



Digital Technology Office

2nd Floor, Benilde Hall, 2544 Taft Ave.

SIS (Student Side) - Parents Portal Guide

Version 1.0



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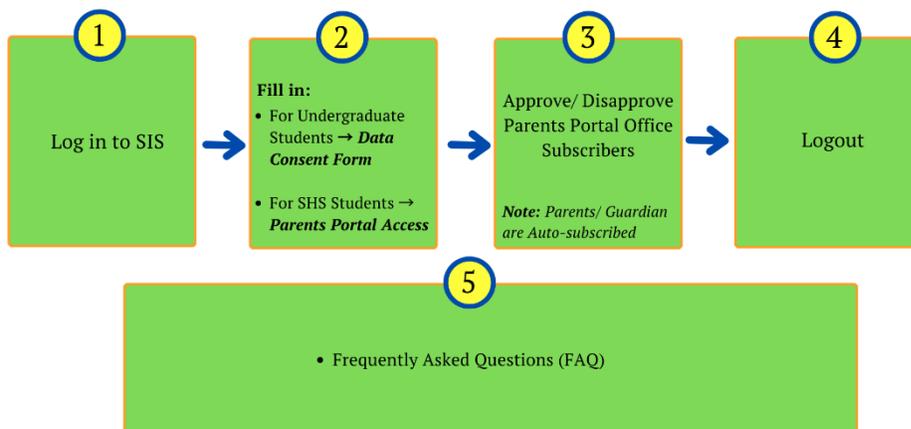
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SIS (Student Side) – Parents Portal Guide

I. Flow

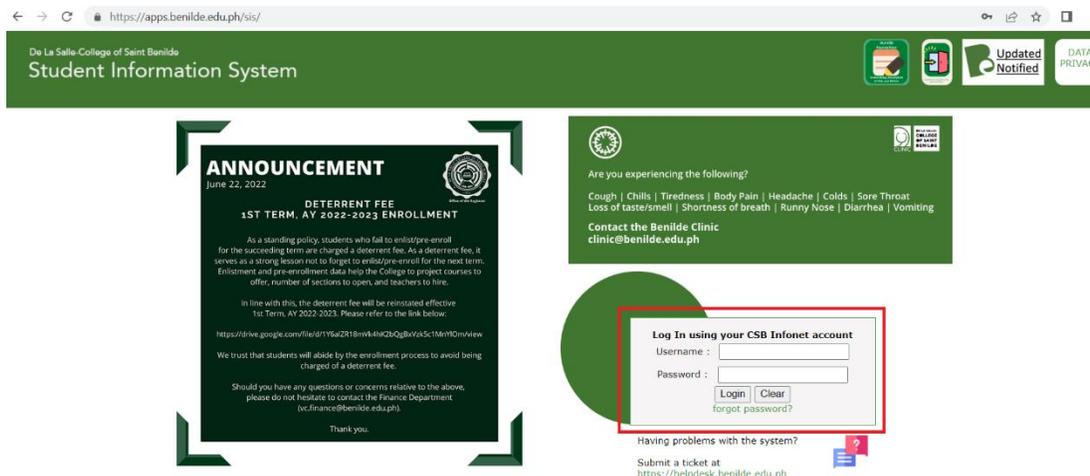


II. Steps

1. Log in to SIS

1.1 Go to <https://apps.benilde.edu.ph/sis>

1.2 Use your active Benilde Infonet account as username to Login. Your Infonet account is your Student Number.



2. Fill in Data Consent Form (For Undergraduate Students) or Parents Portal Access (For SHS Students)

2.1 For Undergraduate Students:

2.1.1 Click on the **Data Consent Form** link from the Menu (at the right side).



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2.1.2 Read the **Data Privacy Notice** and click the checkbox to accept it.

Data Consent Form

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: parent/guardian's name, relationship to student and email address.

Only authorized individuals from the Registrar's Office will have access to this information and will not be disclosed to third parties without your permission.

The information you have provided is used for any or all of the following: documentation and access provision to the Parents Portal.

The information is collected and stored through the DLS-CSB Student Information System.

De La Salle-College of Saint Benilde (DLS-CSB) and the Registrar's Office 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.

I 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.

Data Privacy Notice

2.1.3 **Parent/ Guardian** fields will be enabled. Enter your Parents/ Guardians' information and make sure that you will provide all the necessary information. Then, click **Save** button.

Note that you can only save your record once. For the succeeding updates on your Data Consent Form, please coordinate with the Registrar's Office.

Parent / Guardian 1:	Relationship	Email
<input type="text"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian: Please, specify	<input type="text"/>
	<input type="text"/>	
Parent / Guardian 2:	Relationship	Email
<input type="text"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian: Please, specify	<input type="text"/>
	<input type="text"/>	
Parent / Guardian 3:	Relationship	Email
<input type="text"/>	<input type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian: Please, specify	<input type="text"/>
	<input type="text"/>	
<input type="button" value="Save"/>		

Note: You can only save this record once. For the succeeding updates on your Data Consent Form, please coordinate with the Registrar's Office.

Note that your Parent/ Guardian can only access the Parents Portal using the declared email address in the Data Consent Form.



2.2 For SHS Students

2.2.1 Click on the **Parents Portal Access** link from the Menu (at the right side).

2.2.2 Read the **Data Privacy Notice** and click the checkbox to accept it.

The screenshot shows a 'Parents Portal Access' window with a 'Data Privacy Notice' section. The notice text includes: '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: parent/guardian's name, relationship to student and email address. Only authorized individuals from the Registrar's Office will have access to this information and will not be disclosed to third parties without your permission. The information you have provided is used for any or all of the following: documentation and access provision to the Parents Portal. The information is collected and stored through the DLS-CSB Student Information System. De La Salle-College of Saint Benilde (DLS-CSB) and the Registrar's Office 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.' At the bottom, there is a checkbox with the text: 'I 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.' A red arrow points from the checkbox to the right, towards the text 'Data Privacy Notice'.

Data Privacy Notice

2.2.3 **Parent/ Guardian** fields will be enabled. Enter your Parents/ Guardian's information and make sure that you will provide all the necessary information. Then, click **Save** button.

Note that you can only save your record once. For the succeeding updates on your Parent/ Guardian information, please coordinate with the Registrar's Office.

The form contains three rows of input fields. The first row is for 'Parent 1' with fields for 'Parent 1:', 'Relationship' (radio buttons for 'Father' and 'Mother'), and 'Email'. The second row is for 'Parent 2' with similar fields. The third row is for 'Guardian' with fields for 'Guardian:', 'Relationship (Please, specify)', and 'Email'. Below these fields is a 'Save' button, which is highlighted with a red rectangular box.

Note: You can only save this record once. For the succeeding updates on your Parent/Guardian information, please coordinate with the Registrar's Office.

Note that your Parent/ Guardian can only access the Parents Portal using the declared email address in the Parents Portal Access.



3. Approve/ Disapprove Parents Portal Subscribers (For Office Subscribers)

Parents Portal

Parents Portal Subscribers:

Email Address	Last Name	First Name	Relationship	Action	Last Updated
juandelacruz@gmailyahoo.com	DELA CRUZ	JUAN	Father		2/9/2023 11:57:26 AM
[DTO] juandelacruz@animobenilde.com	DELA CRUZ	JUANA	Other:	<input type="button" value="Approve"/> <input type="button" value="Disapprove"/>	2/9/2023 10:34:49 AM

Note:

- Maximum of 3 auto-subscribed subscribers, and 3 Office subscribers.
- Always visit and make your Parents Portal Subscribers records up to date. You may unsubscribe those subscribers who are inactive already.
- You may coordinate with Registrar’s Office to update your auto-subscribed subscribers, if any.

3.1 Click on the **Parents Portal** link from the Menu (at the right side) to View, Approve/ Disapprove Parents Portal Subscribers.

Note that you cannot Approve/ Disapprove Parent/ Guardian subscribers. If you want to update your Parent/ Guardian subscribers, please coordinate with the Registrar’s Office.

3.1.1 To approve Office Subscribers, click **Approve** button. Otherwise, click **Disapprove** button.

Note that a student can have a maximum of three (3) Parent/ Guardian Subscribers and three (3) Office Subscribers.

4. Logout

4.1 If you are finished, click the **Sign Out** link (at the upper right corner) to logout for security purposes.

Welcome, Today 10:47:00 AM

MENU

- Home
- Flowchart
- Clearance
- Enrollment Record
- Current Enrollment Record
- Contact Info
- Parents Portal
- Benilde Online Payment Portal



5. Frequently Asked Questions (FAQ)

A. Which website do I start with?

- To access the Parents Portal System, you have to open a web browser and go to: <https://apps.benilde.edu.ph/sis>.

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

- None.

C. What do users need to be able to access the website online?

- To access website online, users should have an activated Benilde Infonet account.

D. I forgot my password. What do I do?

- You may reset your password at URL: <https://apps1.benilde.edu.ph/password>

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

- Yes.

F. 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/>

G. How will I know if I have a subscription to approve?

- You will receive an email notification on your Benilde mail that you have pending for approval subscription or you may directly login to SIS and click the **Parents Portal** link.

H. Will my subscriber be informed that I already approved his subscription?

- Yes, an email notification will be sent to your subscriber's registered email address.

I. Will my subscriber be informed that I disapproved his subscription?

- No.

J. How many subscribers can I have?

- A student can have maximum of **three (3) Parent/ Guardian Subscribers** and **three (3) Office Subscribers**. You can approve/ disapprove your Office Subscribers.

For Parent/ Guardian Subscribers, please note that only declared Parent/ Guardian in the Parents Portal Access (For SHS Students) or Data Consent Form (For Undergraduate) module can access the Parents Portal. Should you wish to update your Parent/ Guardian subscribers, please coordinate to the Registrar's Office.



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- K. I am not enrolled this term, but I have pending subscriptions to approve, what do I do?**
- Since you are not enrolled you do not have active Benilde Infonet account, therefore you will not be able to login to SIS to make approval. If your subscribers need to access your records, you may inquire directly to our Registrar's Office.
- L. I accidentally saved my Parent/ Guardian information in the Parents Portal Access module but I still need to correct it. What will I do?**
- You can only save your record once. For the succeeding updates on your Parent/ Guardian information, please coordinate with the Registrar's Office.
- M. I accidentally saved my Parent/ Guardian information in the Data Consent Form module but I still need to correct it. What will I do?**
- You can only save your record once. For the succeeding updates on your Data Consent Form, please coordinate with the Registrar's Office.
- N. I have not saved even once but the fields are still disabled in the Parents Portal Access (for SHS)/ Data Consent Form (for Undergrad Students) module. What do I do?**
- Make sure to click on the checkbox accept the Data Privacy Notice to enable the fields.

- END -

Document Version History			
Date	Version	Description	Prepared/ Reviewed by
2/06/2023	1.0	SIS (Student Side) - Parents Portal User Guide	DTO/RO