

## Procedure for Attending the UST Cloud Campus Orientation (Annex 2)

### A. ACTIVATE YOUR UNIVERSITY EMAIL ACCOUNT:

1. Study the structure of the University email address. The email address for all freshmen of AY 2025-2026 will consist of your first two names and surname, followed by the UST domain address suffix @ust.edu.ph. Special characters will not be included, and spaces between names will be eliminated. As for the initial password, it will be set as the student's birth date in the format **mmddyyyy** by default.



2. To initiate the activation of your University email account, please access <https://mail.google.com/a/ust.edu.ph>.

Provide your username and initial password. You will then be redirected to a new window where you will be prompted to modify your Google Workspace for Education account password. We recommend creating a robust password that includes a combination of uppercase and lowercase letters, numbers, and acceptable symbols. It is crucial to remember this password. Once you have made the necessary changes, click on the **SAVE** button. *If you have previously activated your email account, proceed to the next steps.*

### B. PROCEDURE FOR LOGGING IN THE MyUSTe PORTAL

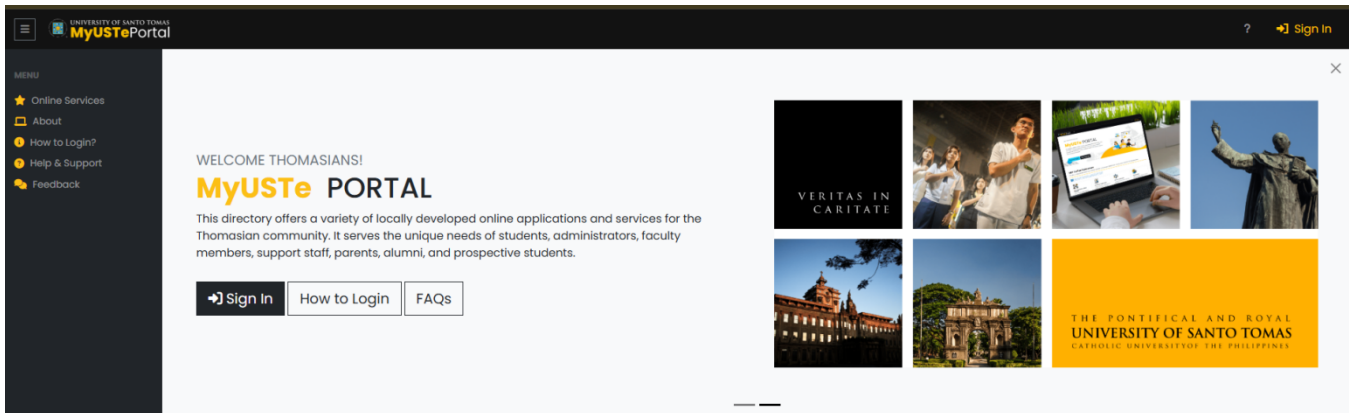
1. The **myUSTe Portal** is a centralized online platform that brings together a wide range of IT services, resources, and tools within the University. It functions as a comprehensive hub that allows students, faculty, staff, and other members of the Thomasian community to seamlessly access and manage various aspects of their academic and administrative activities.



UNIVERSITY OF SANTO TOMAS  
OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY  
EDUCATIONAL TECHNOLOGY CENTER

EDTECH

- To access all IT-related services at the University, please log in at <https://myusteportal.ust.edu.ph>. You can use your University email credentials for single-sign on authentication to fully access and utilize the University's online resources and services on one integrated platform.
- To initiate your initial login, please click on the "**How to Login**" button. This will provide you with a step-by-step procedure to follow and guide you through the login process.

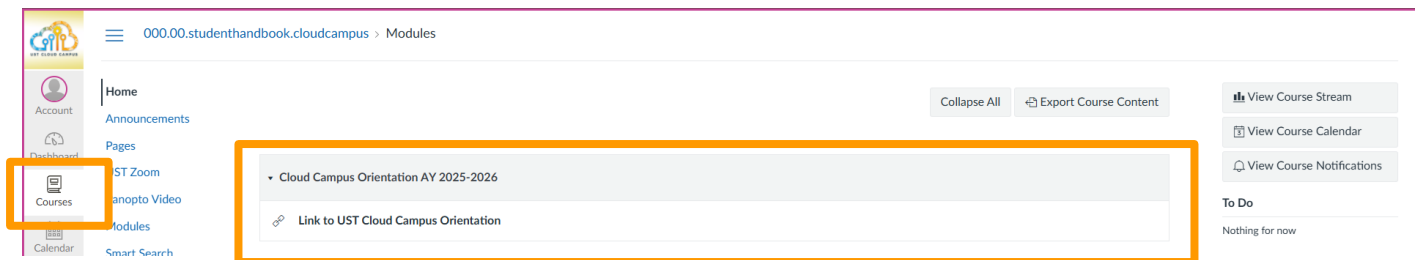
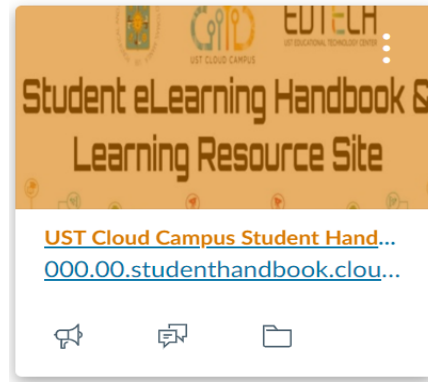


### C. PROCEDURE FOR ATTENDING THE UST CLOUD CAMPUS ORIENTATION:

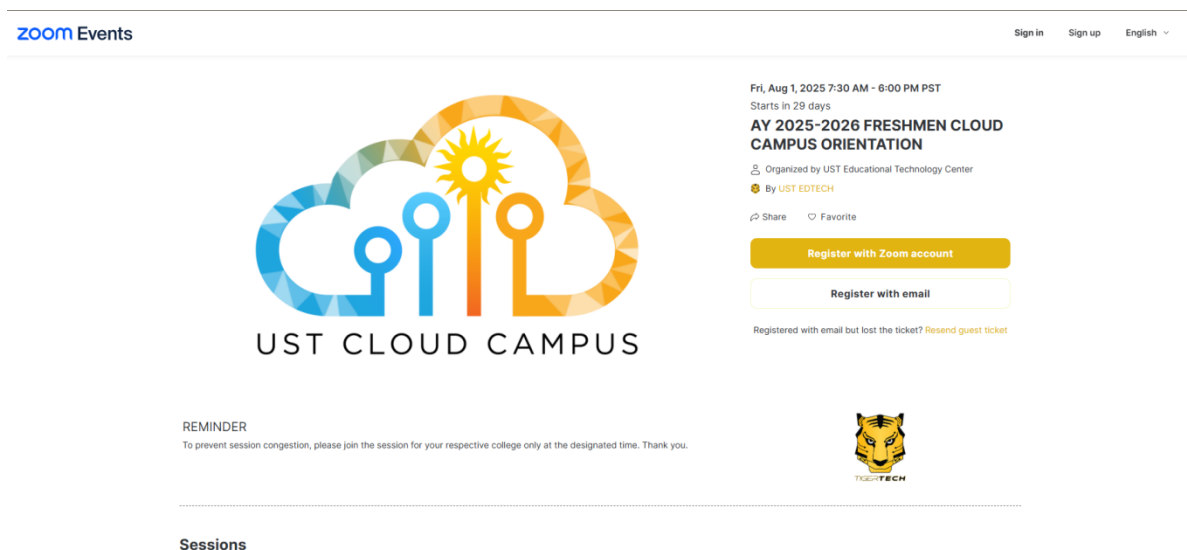
- You will need your activated UST Google Workspace for Education Account to successfully log in to MyUSTe Portal before attending the scheduled UST Cloud Campus orientation.
- Inside MyUSTe Portal, click the **UST Cloud Campus Icon** to access the Student eLearning Handbook and Learning Resource Site under Current Courses. *This process will also allow you to activate currently enrolled courses. Do this process every time you enroll thereafter.*
- Students from different academic units will now have access to UST's **Learning Management System** powered by Canvas. The platform will serve as the primary system for managing your courses, accessing course materials, submitting assignments, participating in discussions, and engaging in online learning activities.



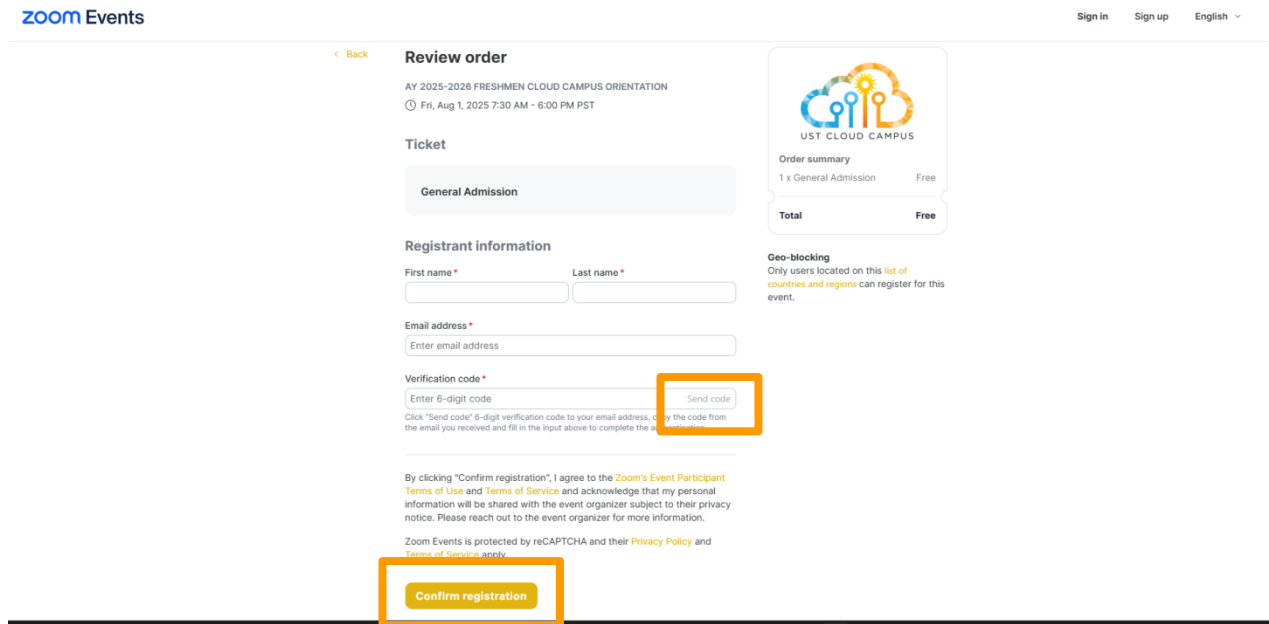
- In the **Student eLearning Handbook & Learning Resource Site**, navigate to the side navigation menu, click courses and locate the web-conference link under the **UST CLOUD CAMPUS ORIENTATION AY 2025-2026** module.



5. Register for the orientation web conference by selecting Register with email.



6. Fill the registration form with the required details including the verification code as instructed in the form. Then, confirm your registration. *This will secure your slot and allow the system to record your intent to attend the session as well as your attendance during the scheduled orientation.*



**zoom Events** Sign in Sign up English

[< Back](#) **Review order**

AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION  
🕒 Fri, Aug 1, 2025 7:30 AM - 6:00 PM PST

**Ticket**

General Admission

**Registrant information**

First name \* Last name \*

Email address \*

Verification code \*

Enter 6-digit code Send code

Click "Send code" 6-digit verification code to your email address, copy the code from the email you received and fill in the input above to complete the registration.

By clicking "Confirm registration", I agree to the [Zoom's Event Participant Terms of Use](#) and [Terms of Service](#) and acknowledge that my personal information will be shared with the event organizer subject to their privacy notice. Please reach out to the event organizer for more information.

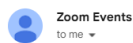
Zoom Events is protected by reCAPTCHA and their [Privacy Policy](#) and [Terms of Service](#) apply.

**Confirm registration**

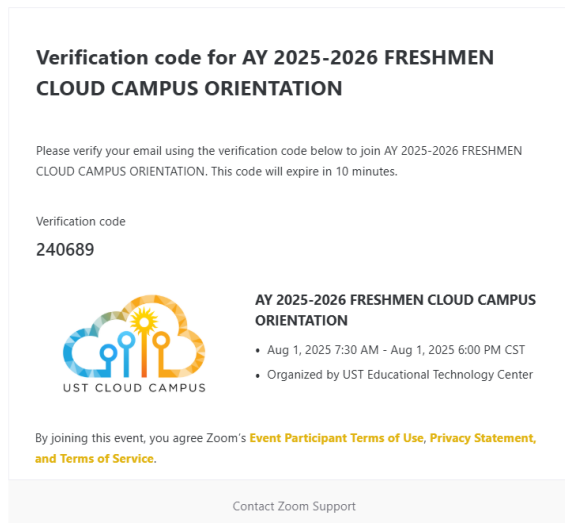
**Order summary**  
1 x General Admission Free  
**Total Free**

**Geo-blocking**  
Only users located on this [list of countries and regions](#) can register for this event.

\*Note that the verification code will be sent to your email address, like what you see in the sample screenshot below.



12:52 PM (0 minutes ago) ☆ ↶



- Once you have clicked confirm registration on the event registration page, you will see a completed registration notification.



## Your registration is complete

An email with this ticket has been sent to

**Email Address**

### AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION



🕒 Fri, Aug 1, 2025 7:30 AM - 6:00 PM PST

👤 Organized by UST Educational Technology Center

🎫 1 Ticket

Add to calendar 📅

General Admission

Free

Virtual

8. Expect an order confirmation email that contains a calendar invitation including the link to join the session. The Cloud Campus Orientation will take only 1-1.5 hours per Academic Unit. Please attend only your academic unit orientation, as scheduled, on the pages that follow.

Order confirmation for AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION External Inbox x



Zoom Events  
to me

🕒 12:54 PM (16 minutes ago) ⭐ ↶

|                             |   |   |
|-----------------------------|---|---|
| <p><b>Aug 1</b><br/>Fri</p> | <p><b>AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION</b><br/><a href="#">View on Google Calendar</a></p> <p>When: 7:30am – 6pm (GMT+8)</p> <p>Where: <a href="https://events.zoom.us/j/Agbfrjum-2_5WWpbu89vXvUO8FOVD_LX4OE7dx3YEAjpxl6Zbio-AxxdkrtL7te3WA9s-IjQjvs46OhRE1tda-cQw56c0ua2jQLgTF-fpdQ7nAHZrrtjDaU-8Cqg8Tq2ZISpnnZS-evPdsTsDIPc4vg">https://events.zoom.us/j/Agbfrjum-2_5WWpbu89vXvUO8FOVD_LX4OE7dx3YEAjpxl6Zbio-AxxdkrtL7te3WA9s-IjQjvs46OhRE1tda-cQw56c0ua2jQLgTF-fpdQ7nAHZrrtjDaU-8Cqg8Tq2ZISpnnZS-evPdsTsDIPc4vg</a></p> <p>Who: no-reply@zoom.us*</p> <p> <input type="button" value="+1 Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> <a href="#">More options</a> </p> | <p><b>Agenda</b><br/>Fri Aug 1, 2025</p> <p>No earlier events</p> <p>7:30am AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION</p> <p>9:30am <a href="#">UST Cloud Campus Orientation</a></p> <p>9:30am <a href="#">UST CLOUD CAMPUS ORIENTATION</a></p> <p>9:30pm <a href="#">AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION</a></p> |
|-----------------------------|---|---|

### AY 2025-2026 FRESHMEN CLOUD CAMPUS ORIENTATION



- Aug 1, 2025 7:30 AM - Aug 1, 2025 6:00 PM PST
- Organized by UST Educational Technology Center

1 Ticket

Join

**UST CLOUD CAMPUS ORIENTATION SCHEDULES**  
**1 August 2025 (Friday)**

| Academic Unit                           | Time                | eLearning Specialists   |
|---|---------------------|---|
| Accountancy                             | 7:30 AM - 9:00 AM   | Asst. Prof. Apollo D. Layug<br>Inst. Gerber G. Mendoza  |
| Junior High School                      | 7:30 AM - 9:00 AM   | Junior Teacher John Laurence V. De Jesus<br>Mr. Joel Bryan A. Guevarra  |
| Pharmacy                                | 7:30 AM - 9:00 AM   | Inst. Omar A. Villalobos<br>Inst. Clarence Sarit M. Concepcion<br>Inst. Alifa Camille N. Santos   |
| Arts and Letters<br>Batch 1             | 9:15 AM - 10:45 AM  | Asst. Prof. Analiza A. Yanga<br>Asst. Prof. Rhodora Lynn L. Tababa<br>Assoc. Prof. Arlene D. Calara   |
| Fine Arts and Design                    | 9:15 AM - 10:45 AM  | Inst. Jenika Anne B. Pascual<br>Inst. Julie-Irene G. Casclang   |
| Senior High School<br>Batch 1           | 9:15 AM - 10:45 AM  | Junior Teacher Jonathan T. Gamalinda<br>Junior Teacher Jayson Ian V. Degollado<br>Junior Teacher Maria Cecilia P. Faigal<br>Junior Teacher Gino s. Maneja |
| Music                                   | 9:15 AM - 10:45 AM  | Inst. Manolito A. Manalang, Jr.   |
| Architecture                            | 11:00 AM - 12:30 PM | Asst. Prof. Mervin D Go<br>Ar. Alpher E. De Vera<br>Asst. Prof. Brian James R. Chiu Ph.D.   |
| Education                               | 11:00 AM - 12:30 PM | Inst. Joanna Mari L. Freo   |
| Rehabilitation Sciences                 | 11:00 AM - 12:30 PM | Inst. Luis Serafin R. Cosep<br>Inst. Lyle Patrick Tangcuangco   |
| Commerce and Business<br>Administration | 1:00 PM - 2:30 PM   | Inst. Nicole Q. Cruz<br>Inst. Joseph Peter P. Marquez<br>Inst. Lea B. Villanueva  |
| Information and<br>Computing Sciences   | 1:00 PM - 2:30 PM   | Inst. Edwin S. De Guzman<br>Inst. Alma V. Perol   |

|                                       |                   |   |
|---------------------------------------|-------------------|---|
| Senior High School<br>Batch 2         | 1:00 PM - 2:30 PM | Junior Teacher Jonathan T. Gamalinda<br>Junior Teacher Jayson Ian V. Degollado<br>Junior Teacher Maria Cecilia P. Faigal<br>Junior Teacher Gino s. Maneja |
| Ecclesiastical Faculties              | 1:00 PM - 2:30 PM | Asst. Prof. John Paul T. Balanquit  |
| Nursing                               | 2:45 PM - 4:15 PM | Asst. Prof. Sherihan Marie O. Montana<br>Asst. Prof. Rowena S. Manzarate  |
| Tourism and Hospitality<br>Management | 2:45 PM - 4:15 PM | Assoc. Prof. Amy Mia M. Rosales<br>Inst. Wyett White T. Lee   |
| Science                               | 2:45 PM - 4:15 PM | Inst. Sam Dominic A. Binag<br>Mr. Alvin L. Jacob<br>Inst. Katherine Yasmin Garcia   |
| Graduate School                       | 2:45 PM - 4:15 PM | Asst. Prof. Jackson J. Tan  |
| Engineering                           | 4:30 PM - 6:00 PM | Asst. Prof. Mary Grace Ann C. Bautista  |
| Medicine and Surgery                  | 4:30 PM - 6:00 PM | Ast. Prof. Dionesse Ysabelle V. Bawal<br>Asst. Prof. Vheejay B. Tampol  |

August 2025

| Academic Unit         | TIME            | eLearning Specialists      |
|-----------------------|-----------------|----------------------------|
| Education High School | To be announced | Inst. Joanna Mari L. Freo  |
| NSTP                  | To be announced | Ms. Sheila Masangkay       |
| IPEA                  | To be announced | Asst. Prof. Diana Dy       |
| GS Law                | To be announced | Asst. Prof. Melissa Gumera |