



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

UST: S006-00-ME32
AY 2019-2020

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,
AND HEADS OF DEPARTMENTS**

**RE: STEPS' SUPPORT SERVICES FOR ADMINISTRATIVE NEEDS AND
REQUIREMENTS & MODIFIED PROCEDURE FOR ONLINE
ENROLLMENT AMONG INCOMING FRESHMEN**

FROM: OFFICE OF THE SECRETARY-GENERAL

DATE: 12 May 2020

In its meeting on 8 May 2020, the UST Task Force VERITAS discussed a) support services for administrative needs and requirements and b) modified procedure for online enrollment among incoming freshmen.

Below is a summary of the approved recommendations to be undertaken by concerned key Offices with corresponding timelines:

A. STePs' Support Services vis-a-vis Administrative Needs and Requirements

Concern /Issue	Recommended Action(s) to be Taken	Responsible Unit /Timeline
Enabling administrative offices to access/ use internal system applications to carry out various functions	Implement the "Remote Desktop Access (RDA)" among academic and administrative units, while ensuring compliance with the <i>Guidelines and Procedures for Remote Desktop Access and Helpdesk Support¹</i> released by STePs.	STePs Registrar OFAD Academic units OVRF 16 May 2020
	The following are some important considerations in the implementation of the RDA: 1. The Remote Desktop Access (RDA) Accounts created by STePs are applicable either during an extended ECQ period, or under the	

¹ Annex A



	<p>university's blended work arrangement during a GCQ period.</p> <ol style="list-style-type: none"> 2. RDA accounts shall be used by faculties/ colleges and selected departments to access INTERNAL SYSTEM RESOURCES AND SERVICES (e.g. Dean' Menu, Admissions Menu, Registrar, Finance, etc.) relevant to system modules originally accessible only inside the campus such as freshmen admissions, enrolment, faculty load, salary and other related online services; 3. Each unit shall be provided only one (1) RDA with a user account and password. 4. RDAs are currently limited to 20 account users only due to existing server capacity. For freshmen admissions and enrollment purposes, 7 account users have already been assigned to administrative offices (2 for Admissions, 2 for Office of the Registrar, 2 for Bookkeepers, and 1 for Finance) while 13 account users are to be assigned for the simultaneous use of academic units. 	
	<ol style="list-style-type: none"> 5. The Office of the Registrar, in coordination with OFAD and under the supervision of the OSG, shall prepare the <i>Schedule of RDA Use</i> by the academic units, in consideration of level categories (basic education, undergraduate, graduate) and complexity factors (e.g. population size and number of programs). 	<p>By 15 May 2020 (in time for the confirmation of applicants from 18-22 May 2020)</p>
	<ol style="list-style-type: none"> 6. In addition to the self-help material <i>STePs Remote Desktop User's Manual</i>² which shall be made available to all units, an online orientation among identified users of the RDA shall also be conducted prior to actual utilization. 	<p>13-15 May 2020</p>
	<ol style="list-style-type: none"> 7. In anticipation of the need for more RDA in addressing the new normal this coming academic year, STePs will put additional server(s) in place, upon the approval of concerned University offices. 	<p>TBD</p>

² Annex B

	8. Academic and administrative units are expected to devise their own office scheme to strategize on the optimal use of the RDA in carrying out essential functions.	Before 18 May 2020
	9. The same system module cannot be used through both RDA and actual office/onsite access at exactly the same time.	
Preventive maintenance of the University Data Center	Considering the crucial role played by the University's infrastructure in maintaining the online delivery of its services under the ECQ/GCQ, selected personnel of STePs be allowed access to the University to inspect IT facilities and preventive maintenance of the Data Center ³ .	OVRF STePs Safety and Security Office ASAP

B. Modified Procedure for Online Enrollment of Incoming Freshmen

1. Important discussions are summarized as follows:

Concern/Issue	Recommended Action(s) to be Taken	Responsible Unit /Timeline
Pending processing of admission and enrollment of incoming freshmen	The University shall implement a fully online admission and enrollment procedure for the incoming Freshmen of AY 2020-2021. ⁴	STePs Registrar OFAD Academic units OVRF OSG By 20 May 2020 ⁵
	The following are some important considerations in its implementation:	
	1. A college/program that conducts orientations on academic policies (i.e. retention policies and other requirements) prior to confirmation under regular enrollment procedure shall submit	Academic units Communications Bureau

³ The OVRF shall ensure that proper arrangements shall be made with the Safety and Security Office. Under a GCQ, other administrative offices preliminarily identified to be requiring a skeleton workforce are: Finance, Registrar, OFAD, and OSG. A maximum number of personnel per day shall be set. Under an extended ECQ, a special permit shall be worked out with the City Mayor's office.

⁴ Annex C: Matrix of Modified (Fully Online) Enrollment Procedure

⁵ OFAD advises qualified applicants to visit applicants' portal

	orientation videos AND/OR info-materials in PDF version that will be made available via links in the UST website. ⁶	On or before 18 May 2020
	2. Confirmation of applicants shall be conducted based on their online submission of scanned documents to the Deans' offices, for later verification by the Office of the Registrar.	Academic units Office of the Registrar From 25-29 May 2020
	3. To enable the efficient online submission of documents: <ul style="list-style-type: none"> • Each academic program shall be assigned an official email account; • G-suite accounts shall be created to allow faster and easier data extraction and data management. 	Educational Technology Center STePs Academic Units By 13 May 2020
	4. A Conditional Admission Contract shall be prepared to be issued in case of incomplete documents ⁷ .	Office of the Registrar Academic units Legal counsel By 13 May 2020
	5. The modified enrollment procedure shall be made available: <ul style="list-style-type: none"> • in various forms for easier dissemination and comprehensibility, e.g. text form, process/flowchart, video; • in various channels, e.g. websites, MyUSTe apps. 	Academic units Communications Bureau STePs By 13 May 2020

⁶ Necessary steps to ensure viewing, understanding, and agreement by applicants are integrated in the modified procedure. The links shall connect applicants to faculty/college website, faculty/college Facebook page, or google drive.

⁷ This provision is in anticipation of delays in the release of high school credentials due to the ECQ.

Delivery of NSTP (CWTS/LTS/ROTC) classes under ECQ/GCQ	The NSTP Primers must be updated in anticipation of their adjusted delivery modes, in time for the release of these documents during Freshmen enrollment.	NSTP/Simbahayan ROTC By 18 May 2020
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Please be guided accordingly

Thank you very much for the usual support and cooperation.

Sincerely,



Rev. Fr. Jesus M. Miranda, Jr., O.P.
Secretary-General

ANNEX A

SANTO TOMAS E-SERVICE PROVIDERS PROPOSED GUIDELINES AND PROCEDURES FOR THE REMOTE ACCESS AND HELPDESK SUPPORT

A) REGULAR MAINTENANCE OPERATIONS:

1. Maintenance and monitoring of the Data Center's Core and Distribution facilities:
 - a) Scheduled onsite inspection of core network equipment and server farm including auxiliary support systems.
 - b) Daily Full Backup of Oracle Database system (Remote and/or Onsite)
 - c) Regular scheduled backup of all Systems Servers and Network Equipment configurations
 - d) Regular coordination with external industry partners for Technical Support Services, Preventive Maintenance, Contract Renewals, Licenses, Subscriptions, and other managed services required for compliance.
 - e) Regular coordination with internal departments for technical support, consultations, application developments, and other network-system infrastructure projects.
 - f) FOR EMERGENCY CASES, concerned staff/s are required to be on site for physical assistance, coordination and troubleshooting.

2. OTHERS:

- a) Frequent access to e-mail communications, system portals, websites, and other official social media platforms for updates concerning new directives, policies and guidelines from Top Administration through the UST Task Force Veritas.
- b) Use of official and licensed collaboration portal for Web Meetings, Workshops, Trainings, Conferences and other collaboration activities. (e.g. MS Teams, Webex, BB Collab, etc.)
- c) Remote Access to internal application systems. (See Proposed Guidelines and Procedures)
- d) Online support using official e-mails, systems portal and other Social Media platforms (e.g. Facebook, Messenger, Viber, etc.). For occasional and emergency cases, through voice and SMS (for Internal - Main Contact Persons and Administrative Officials Only)

B) REMOTE ACCESS POLICIES, GUIDELINES AND PROCEDURES (for Colleges and selected Administrative Departments):

1. In support to the requirements of the Task Force Veritas, with the permission of all systems owners, **temporary** remote desktop accounts are created for the use of selected colleges and departments to access INTERNAL SYSTEM RESOURCES AND SERVICES during the Enhanced Community Quarantine period (e.g. Dean' Menu, Admissions Menu, Registrar, Finance, etc.). The tool is a shared private access environment designed to facilitate the processes of the following system modules: Freshmen Admissions, Enrolment, Faculty Load, Salary and other **related online services** accessible only inside the campus. These online services contain sensitive and confidential information such as faculty and student database, health service and financial records and other documents that require data security and compliance to Data Privacy. It is advised that **remote access services SHOULD BE used only during permissible, considered urgent or important activities of the University.**
2. **Limited 20 user accounts** are created for the use of selected departments with the following hardware specifications and installed applications: Windows 10 (64-bit, 4Gb RAM, 100Gb HDD Storage), MS Office, Kaspersky AV, IE 11 (for Financials and Web Forms), Java and Web Forms, Client-Server, Adobe Reader, WinRAR, Chrome for Java Web Apps.

3. Access credentials for the Office for Admissions, Office of the Registrar, Office of the Vice Rector for Finance will be sent by STEPS Office directly to all heads of the department through their official emails. Accounts for the different Colleges, the Office of the Registrar, in coordination with the other concerned departments and upon obtaining the assignment of the access schedule, users' credentials will be sent through their official emails. Access credentials may include the following information: System requirements, Remote Access Guidelines and Procedures, IP Address, Username and Passwords.

SECURITY REMINDERS:

- a) **DO NOT SHARE** your login credentials.
 - b) **DO NOT USE PUBLIC COMPUTERS** when using the remote access.
 - c) Use personal computers with updated OS, Applications and Antivirus.
 - d) Always **LOGOUT** or **TURN-OFF** your computer when not in-use.
 - e) **DO NOT SAVE FILES** in the Remote Desktop since this is a shared user environment. It is strongly advised that you keep all your files into your local drive, OR send them to your email or any cloud storage.
4. Access period is from 8:00AM to 8:00PM, Monday to Friday. However, support availability is from 8:00AM to 5:00PM, Monday to Friday ONLY.
 5. Remote access is configured based on the **given access schedule** – **NO SCHEDULE, NO ACCESS**. All users must be strictly following their assigned schedule to avoid overlapping and system overloading. Users are advised to prepare and consolidate all the needed resources prior to their access to maximize the allotted time and to avoid loss of data. It is also advised to frequently save and backup of your work during the access period. For security purposes, all accounts are **AUTOMATICALLY LOGOUT** after the given access period.
 6. All passwords will be regularly reset by the System Administrator after every schedule has been completed to prepare the remote system for the use of another departments. **Request for remote access extensions** will be entertained only on a case-to-case basis depending on the availability of the remote server system. Approval from the system owners is required prior to the grant of extended access.
 7. List of Departments for RDP Access: (for Freshmen Admissions and Enrolment purposes only)
 - a) OFAD 2 (Admissions) – Open and Dedicated
 - b) Registrar 2 (Enrolment) - Open and Dedicated
 - c) Book Keepers 2 (Enrolment) – Open and Dedicated
 - d) **Finance 1 (Reservation Processing) - Open and Dedicated**
 - e) Colleges/Faculty/Institute: (**Office of the Registrar to coordinate with other concerned departments for the formulation and consolidation of all access schedule for submission and configuration of the time-based access by the STEPS Network Group**)
 - AB 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - AMV 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - Architecture 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - Commerce 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - CFAD 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - CRS 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - CTHM 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
 - Education 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)

- Engineering 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- IICS 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- IPEA 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Medicine 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Music 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Nursing 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Pharmacy 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Science 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)

f) Other Colleges:

- Civil Law 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Graduate School 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Ecclesiastical Faculties 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)

g) High School

- Education High School 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Junior High School 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)
- Senior High School 1 (Admissions/Enrolment) - Shared/Scheduled (c/o Registrar)

C) STEPS HELPDESK SUPPORT HOURS via email - stepshelpdesk@ust.edu.ph: Monday to Friday 8:00 AM to 5:00 PM for the Password Reset of the MyUSTe Student Portal and GurusPatio accounts. Response time within 24-hours through e-mail. **NOTE: For convenience, Self-Password reset is available also in the MyUSTe and Office 365 portals by clicking the 'Forget my Password' below the login bar.**

D) OTHER SUPPORT CHANNELS for System Applications and Network access related concerns. All requests for support should be properly escalated through concerned offices and **ONLY** contact persons will be entertained concerning the following: database applications, systems and network related access.

1. **Creation of a centralized FB account** for the use of the helpdesk support group to be managed and monitored by senior regular staff of STEPS. All stakeholders will be notified of this account through the MyUSTe portal (Faculty and Students) and through a link in the STEPS website (<http://steps.ust.edu.ph>).
2. All requests and inquiries will be answered within the next 24 hours and send through the STEPS' official helpdesk email address– stepshelpdesk@ust.edu.ph. Only official transactions will be entertained through the FB helpdesk portal.
3. For inquiries pertaining to the system applications and/or network related concerns, coursed through email or FB account, the assigned helpdesk personnel is advised to escalate the request to the concerned staff for appropriate assistance.
4. For data security and compliance, all sensitive and confidential information should not be communicated or coursed through the **FB account** (e.g. passwords, contact numbers, procedures, addresses, etc.). Helpdesk personnel is advised to send the requested information directly to the registered or official email of the clients, upon validation of their true and correct identification.
5. **Proper orientation/training of all concerned support staff** is required to respond appropriately and professionally to all requests/inquiries in the FB account portal.

For the Santo Tomas e-Service Providers, for submission and approval of the UST Task Force Veritas:

SEBASTIAN RAYMOND A. MENDOZA

May 4, 2020



Santo Tomas *e-Service Providers*

U n i v e r s i t y o f S a n t o T o m a s

How to connect to Remote Desktop

User's Manual



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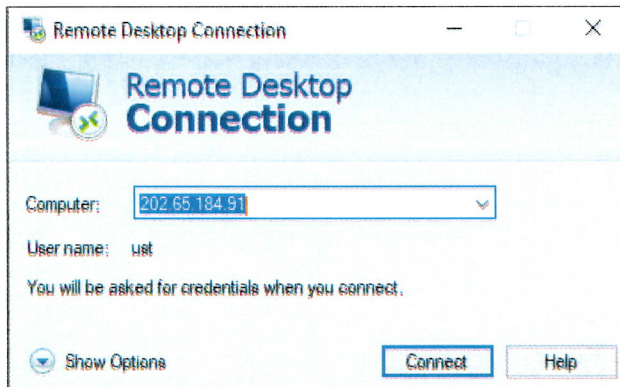
I. IMPORTANT REMINDERS

1. The Remote Desktop may only be used Monday-Friday from 8am to 8pm.
2. Make sure that you are connected to a reliable internet connection.
3. Use personal computer with updated Operating System, Applications and Antivirus.
4. Keep confidential all the login credentials that will be issued to you.
5. The Remote Desktop is a shared computer. Do not save your files and your login credentials here.
6. Make sure to sign out properly from the Remote Desktop.

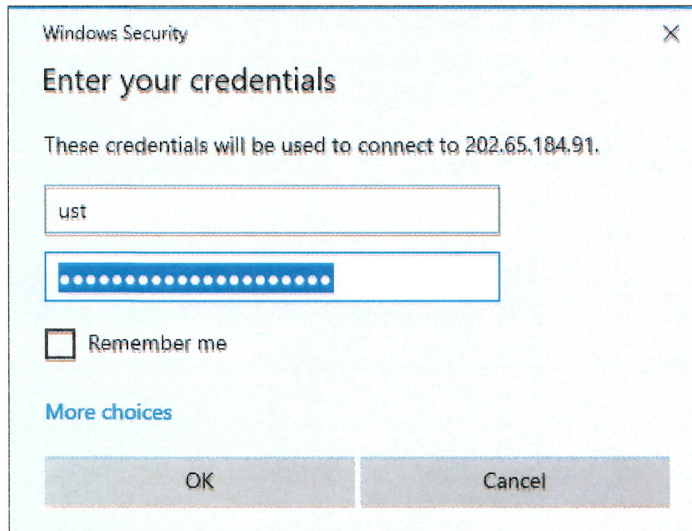
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II. Connect and Login


1. On your computer at home, click on the **Start** or the *Windows icon* on the lower left side of the screen.
2. Type in “Remote Desktop”. Open the **Remote Desktop Connection** app.
3. On the window displayed, type in the Public IP address given to you. Then click **Connect**.

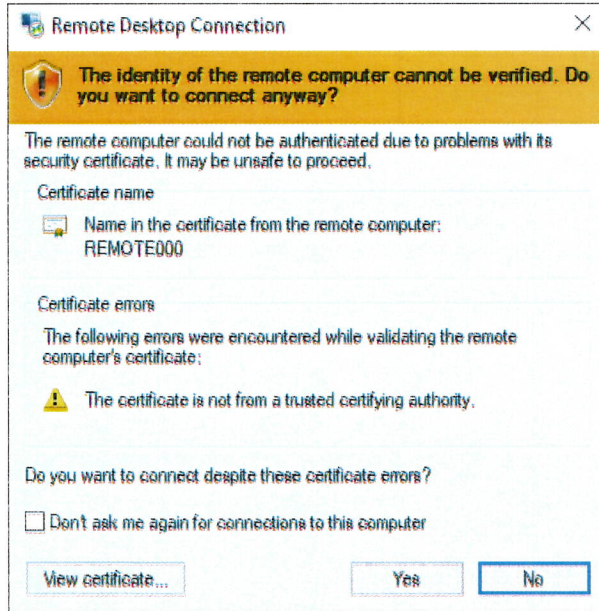


4. Input the username and password given to you. Then click **OK**.
IMPORTANT: For security purposes, do not tick the “Remember me” option.




5. Another window will be displayed for confirmation. Click **Yes**.

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6. You will then be connected to the Remote Desktop.

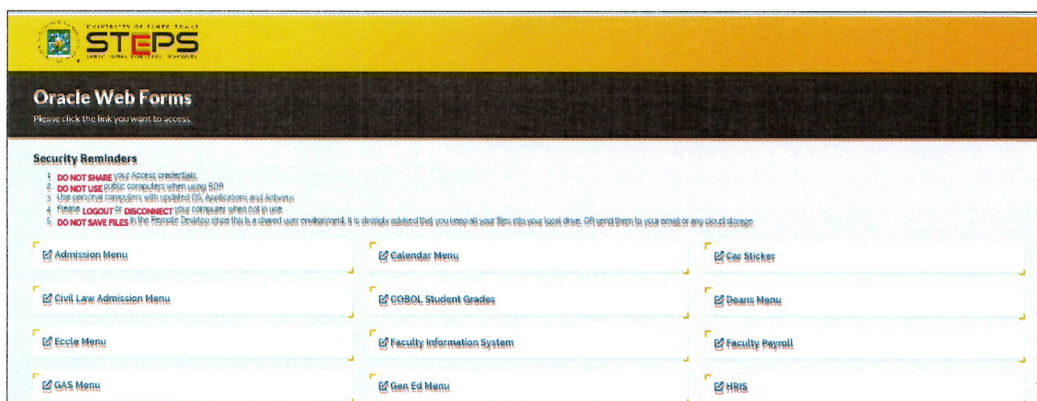
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III. Inside the Remote Desktop

1. On the desktop, you will find 2 shortcut icons: **WEB APPS** and **WEB FORMS**.

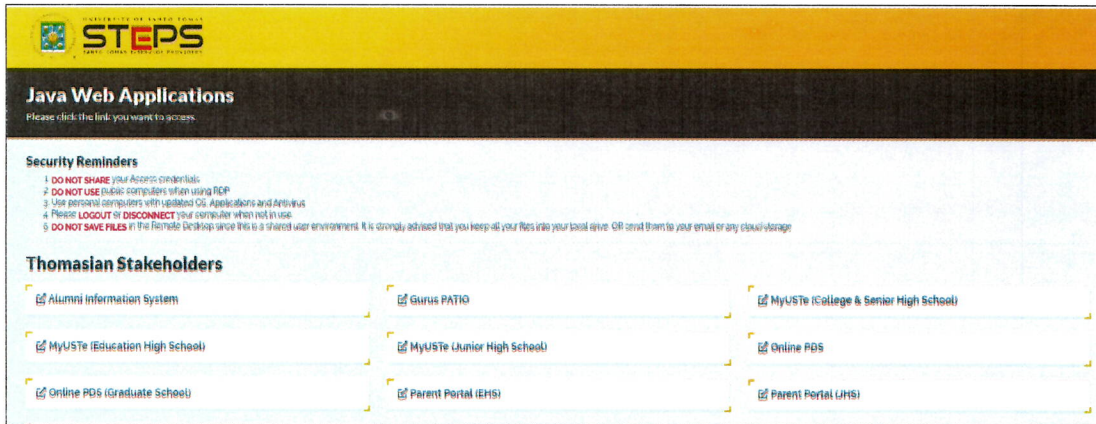


For systems such as the *Dean's Menu*, *Admission Menu*, *Registrar Menu*, *HRIS*, *iProc* and *Financials system*, etc., double click on the **WEB FORMS** icon.



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For websites such as the *MyUste*, *USSAP*, *Gurus Patio*, *Cash Req*, *ERESERVE*, etc., double click on the **WEB APPS** icon.




Security Reminders

1. **DO NOT SHARE** your Access credentials.
2. **DO NOT USE** public computers when using PDP.
3. Use personal computers with updated OS, Applications and Antivirus.
4. Please **LOGOUT** or **DISCONNECT** your computer when not in use.
5. **DO NOT SAVE FILES** in the Remote Desktop since this is a shared user environment. It is strongly advised that you keep all your files into your local drive, OR send them to your email or any cloud storage.

Thomasian Stakeholders

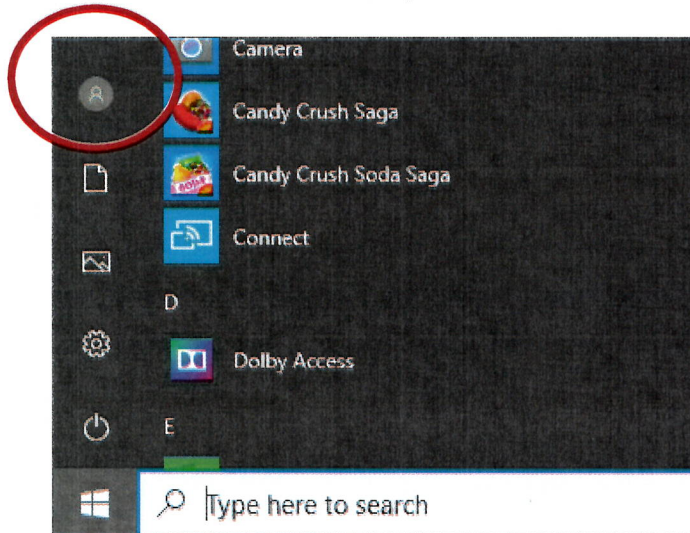
- Alumni Information System
- Gurus PATIO
- MyUSte (College & Senior High School)
- MyUSte (Education High School)
- MyUSte (Junior High School)
- Online PDS
- Online PDS (Graduate School)
- Parent Portal (EHS)
- Parent Portal (LHS)

2. Click on the system/website you wish to access then proceed with the usual login procedure.
IMPORTANT: For security purposes, do not save your login credentials.

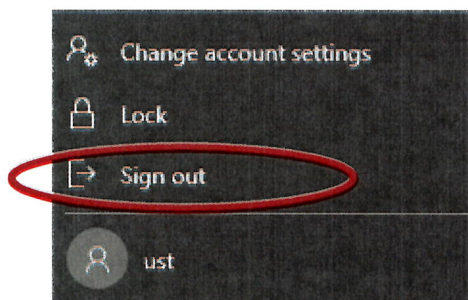
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IV. Sign Out

1. Exit or log out of the system/website you accessed.
2. Close the web browser/s.
3. To exit the Remote Desktop, click on the **Start** or *Windows icon* on the lower left side of the screen (within the Remote Desktop).
4. Click on the *user icon* on the top left corner.



5. Click **Sign out**.



ANNEX C

Modified Procedure for Online Enrollment of Incoming Freshmen, AY 2020-2021

Qualified applicants, categorized below, are advised to:

- a) qualified but have not reserved before the suspension of classes on March 10, 2020, provided they are approved and endorsed by the Academic Unit;
- b) on waiting-list, approved and endorsed by the Academic Unit;
- c) academic placement, approved and endorsed by the Academic Unit;
- d) approved and endorsed applicants for reconsideration, with OSG approval; and
- e) passers of Special USTET.

PROCEDURE	ACADEMIC UNIT	OFAD	REGISTRAR	OSA	STEPS	OVRF
	AU should determine the qualified applicants (<i>qualified but have not yet reserved, qualified on waiting list, qualified for academic placement, OSG-approved reconsidered, and passers of Special USTET</i>) to be forwarded to OFAD. The AU must be mindful of the number of applicants that they are going to endorse to OFAD for processing.	OFAD processes the list of qualified students, recommended by the AU for confirmation in the system (to be tagged as reserved)			STEPs must be reminded that	
1. Visit the Applicants' Portal (USTET applicants' portal) https://ustet.ust.edu.ph/results/						
2. View the College and Program orientation video If applicable, click on the agreement statement	<ul style="list-style-type: none"> • AU ensures that college/program orientation video is already uploaded • AU sends the link of the uploaded materials to OFAD 	OFAD reflects the link of the uploaded materials into the Applicants' Portal			STEPs prepares a submodule on Orientation Videos and Agreement Statement in the	

<p>concerning College/Program policies</p>	<p>3. Download NSTP / ROTC Primer</p>	<p>AU ensures that Course Offerings (including PE, NSTP/ROTC) and Class Schedules are uploaded in the Dean's Menu</p>	<p>OFAD reflects the link of the NSTP/ROTC primer into the Applicants' Portal</p>	<p>OSA ensures that the NSTP/ROTC primer is uploaded</p> <p>OSA sends the link to OFAD</p>	<p>Applicants' Portal</p> <p>STel's prepares a submodule on NSTP/ROTC Primer in the Applicants' Portal</p>	<p>Accounting ensures that out-of-state fee is part of the fees among foreign students</p>
<p>4. Download Confirmation of Enrollment, Conditional Admission Contract (if Applicable); Conditional Admission Contract for Foreign Students (if applicable) https://ustet.ust.edu.ph/results/</p> <p>Note: In view of the COVID-19 situation, Bureau of Immigration allows the enrollment of foreign students pending the processing of student visa or study permit.</p>	<p>AU ensures that an official college email intended for applicant's submission of credentials is made available to OFAD</p>	<p>OFAD reflects the official email of AU in the Applicants' Portal</p> <p>OFAD ensures the availability of the Conditional Admission Contract in the Applicants' Portal</p>	<p>Registrar ensures that foreign students are tagged "allow to enroll" with corresponding Alien Fee</p>	<p>STel's ensures that the link to the AU emails are working</p>	<p>Applicants' Portal</p>	<p>Accounting ensures that out-of-state fee is part of the fees among foreign students</p>
<p>5. Accomplish the applicable Forms and scan other requirements (2x2 photo, Good Moral Certificate, report card (Form 138))</p>	<p>AU regularly checks the official enrollment email intended for submission of documents among qualified applicants (confirmation of enrollment)</p>	<p>OFAD reflects the link of the NSTP/ROTC primer into the Applicants' Portal</p>	<p>OSA ensures that the NSTP/ROTC primer is uploaded</p> <p>OSA sends the link to OFAD</p>	<p>Registrar ensures that foreign students are tagged "allow to enroll" with corresponding Alien Fee</p>	<p>Applicants' Portal</p>	<p>Accounting ensures that out-of-state fee is part of the fees among foreign students</p>
<p>6. Submit requirements online</p>	<p>AU regularly checks the official enrollment email intended for submission of documents among qualified applicants (confirmation of enrollment)</p>	<p>OFAD reflects the link of the NSTP/ROTC primer into the Applicants' Portal</p>	<p>OSA ensures that the NSTP/ROTC primer is uploaded</p> <p>OSA sends the link to OFAD</p>	<p>Registrar ensures that foreign students are tagged "allow to enroll" with corresponding Alien Fee</p>	<p>Applicants' Portal</p>	<p>Accounting ensures that out-of-state fee is part of the fees among foreign students</p>

	<p>Official G-suite account per program will be requested to EdTech. Google Form will be created for the submission of required credentials</p>		<p>from the AU, for follow-up of original documents later.</p>		
<p>7. Wait for the email confirmation from the Academic Unit</p>	<p>Academic Unit sends email to the applicant:</p> <p>Complete requirements?</p> <p>A) Yes. AU tags applicant "with complete credentials" and advises the applicant to accomplish PDS Online.</p> <p>B) No. AU reminds applicant to submit missing requirements.</p>				
<p>8. Fill-out Personal Data Sheet Online (PDS Online) (https://pds.ust.edu.ph), if requirements are complete</p>				<p>STeP's ensures that only those with complete requirements could access the PDS Online</p>	
<p>8.1. download, read, and understand OSA's enrollment conforme</p>				<p>OSA provides STeP's a copy of the revised <i>enrollment conforme</i></p>	<p>STeP's ensures that the revised <i>enrollment conforme</i> is uploaded in the MyUSTe Portal</p>

<p>8.2 process online application for scholarship, if applicable</p>				<p>OSA ensures the time processing of scholarship applications</p>	<p>STeP's links the scholarship online application system (SOAS) to the MyUSTe Portal</p>
<p>9. Open MyUSTe Student portal using the student number from PDS Online and date of birth and do the following:</p> <p>9.1 Go to Enrollment tab, Online Enrollment (https://myuste.ust.edu.ph/student)</p> <p>9.2. Select NSTP Component to be taken</p> <p>Note: NSTP component should match your college of affiliation</p> <p>i. Example for an Architecture student selecting CWTS should select C-ARC-1 or other format C-ARC-X section</p> <p>ii. For ROTC, you may see the Military Training component by scrolling down to the last part of the options.</p> <p>Note: Download MyUSTe apps for your easy access</p>				<p>STeP's ensures the availability of the <i>Disclosure of Personal Information</i> and corresponding agreement statement in the MyUSTe portal</p>	
<p>10. Proceed with online enrollment by agreeing to the a) End-users Licensure Agreement (EULA) and b) OSA's enrollment conforme</p>					

<p>11. Check courses to be enrolled (double check if NSTP, PE, and Elective- Generic are included)</p> <p>Note: If NSTP/ROTC was not yet chosen, go back to Step 9</p>					<p>STePs ensures to reflect the remarks "If NSTP/ROTC was not yet chosen, go back to Step 9"</p>	
<p>12. Proceed with Online assessment</p>						<p>Accounting Office (Student Billing) ensures that Table of Fees are made available in the Oracle</p> <p>Note: To be done virtually this week as this task is tied up with the uploading of course offering by AU</p>
<p>13. Pay through available online payment schemes (Metrobank, BPI)</p>					<p>Note: STePs should reflect the procedures for enrollment with Metrobank and BPI as guide.</p>	<p>Treasury Department accepts payment from the banks and process posting of payment to Oracle</p> <p>Note: This may be done offsite with remote access provided by STePs, with approval of Treasury Department that this process proceeds even if there are no hard copies of official receipt.</p>
<p>14. Check MyUSTe and download registration form</p>					<p>Note: There should be a clear instruction that the registration</p>	

					<p>form is an official document that serves either as a certificate of enrollment, as a temporary ID, or a proof of enrollment to be needed for any legal purposes outside UST.</p>	
<p>15. Check email for announcements from the University regarding activities for freshmen</p>						