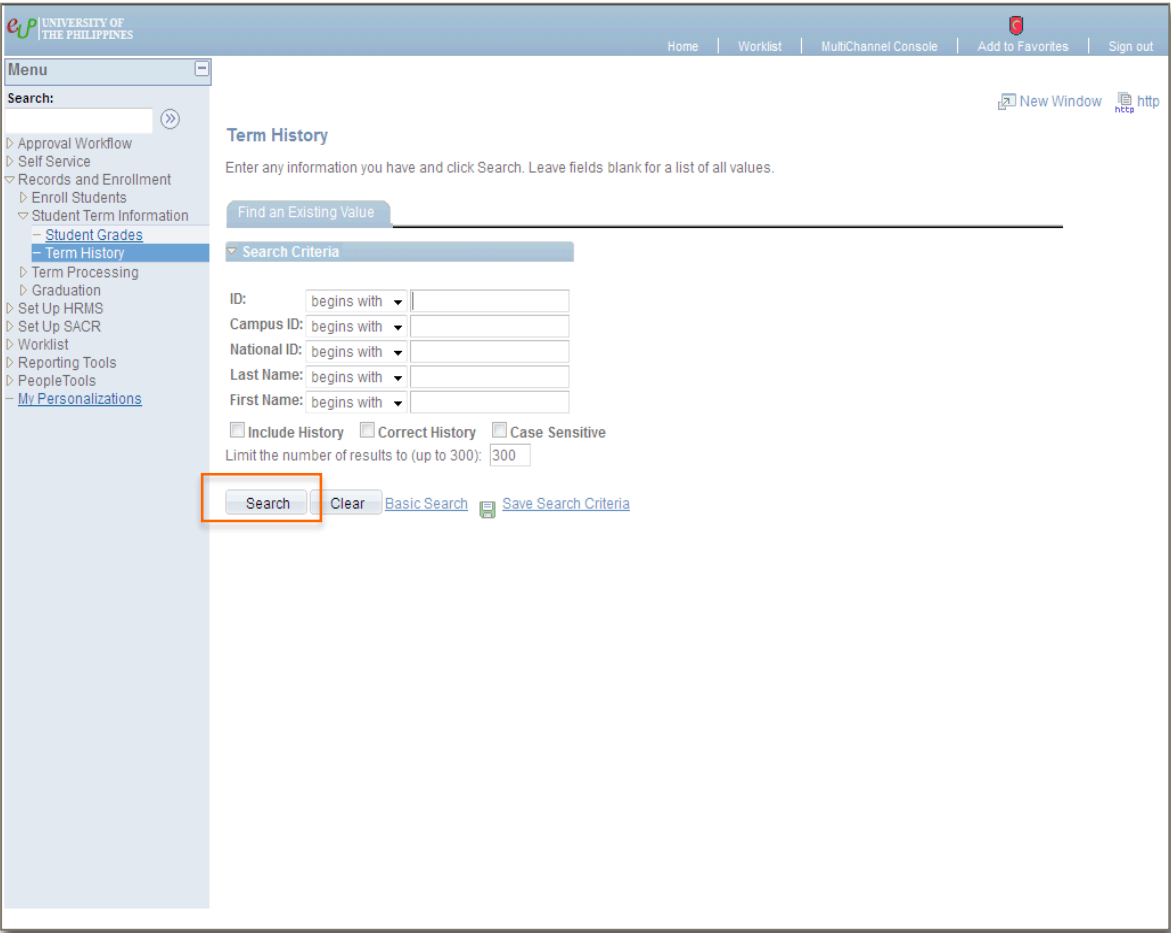




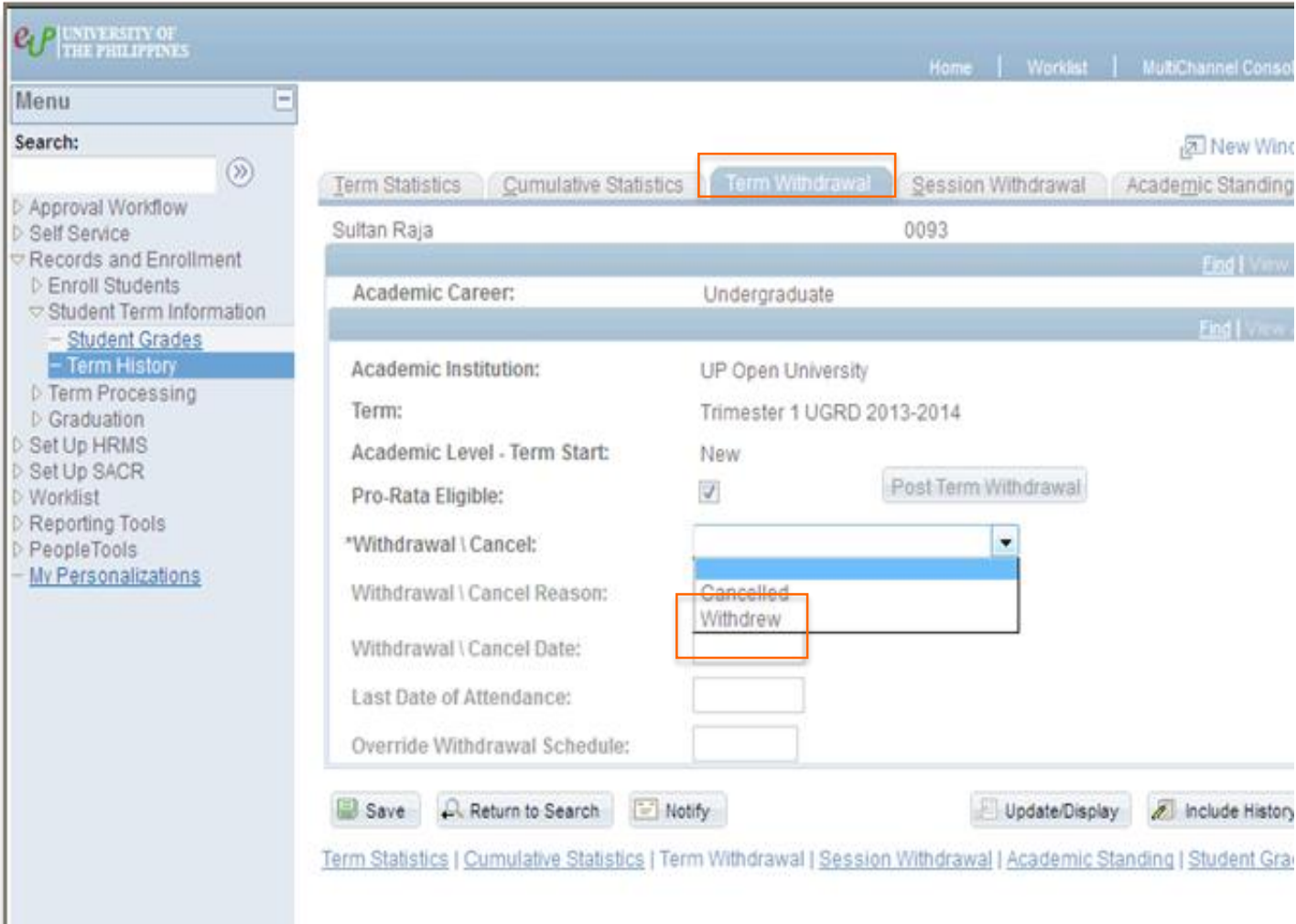
Step 3. Click on the **Student Term Information** navigation.



Step 4. Click on the **Term History** navigation.



Step 5. Enter the Search criteria. Afterwards, click the **Search** button.



Step 6: Click on the **Term Withdrawal** tab.

Step 7: Select on **Withdrew** on the **Withdrawal\Cancel** field.

The screenshot shows the SAIS web application interface. On the left is a navigation menu with options like 'Approval Workflow', 'Self Service', and 'Records and Enrollment'. The main content area is titled 'Term Withdrawal' and displays details for student 'Sultan Raja' (ID 0093). The form includes fields for 'Academic Career' (Undergraduate), 'Academic Institution' (UP Open University), 'Term' (Trimester 1 UGRD 2013-2014), 'Academic Level - Term Start' (New), and 'Pro-Rata Eligible' (checked). The 'Withdrawal \ Cancel' dropdown is set to 'Withdrew', and the 'Withdrawal \ Cancel Reason' is 'Leave of Absence'. Both 'Withdrawal \ Cancel Date' and 'Last Date of Attendance' are set to '07/05/2013'. A 'Save' button is highlighted with a red box at the bottom left of the form area. Other buttons include 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'.

Step 8: Fill in the **Withdrawal\Cancel Date** and **Last Date of Attendance** fields. Click the **Save** button.

