



Digital Technology Office

2nd Floor, Benilde Hall, 2544 Taft Ave.

Parents Portal System Guide

Version 6.0

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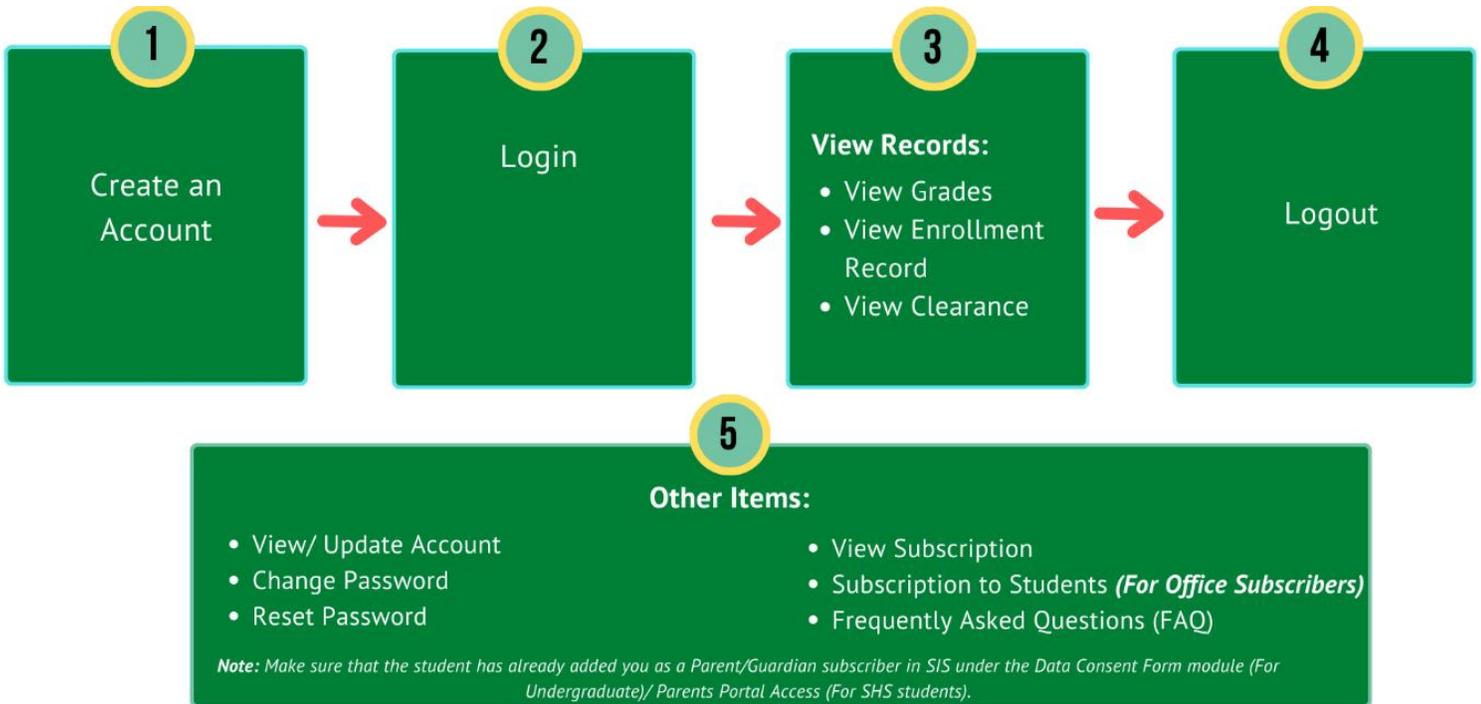
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Parents Portal Guide

I. Flow



II. Steps

1. Create an Account

1.1 Open your browser and type <https://apps1.benilde.edu.ph/parents>

1.2 Click **New User? (Create Account)** link in the Parents Portal System Login page.

Account Login

Please enter all the necessary information

Email:

Password:

[Reset Password](#) [New User? \(create account\)](#)

* For System Administrators, please enter your Infonet account

[User Manual](#) | [FAQ](#)



1.3 Read the Data Privacy Notice and click the checkbox to accept it. Fill in your information then click **Create** button.

Data Privacy Notice

De La Salle-College of Saint Benilde (DLS-CSB) respects your right to privacy and is committed to protect the confidentiality of your personal information. DLS-CSB is bound to comply with the Data Privacy Act of 2012 (RA 10173), its implementing Rules and Regulations and relevant issuances of the National Privacy Commission.

It has adapted reasonable administrative, physical and technical measures to prevent loss, misuse and alteration of the information under our control. However, no method of transmission over the internet or method of electronic storage is 100% secure.

By filling up this form, you are consenting to the collection, processing and use of the information in accordance to this privacy notice. The following information are collected and processed: email address, first, middle and last name and birthdate.

Only authorized individuals from Registrar's Office(RO) and Digital Technology Office(DTO) will have access to this information and will not be disclosed to third parties without your permission.

The information you have provided will be used for any or all of the following: access provision, verification/authentication and password reset.

The information is collected and stored through Benilde's Data Center.

De La Salle-College of Saint Benilde (DLS-CSB), RO and DTO shall only retain the said personal information until it serves its purpose, after which it shall be securely disposed of.

If you have concerns and queries on Data Privacy, email dpo@benilde.edu.ph

1 acknowledge that I have completely read and fully understood the above and agree to be bound thereby. I also hereby release any and all claims against DLS-CSB, its officers, associates and/or affiliates for the abovementioned purposes.

CREATE YOUR ACCOUNT

Please enter all the necessary information

Last Name :

First Name :

Middle Name :

Email :

Note: This email will be your Account to login

mm dd yyyy

Birthdate : / /

Note that you should remember the information you provided because you will need it when resetting the password.

1.4 An initial Password will be sent to your Email. Please use the Initial Password for your first login to the system.

Note that the email address should match the email address that is saved by your student in the SIS Parents Portal Access (For SHS Student) or Data Consent Form (For Undergraduate) module.

2. Login to Parents Portal System

2.1 Go to Parents Portal System Login Page <https://apps1.benilde.edu.ph/parents>



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Account Login

Please enter all the necessary information

Email:

Password:

Login

[Reset Password](#) | [New User? \(create account\)](#)

* For System Administrators, please enter your Infocent account

Announcements

- [RC] CALENDAR OF ACTIVITIES
- [FD] LIST OF PAYMENT OPTIONS
- [RC] CONTACT DIRECTORY 08.03.2021
- [RC] SIS ANNOUNCEMENTS

- 2.1.1 Read the Data Privacy Notice then click the checkbox to accept it. Enter your Email and Password. If you are a New User, use the **Initial Password** sent to your Email Address to login to Parents Portal System. Otherwise, use your active password. Then click the **Login** button.

3. View Student Record

3.1 View Student Grades

- 3.1.1 Click **View Grades** button from the View Student Record Menu.

PARENTS PORTAL
De La Salle-College of Saint Benilde

Welcome **TABBU, LATRECEE!** [Logout]

Home View Student Record Subscriptions Account Settings

WELCO

- View Grades
- View Student Enrollment Record
- View Clearance

ntinue.

- 3.1.2 Click the field with the Student Name to display or hide student grades. Then, you may view the grades.



The screenshot shows the 'VIEW STUDENT GRADES' page in the Parents Portal. At the top, there is a navigation bar with 'Home', 'View Student Record', 'Subscriptions', and 'Account Settings'. Below this, the page title is 'VIEW STUDENT GRADES'. A message states: 'The final grade is valid only if it tallies with the grade given on the official grading sheet posted/submitted to the Office of the Registrar. For any record update, please contact the Office of the Registrar.' A table lists the grading system with five columns: 4.0 Excellent, 3.5 Superior, 3.0 Very Good, 2.5 Good, 2.0 Satisfactory, 1.5 Fair, 1.0 Pass, R Repeat, W Withdrawn, A Audit, P/F Pass/Fail, and D Deferred. Below the table is a search bar with two fields: 'Student No.' containing '123456789' and 'Student Name' containing 'DELA CRUZ, JUAN'. A 'Note' section follows with two bullet points: 'You must subscribe to student(s) to view his grades. To subscribe, click Subscribe link in the menu. Please disregard this message if you are already subscribed to student(s).' and 'Unofficial Record. For official record, you may request for a copy of Transcript of Records at the Registrar's Office.' A 'Back' button is at the bottom left.

Note that the system only displays the student's 4 latest enrollments with Midterms and Final Grades.

3.2 View Student Enrollment Record

3.2.1 Click the **View Student Enrollment Record** button from the View Student Record menu.

The screenshot shows the 'View Student Enrollment Record' button highlighted in a red box. The page header includes the 'PARENTS PORTAL' logo and 'De La Salle College of Saint Benilde' name, along with a user greeting 'Welcome TABBU, LATRECE: [Logout]'. A navigation bar contains 'Home', 'View Student Record', 'Subscriptions', and 'Account Settings'. Below this, a 'WELCOME' message is partially visible, followed by a list of menu items: 'View Grades', 'View Student Enrollment Record' (highlighted), and 'View Clearance'. The text 'continue.' is partially visible at the bottom.



DIGITAL TECHNOLOGY OFFICE

3.3.2 Click the field with the Student Name to display or hide student clearance. Then, you can view the clearance records.

PARENTS PORTAL
De La Salle-College of Saint Benilde

Welcome **TABBU, LATREECE!** [Logout]

Home View Student Record Subscriptions Account Settings

VIEW CLEARANCE

For questions / inquiries, please contact the Finance Department / Registrar's Office.

Student No.	Student Name

Due Date	Held By	Dept	Particular/Description	Status	Date Posted	Date Cleared	Cleared By

Note that the system displays your child's Cleared Clearance Record for the current school year and term and all Pending (Not Cleared) Clearance Records.

4. Logout

4.1 Click the **Logout** link (at the upper right corner) for security purposes.

PARENTS PORTAL
De La Salle-College of Saint Benilde

Welcome **TABBU, LATREECE!** [Logout]

Home View Student Record Subscriptions Account Settings

WELCOME!

Please click on the menu above to continue.

5. Other Items

5.1 View/ Update Account

5.1.1 Click the **View/Update Account** button from the Account Settings Menu.

PARENTS PORTAL
De La Salle-College of Saint Benilde

Welcome **CRUZ, LAT!** [Logout]

Home View Student Record Subscriptions Account Settings

WELCOME!

View/Update Account

Change Password

Please click on the menu above to continue.



5.1.2 To update your account information, enter the new information, then click the **Update** button.

PARENTS PORTAL
De La Salle-College of Saint Benilde

Home View Student Record Subscriptions Account Settings

VIEW/UPDATE ACCOUNT INFORMATION

Please enter all the necessary information

Member Since : 7/20/2022

Last Name : CRUZ

First Name : LAT

Middle Name : ABC

Email : latreecetabbu22@gmail.com
Note: This email will be your Account to login

mm dd yyyy

Birthdate : 06 / 17 / 1996

Update Back

Note that Information Update is successful once the system has displayed a message “Your Account Information has been updated.” in “View/Update Account Information” Page.

5.1.3 Click the **Back** button to return to the Home page

5.2. Change Password

5.2.1 Click the **Change Password** button from the Account Settings Menu.

PARENTS PORTAL De La Salle-College of Saint Benilde Welcome CRUZ, LAT! [Logout]

Home View Student Record Subscriptions Account Settings

WELCOME!

View/Update Account

Change Password

Please click on the menu above to continue.



5.2.2 Enter the necessary information, then click the **Save** button.

CHANGE PASSWORD

Select your new password and enter it below

Old Password :

New Password :

Re-enter New Password :

Note that the Password Change is successful once the system has displayed a message “Your New Password has been saved.” in Menu Page.

5.3 Reset Your Password

5.3.1 From Parents Portal System Login Page, click **Reset Password** link.

Account Login

Please enter all the necessary information

Email:

Password:

[New User? \(create account\)](#)

* For System Administrators, please enter your Infonet account

[User Manual](#) | [FAQ](#)

5.3.2 Enter your Email, then click the **Continue** button.

RESET PASSWORD

Step 1 of 2: Enter your email

To reset your password, enter below your email you use to sign in to this site

Email :



5.3.3 Enter necessary information, then click **Reset Password** button.

RESET PASSWORD

Step 2 of 2: Answer your security questions then reset password

Answer security questions:

What is your Last Name :

What is your First Name :

What is your Middle Name :

When is your Birthdate : mm / dd / yyyy

Note that Password Reset is successful once the system has displayed a message “Password Reset successful. An Initial Password will be sent to your Email. Please use the Initial Password for your first login to the system.”

5.3.4 Upon successful Password Reset, get the **Initial Password** sent to your Email. You will use the Initial Password to login to Parents Portal System.

5.4 View Subscription

5.4.1 You may view the students you are subscribed to by clicking **View/Cancel Subscription** button from the Subscriptions menu. Then, you may view your subscriptions

Home View Student Record Subscriptions Account Settings

VIEW/CANCEL SUBSCRIPTION

You are subscribed to these students

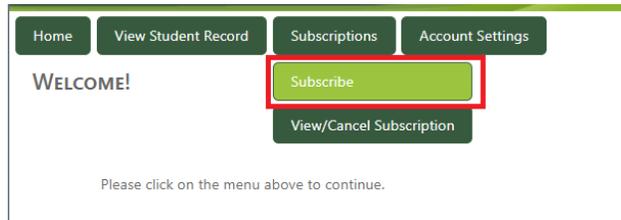
Student No	Student Name	Degree	Student's Approval Status
123456789	DELA CRUZ, JUAN	BS-ARCH	Approved
123456788	DELA CRUZ, MARIA KATRINA LA TREECE	ADS	Approved

In the event that your student is not in the list of subscribers, you may ask your student to add you as a Parent/ Guardian subscriber in the Data Consent Form module (For Undergraduate)/ Parents Portal Access (For SHS student). Note that student may only save the Data Consent Form/ Parents Portal Access once. For succeeding updates, the student may coordinate changes with the Registrar’s Office.

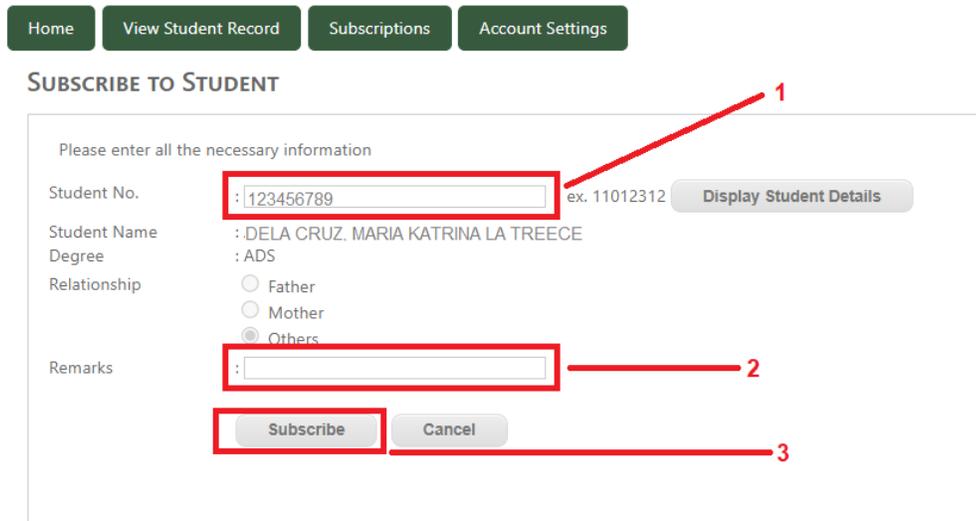


5.5 Subscribe to Student (For Office Subscribers)

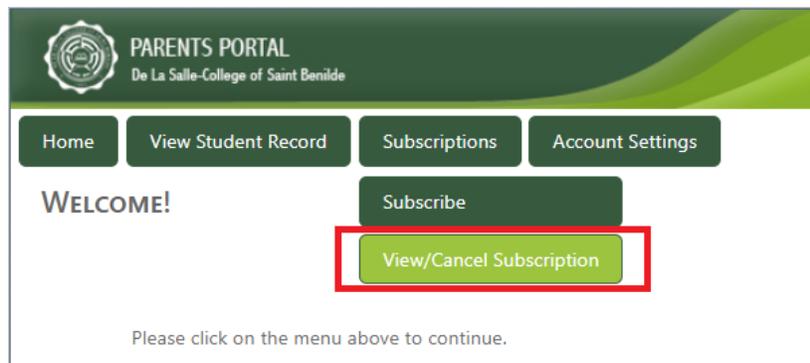
5.5.1 To subscribe to a Student, click the **Subscribe** button from the Subscriptions menu.



5.5.2 Fill in all the required information then click **Subscribe** button to subscribe to the student.



5.5.3 To View/Cancel your Subscription, click the **View/Cancel Subscription** link from the Subscriptions menu. Then, you can view/ cancel your subscription.





5.5.4 To Cancel your subscription, click the **Unsubscribe** button.

Home View Student Record Subscriptions Account Settings

VIEW/CANCEL SUBSCRIPTION

You are subscribed to these students

Student No	Student Name	Degree	Student's Approval Status	
123456789	BXG, IAN RAMOS	TVL-CA	Pending	Unsubscribe
123456788	DELA CRUZ, MARIA KATRINA LA TREECE	ABMMA	Pending	Unsubscribe

Back

5.6 Frequently Asked Questions (FAQ)

A. Which website do I start with?

- To access Parents Portal System, you have to open a web browser with this URL:
<https://apps1.benilde.edu.ph/parents>

B. Is there a required browser to access this website?

- None.

C. Can I access this online system at home or outside Benilde using the other internet service provider (ISP)?

- Yes.

D. What will I do if I have inquiries/ questions about Parents Portal?

- For more questions and inquiries regarding the Parents Portal System, you may visit:
<https://helpdesk.benilde.edu.ph>

E. What does a Subscriber (Parents/Guardian) need to be able to access the Parents Portal System?

- A Subscriber needs to have a Parents Portal account. To create an account, click **New User? (create account)** link in Parents Portal System Login Page. Please make sure to remember the information you provided in creating an account because they will be asked by the system when resetting password.

Please note that the email address should match the email address that is saved by your student in the SIS Parents Portal Access (For SHS Student) or Data Consent Form (For Undergraduate) module.

F. I just created my account, how will I access the website?

- Get the Initial Password sent to the Email you provided. Go back to Parents Portal System Login Page and enter your Email and Initial Password. Then, click **Login** button.

G. Every time I login there is a message "Please read and acknowledge Data Privacy Notice", what do I do?

- Together with your provided username and password, please tick the Parents Portal Data Privacy Notice checkbox upon logging in.

H. What will happen if I fail to change the Initial Password upon logging in?

- It is alright, but please make sure to change your Initial Password as soon as possible because it will expire in 24 hours.



- I. **My Initial Password has expired. What do I do?**
- You will need to do password reset. You can have your password reset by clicking **Reset Password** link in Parents Portal System Login Page.
- J. **I forgot my password. What do I do?**
- You can have your password reset by clicking **Reset Password** link in Parents Portal System Login Page.
- K. **How do I subscribe to the student as an Office Subscriber?**
- From the Subscriptions menu, click the **Subscribe** link. Then, enter the necessary information, then click **Subscribe** button. Furthermore, note that your subscription is still “Pending” upon saving. Your student has to approve your request for subscription before you can able to access your student’s records.
- L. **How do I subscribe to the student as a Parent/ Guardian?**
- You may ask your student to add you as a Parent/ Guardian subscriber in the Data Consent Form module (For Undergraduate)/ Parents Portal Access (For SHS student). Note that student may only save the Data Consent Form/ Parents Portal Access once. For succeeding updates, the student may coordinate changes with the Registrar’s Office.
- M. **Will the student be notified that he has to approve my pending subscription (For Office Subscriber)?**
- Yes, an email notification will be sent through his Benilde mail upon your saving of subscription. We also suggest you to inform your student for faster process.
- N. **Can I check the status of my subscription?**
- Yes, by clicking the Subscriptions menu and then click the **View/Cancel Subscription** link.
- O. **How can I be an Office Subscriber?**
- You may send your request to be an Office Subscriber to the Registrar’s Office.
- P. **What happens if my subscription has been disapproved (For Office Subscribers)?**
- You will not be able to access the student’s records.
- Q. **If my subscription has been disapproved, will the system still allow my student to approve my subscription (For Office Subscribers)?**
- Yes.
- R. **I have cancelled my subscription to the student, can I still subscribe to him (For Office Subscribers)?**
- Yes.
- S. **I already subscribed to my student, do I need to re-subscribe every term (For Office Subscribers)?**
- No. Once you are already subscribed to the student, there is no need to re-subscribe every term.

However, on the reactivation of Parents Portal (April 20, 2018), all subscribers need to re-subscribe to their students once again as there is a need to comply with the Data Privacy Act 2012. For more inquiries regarding Data Privacy Act 2012, kindly email parents_portal@benilde.edu.ph.

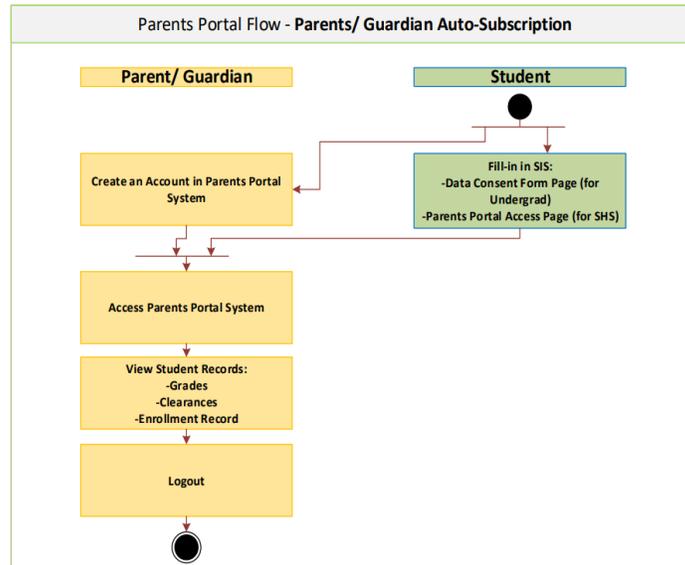


- T. How many grades record can I view in this system?**
- You can only view the student's 4 latest enrollments with midterm and final grades.
- U. My subscription has been approved already, how will I view the grades?**
- You may click the **View Grades** link from the View Student Record Menu.
- V. My subscription has been approved already, how can I view the enrolled subjects and schedules?**
- You may click **View Student Enrollment Record** link from the View Student Record Menu.
- W. How many enrollment record can I view in the system?**
- You can only view the student's current term and succeeding term enrollment record.
- X. How can I view the Tuition and Other Fees amount?**
- Tuition and Other Fees amount are indicated in the Official Assessment Summary table. You may click the **View Student Enrollment Record** link from the View Student Record Menu.
- Y. What is Payment Terms Calculator?**
- Payment Terms Calculator automatically computes the fees to be paid for Installment and Deferred payments. Computed amounts are displayed in the Payment Terms table.
- Z. Is there a way where I can view the amount due for Installment and Deferred payment terms?**
- Yes. You may compute for the amount of Installment Payment and Deferred Payment by choosing it from the Payment Terms Calculator dropdown. Note that Payment Terms Calculator will not be displayed if the student you are subscribing to is a Freshman.
- AA. Why the Official Assessment Summary has no amount?**
- The student does not generate his/her Student Enrollment Record (SER) yet.
- BB. Why can I not view the succeeding term enrollment record?**
- The succeeding term enrollment record will only be available if the student has undergone Pre-enrollment process for the succeeding term.
- CC. My subscription has been approved already, how can I view the clearance records?**
- You may click **View Clearance** link from the View Student Record Menu. The system displays your child's Cleared Clearance Record for the current school year and term and all Pending (Not Cleared) Clearance Records.
- DD. My student is not enrolled this term, he cannot approve my subscription because his infonet is not activated, what do I do to access his records?**
- You may inquire directly to our Registrar's Office how to request records of your student.



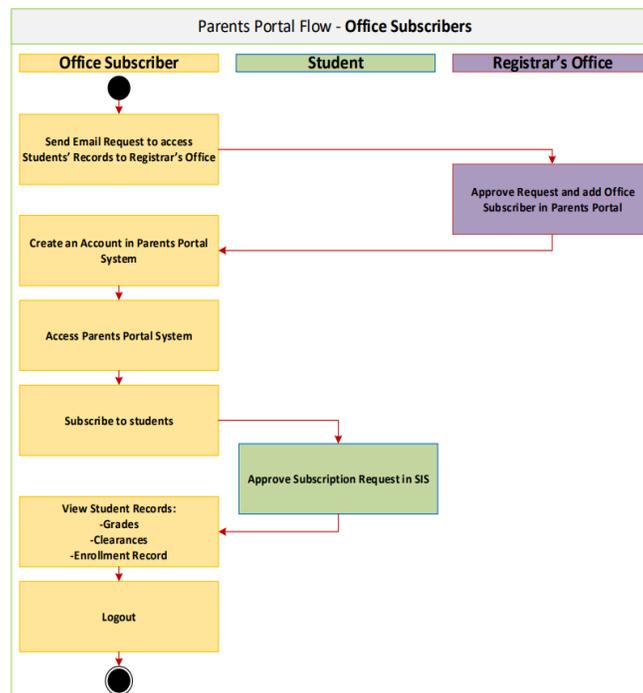
EE. How will I know that I am following steps correctly? (For Parent/ Guardian)

- Please refer to the Parents Portal Flow below:



FF. How will I know that I am following the steps correctly? (For Office Subscribers)

- Please refer to the Parents Portal Flow below:



- END -



Document Version History			
Date	Version	Description	Prepared/ Reviewed by
9/12/2012	1.0	Parents Portal System User's Manual	DTO
1/4/2017	2.0	Parents Portal System User's Manual (Version 2)	DTO
4/21/2017	3.0	Parents Portal System User's Manual (Version 3)	DTO
4/13/2018	4.0	Parents Portal System User's Manual (Version 4)	DTO
12/6/2021	5.0	Parents Portal System User's Manual (Version 5)	DTO
2/3/2023	6.0	Parents Portal System User's Manual (Version 6)	DTO/ RO