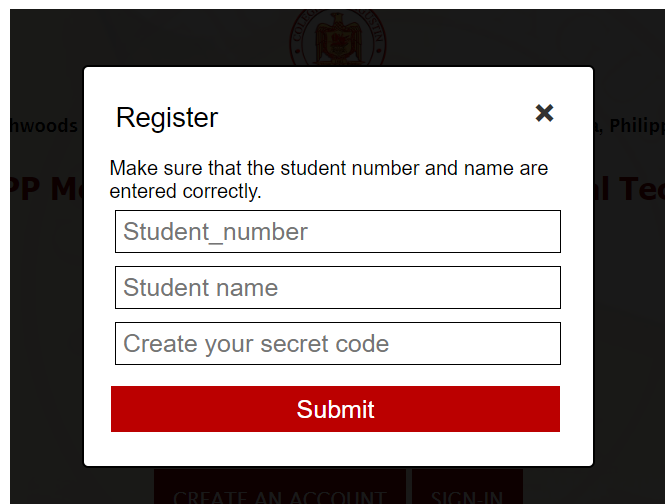
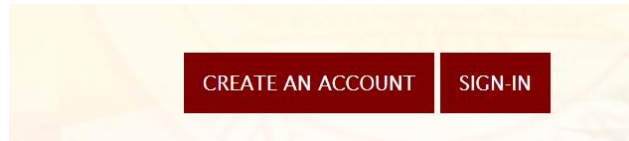


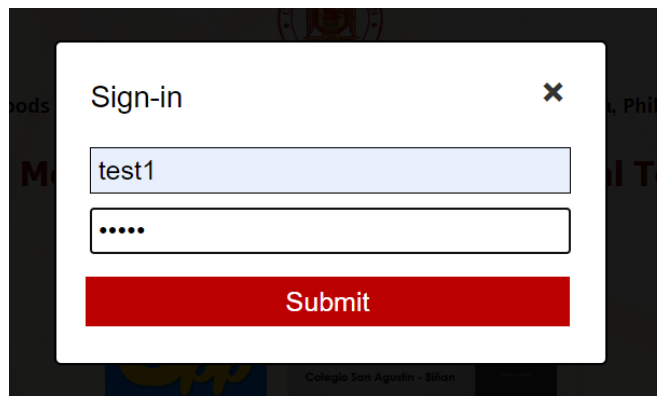
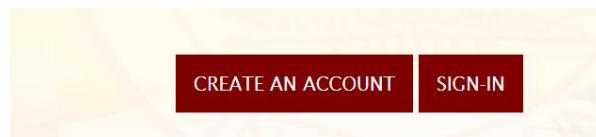
ParentUpp and Student Portal Technical Support Manual

Step 1: Please read the instructions intended for “**ParentUpp**” and **Student Portal** found on the home page.

Step 2: To register, click the “**CREATE AN ACCOUNT**” button and wait for the pop-up form to appear before adding the required information. The “**Create Your Secret Code**” text field serves as your password for logging in. You cannot register twice using the same student number. Please ensure that your newly added secret code is kept secure.

A screenshot of a "Register" pop-up form. The form has a white background and a dark border. At the top left is the title "Register" and a close button (X). Below the title is a note: "Make sure that the student number and name are entered correctly." There are three input fields: "Student_number", "Student name", and "Create your secret code". At the bottom is a red "Submit" button.

Step 3: To sign in, click the “**SIGN-IN**” button and wait for the pop-up form to be displayed. Enter your student number and secret code. Be sure to take note of and remember your secret code.

A screenshot of a "Sign-in" pop-up form. The form has a white background and a dark border. At the top left is the title "Sign-in" and a close button (X). There are two input fields: the first contains the text "test1" and the second contains five dots (representing a masked password). At the bottom is a red "Submit" button.

Step 4: Before clicking the **“Click here to add your parent/guardian”** button, make sure you have already downloaded the **“ParentUp”** app from **the App Store or Google Play Store** and installed it on your smartphone. After clicking the button, a pop-up form will appear where you can add the guardian(s) you registered on the mobile app. The maximum number of guardians that can be added and approved is three (3). Don't forget to include the name and email address used during the **“ParentUp”** registration.

Click here to Add Your parent/guardian!

Step 5: Check the registered name and email address in the table provided. If the name or email address is incorrect, click the delete icon to remove the data, provided the status is **“Pending”**. Then click the **“Click here to add your parent/guardian”** button again to add another guardian.

• Press the delete icon to remove a registered guardian

Click here to Add Your parent/guardian!

List of Your added guardians!


guardian/Parent Name	Email Address	Status	X
parent1	parent1@gmail.com	pending	
parent2	parent2@gmail.com	pending	
parent3	parent3@gmail.com	pending	

Step 6: To change your registered email address during admission at CSA, click the **“Click here to add your active email address”** button and wait for the pop-up form to appear, where you can enter your new email address. This form accepts only a single email address

Click here to add your active email address

Step 7: Check the added email address in the table below. If the email address is incorrect, click the delete icon to remove it.

Your added email address

Email Address	Status	X
myemail@gmail.com	pending	

Step 8: Click the 'SIGN OUT' button to log out of your account.



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