

HOLY CHILD COLLEGE OF DAVAO
ONLINE ENROLLMENT V1
Created by: MICHAEL G. DELOS SANTOS

STUDENT ENROLLMENT MANUAL
(OLD AND NEWLY REGISTERED STUDENTS)

LOGIN MODULE

Go to your web browser, type the url: <http://oev1.holychild.edu.ph>. You will be redirected to the login page.

Supply your own username and password to enter the system.

IMPORTANT NOTE:

To those students who registered using the pre-enrollment system before, and include your LRN number during the registration, your username and password is your LRN.

But if you did not include your LRN or you still don't have any LRN yet, your username is your email address (system provided), and password is your lastname (all small caps with no spaces between).

If you still can't log in, please contact your branch / campus head to help you.

If you are a new student and did not participate on the pre enrollment registration, click Register and follow the steps after.



HCCD - OEV1

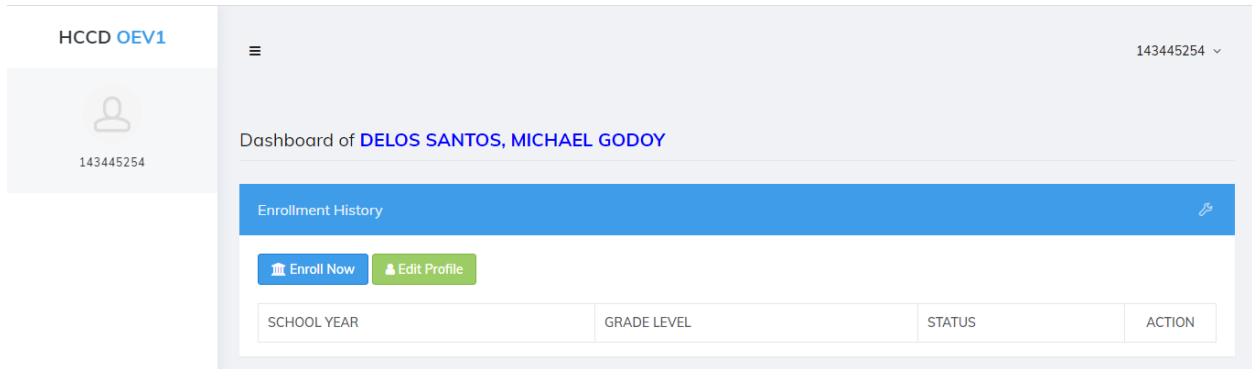
Welcome to Your
Dashboard

Please sign in

Username

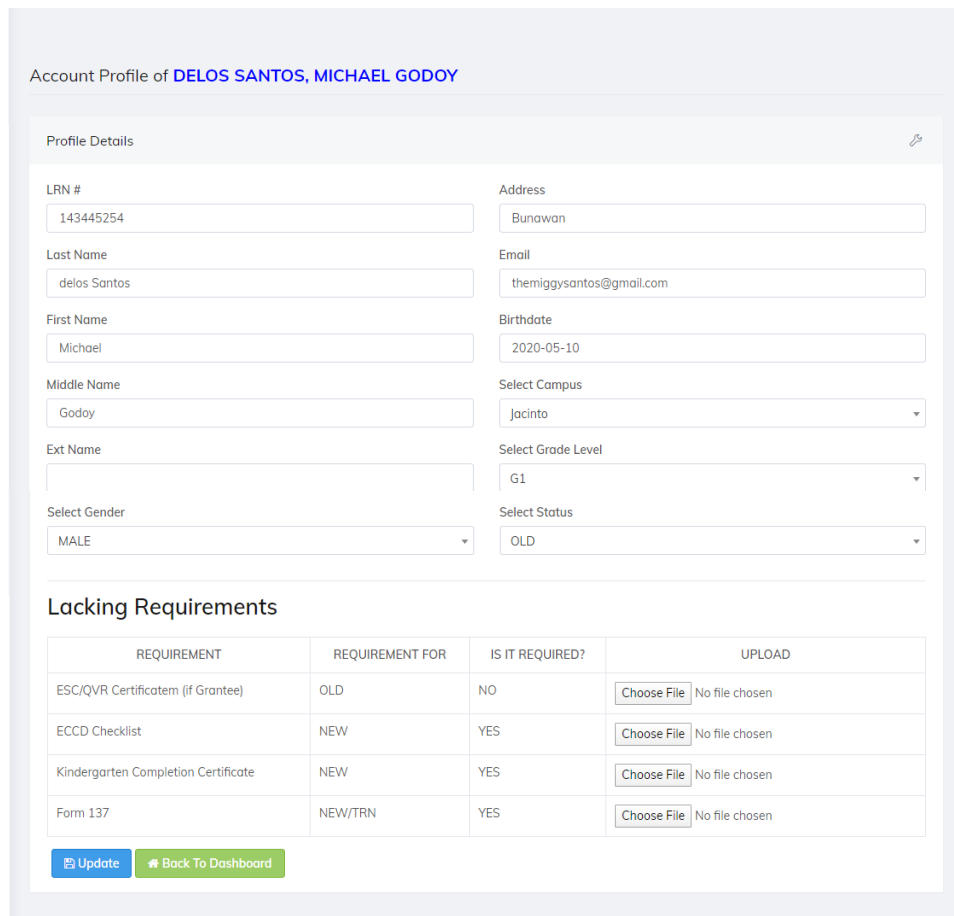
Password

After logging in, you will be redirected to your own dashboard.



Notes:

- The user will be able to check his/her enrollment history in this page.
- The user can edit his/her profile by clicking the Edit Profile Button



- The user can edit his/her profile, as well as can upload his/her lacking requirements in the PDF format.
- Click Back to Dashboard button to return to the dashboard.

ENROLLMENT PROCEDURE

This is where the user to enroll using the system

The screenshot shows a user dashboard for 'DELOS SANTOS, MICHAEL GODOY'. The user ID is 143445254. The dashboard includes a navigation menu, a profile picture placeholder, and a section titled 'Enrollment History'. Below this section are two buttons: 'Enroll Now' and 'Edit Profile'. At the bottom, there is a table with columns for 'SCHOOL YEAR', 'GRADE LEVEL', 'STATUS', and 'ACTION'.

Notes:

- Click the Enroll Now Button

The screenshot shows the 'Lacking Requirements' form for 'delos Santos, Michael Godoy Account'. The form is divided into two main sections. The left section, titled '2020-2021 Enrollment Form', contains the following fields: Date (2020-05-20), Select Grade Level To Enroll (PLEASE SELECT), Select Strand (PLEASE SELECT), Select Payment Option (dropdown), Payment Amount (0.00), and Upload Payment Slip (Choose File, No file chosen). The right section contains fields for Payment Type Name, Registration and Misc Fee, Tuition Fee, Books Fee, LESS: Discount, LESS: Voucher, Discount Due Date (if full), Upon Enrollment, and Pre enrollment Payment. At the bottom right, there is a table for 'Needed Payment to Enroll' with columns for MONTH, YEAR, and AMOUNT. The form also includes 'Save' and 'Back to Dashboard' buttons.

- The user will fill up the details under the 2020 – 2021 Enrollment Form. All details about his/her enrollment will appear on the right side of the form. For example:

delos Santos, Michael Godoy Account

Lacking Requirements
🔗

REQUIREMENT	UPLOAD
ESC/QVR Certificatem (if Grantee)	<input type="button" value="Choose File"/> No file chosen
Good Moral Certificate	<input type="button" value="Choose File"/> No file chosen
Form 137	<input type="button" value="Choose File"/> No file chosen
Photocopy of Passport	<input type="button" value="Choose File"/> No file chosen
Study Permit	<input type="button" value="Choose File"/> No file chosen
Photocopy of ACR-I Card	<input type="button" value="Choose File"/> No file chosen

2020-2021 Enrollment Form
🔗

Date

Select Grade Level To Enroll

Select Payment Option:

Payment Amount

Upload Payment Slip
 No file chosen

Payment Type Name: **Option 1**

Registration and Misc Fee: **12836.24**

Tuition Fee: **2682.87**

Books Fee: **5211.80**

LESS: Discount: **0.00**

LESS: Voucher: **0.00**

Discount Due Date (if full):

Upon Enrollment: **20730.91**

Pre enrollment Payment: **10000.00**

Needed Payment to Enroll: **10,730.91**

MONTH	YEAR	AMOUNT
August	2020	5,274.23
September	2020	5,274.23
October	2020	5,274.23
November	2020	5,274.23
December	2020	2,682.87
January	2021	2,682.87
February	2021	2,682.87
March	2021	2,682.87
April	2021	2,682.87

Developed by: MDS

- In this example, the user selected Grade II and Option 1 for the tuition payment scheme.
- Above the form, all requirements under Grade II level appeared, and the user will upload those requirements available on hand (the other requirements can be submitted after enrollment).
- Since the user selected Option 1 for Grade II, the details appeared on the right side.

Payment Type Name: **Option 1**

Registration and Misc Fee: **12836.24**

Tuition Fee: **2682.87**

Books Fee: **5211.80**

LESS: Discount: **0.00**

LESS: Voucher: **0.00**

Discount Due Date (if full):

Upon Enrollment: **20730.91**

Pre enrollment Payment: **10000.00**

Needed Payment to Enroll: **10,730.91**

- It also displays the monthly payment on that particular option

MONTH	YEAR	AMOUNT
August	2020	5,274.23
September	2020	5,274.23
October	2020	5,274.23
November	2020	5,274.23
December	2020	2,682.87
January	2021	2,682.87
February	2021	2,682.87
March	2021	2,682.87
April	2021	2,682.87

- Details above will change depends on what payment option the student will choose.
- After encoding all details, click Save to complete the enrollment process.

2020-2021 Enrollment Form
🔗

Date

Select Grade Level To Enroll

Select Payment Option:

Payment Amount

Upload Payment Slip
 Screenshot_11.png

- Enrollment Summary will appear after saving.

Enrollment Details of **DELOS SANTOS, MICHAEL GODOY**

Enrollment Summary
🔗

School Year	2020-2021	MONTHLY PAYMENT	AMOUNT
Grade Level	G2	August 2020	5,274.23
Strand	N/A	September 2020	5,274.23
Payment Option	Option 1	October 2020	5,274.23
<input type="button" value="Back To Dashboard"/>		November 2020	5,274.23
		December 2020	2,682.87
		January 2021	2,682.87
		February 2021	2,682.87
		March 2021	2,682.87
		April 2021	2,682.87

- Click Back to Dashboard to return to the dashboard

Dashboard of **DELOS SANTOS, MICHAEL GODOY**

Enrollment History

[Edit Profile](#)

SCHOOL YEAR	GRADE LEVEL	STATUS	ACTION
2020-2021	G2	PENDING	Options -

Notes:

- This is what your dashboard looks like.
- The status is still pending for the accounting department to verify your enrollment and payment details. Once approved, the status will become APPROVED.
- To know your enrollment details, click Options then View Details.
- To change your password and username, click the upper right corner which displays your username, click Change Password.

☰

143445254 ▾

[Change Password](#)

[Sign Out](#)

Dashboard of **DELOS SANTOS, MICHAEL GODOY**

Change Password Module

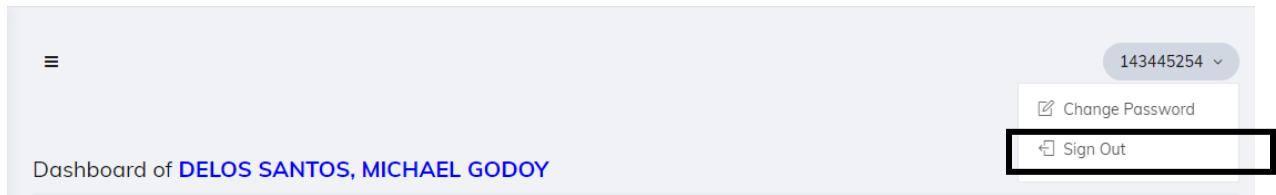
User Account of miggysantos

New Username

New Password

[Update](#) [Back to Dashboard](#)

- To logout, click the upper right corner which displays your username, click Sign Out.



Dashboard of **DELOS SANTOS, MICHAEL GODOY**

143445254 ▾

- Change Password
- Sign Out

