



University of the Philippines



SAIS

Student Academic Information System



SAIS User Manual

Student Records

Author: eUP SAIS and Communications Team
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Version: 1.1

Approvals:

Recommending Approval _____

Approved _____

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
28 November 2014	Almira Cayetano Michael Argarin	1.0	No Previous Document
11 February 2015	Corinne Renes	1.1	Edited format and content Added Document Control Numbers

1.2 Reviewers

eUP Core Technical Committee

Name	Project Role
Prof. Rowena Solamo	Team Lead eUP Quality Assurance Team



COMPLETION OF INC PROCESS



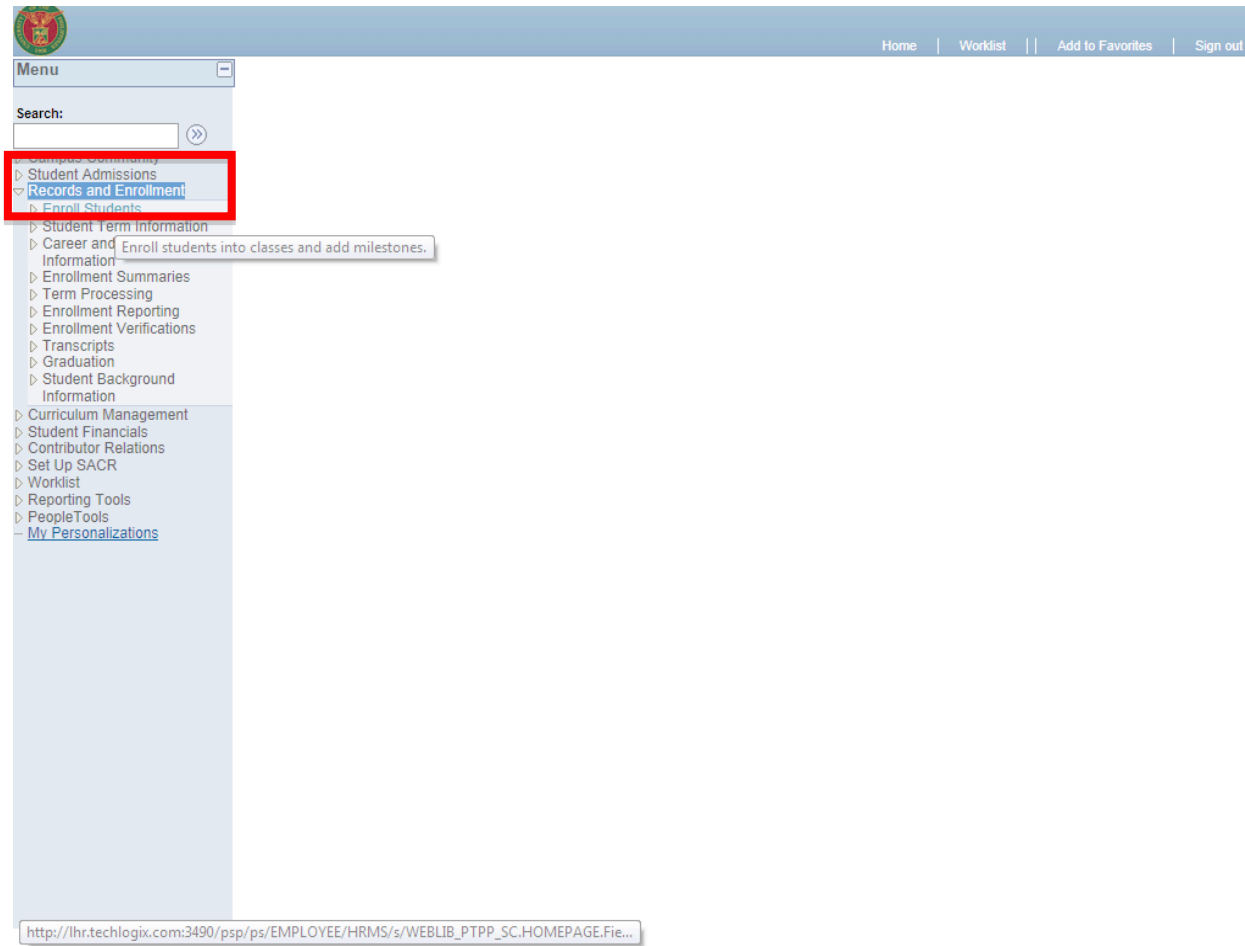
UNIVERSITY OF THE PHILIPPINES

<p>User ID: <input type="text" value="MN_Department"/></p> <p>Password: <input type="password" value="....."/></p> <p><input type="button" value="Sign In"/></p>	<p>Welcome to the UP Student Academic Information System</p>
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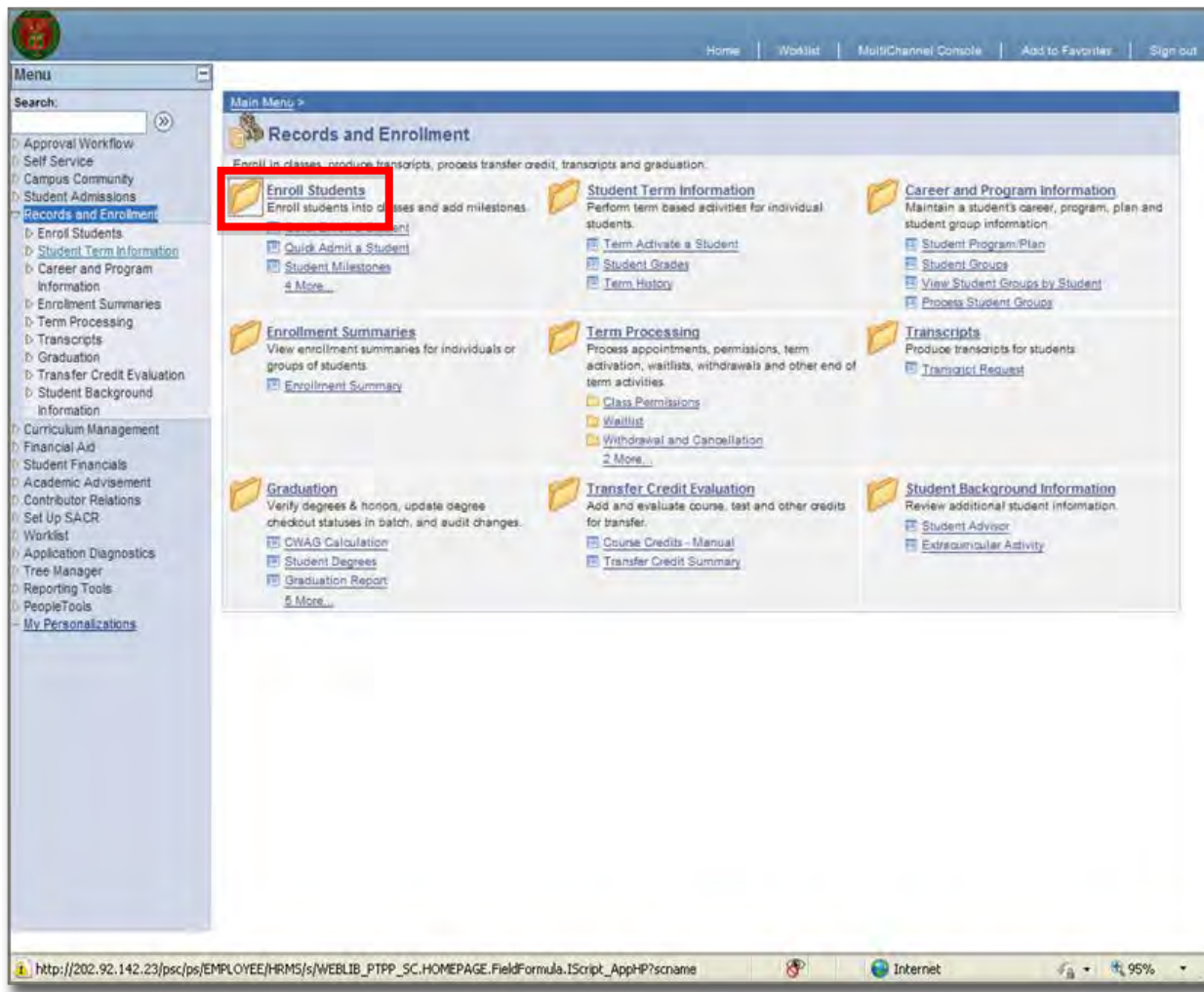
If you have problems or concerns, please read our FAQs at <http://e.up.edu.ph/faq-sais/>. You may contact the eUP Helpdesk via email at helpdesk@up.edu.ph or through phone at (02) 376-3100.

STEP 1. Log into SAIS using the provided credentials.

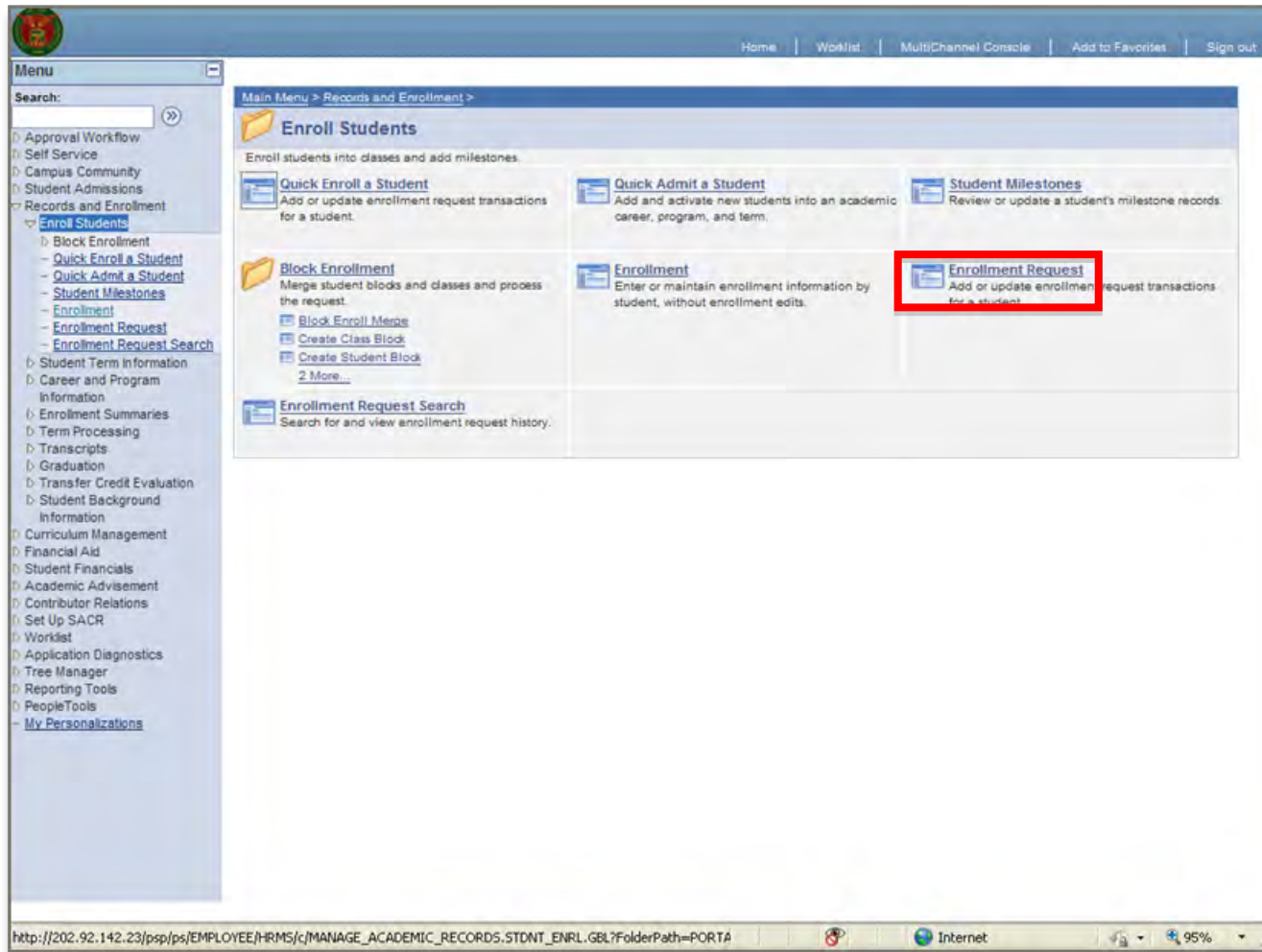
<http://lhr.techlogix.com:3490/ps/ps/?cmd=login&languageCd=ENG>



Step 2. Click on the **Records and Enrollment** navigation.

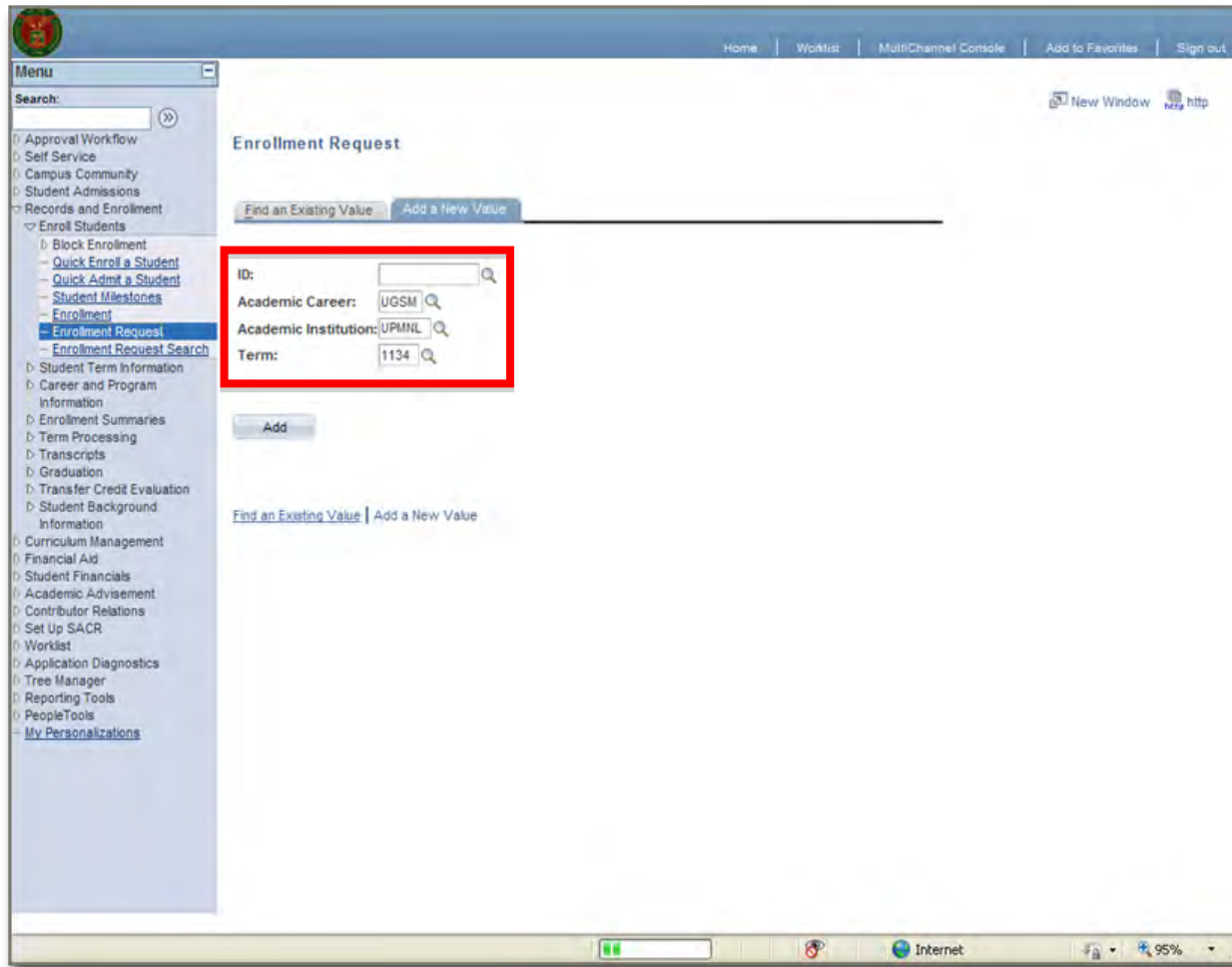


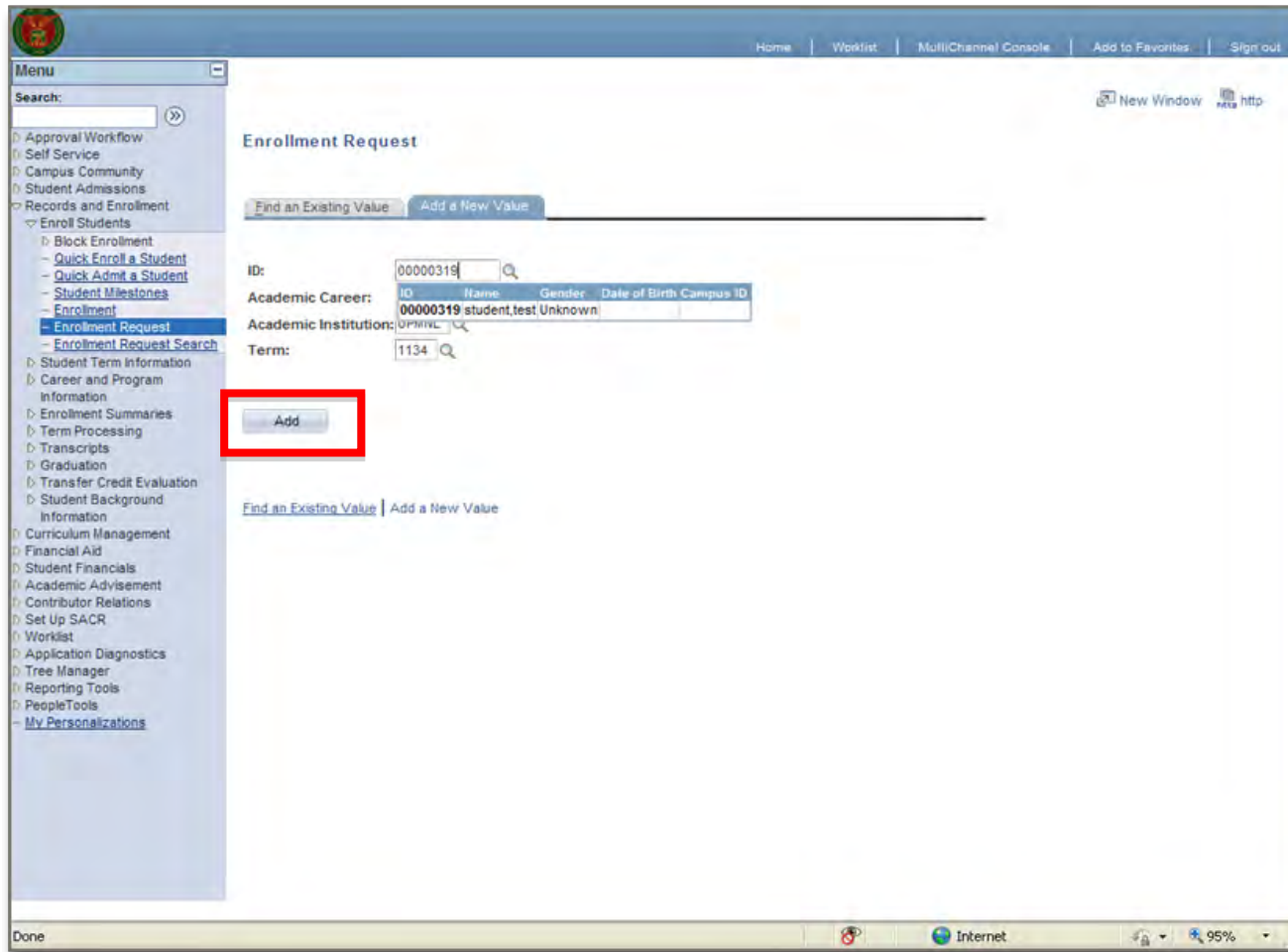
STEP 3. Click on the **Enroll Students** navigation.



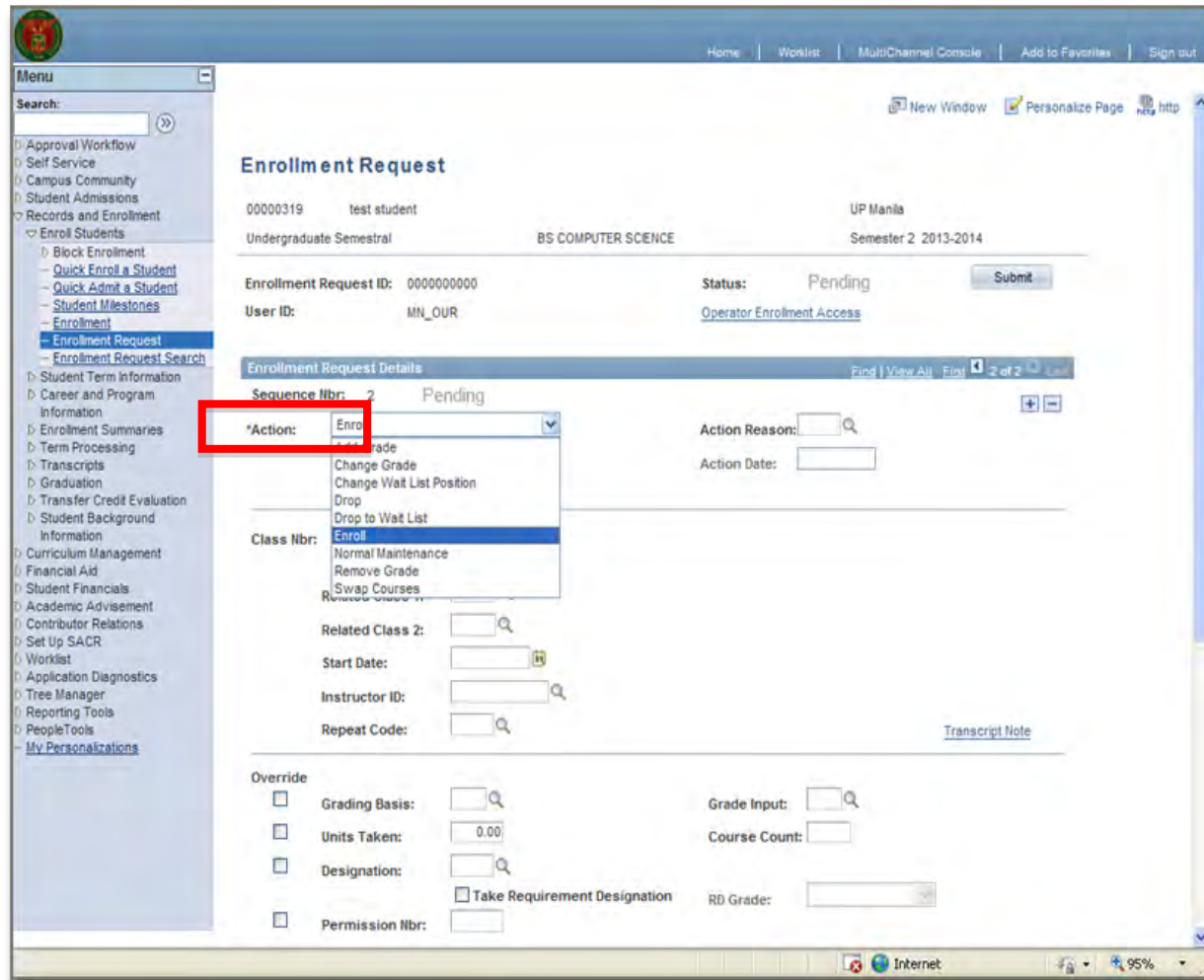
STEP 4. Click on the **Enrollment Request** navigation

STEP 5. Fill in the required parameters.

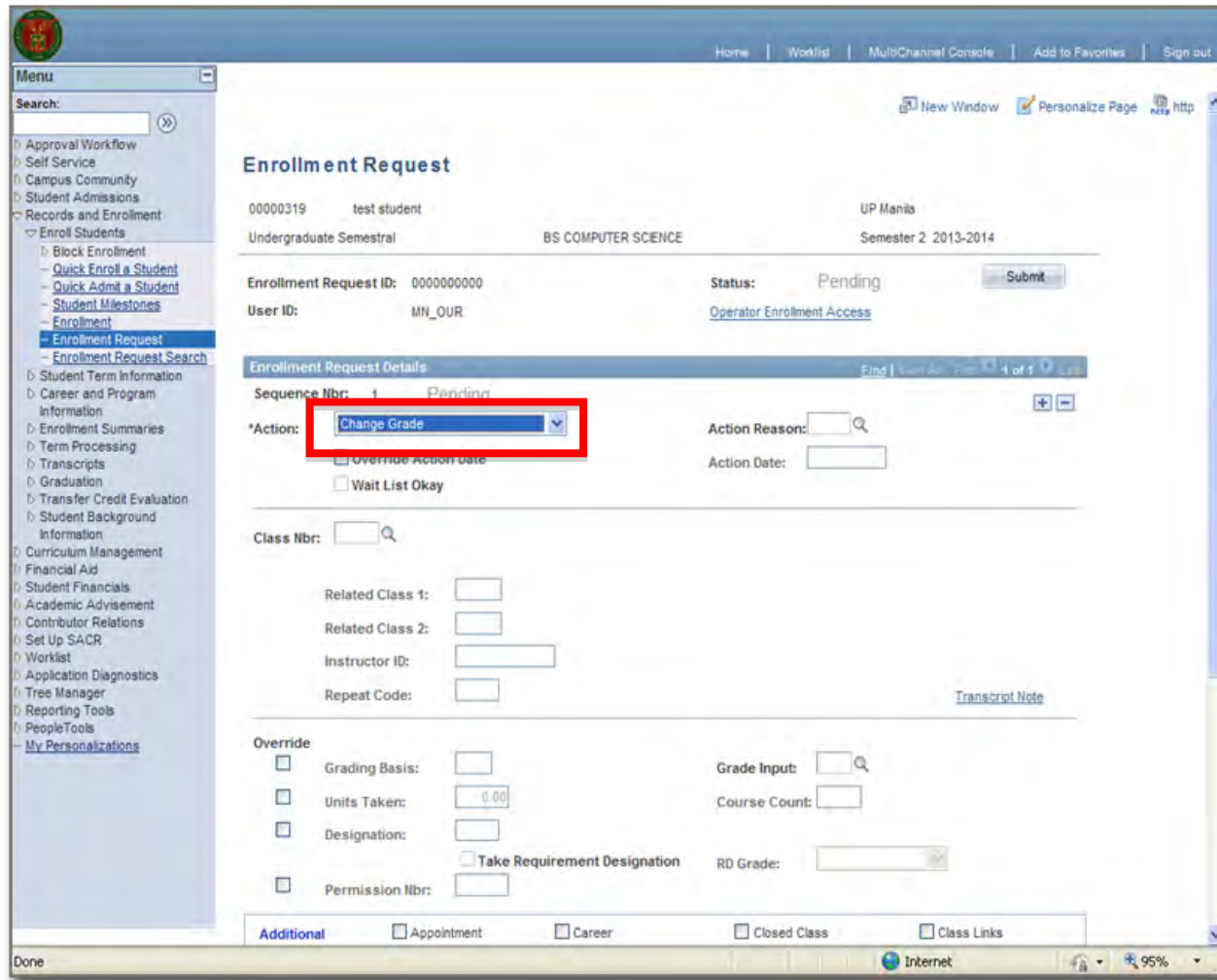




STEP 6. Click the **Add** button.



STEP 7. Click the Action field to see the drop-down list.



STEP 8. Select **Change Grade** in the Class Nbr field with the Class code for which INC is incurred.

Enrollment Request

00000319 test student UP Manila
Undergraduate Semestral BS COMPUTER SCIENCE Semester 2 2013-2014

Enrollment Request ID: 000000000 Status: Pending Submit
User ID: MN_OUR Operator Enrollment Access

Enrollment Request Details Find | View | Add | Remove | 1 of 1 | Clear

Sequence Nbr: 1 Pending

*Action: Change Grade Action Reason: []
 Override Action Date Action Date: []
 Wait List Okay

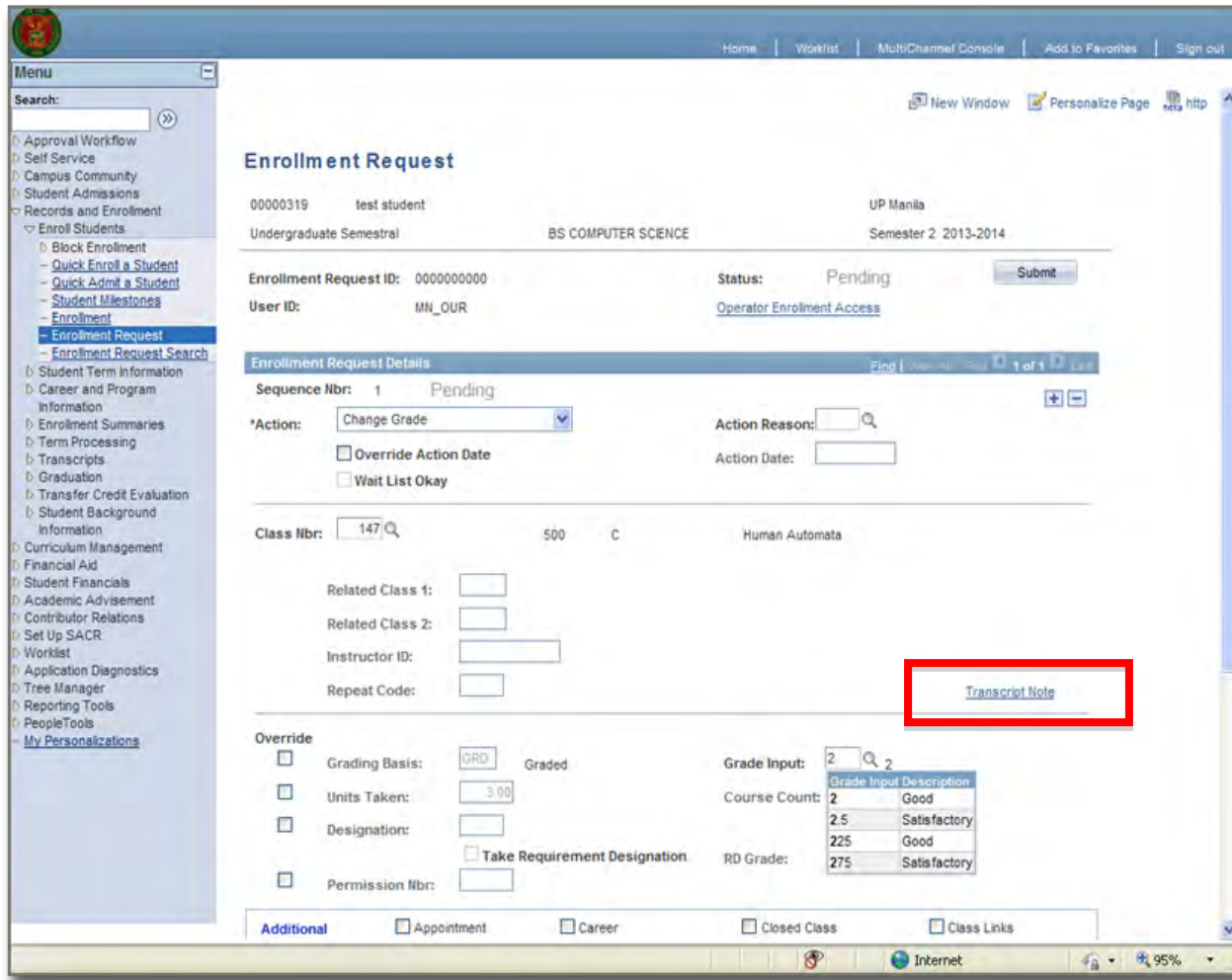
Class Nbr: 147 500 C Human Automata

Related Class 1: []
Related Class 2: []
Instructor ID: []
Repeat Code: [] Transcript Note

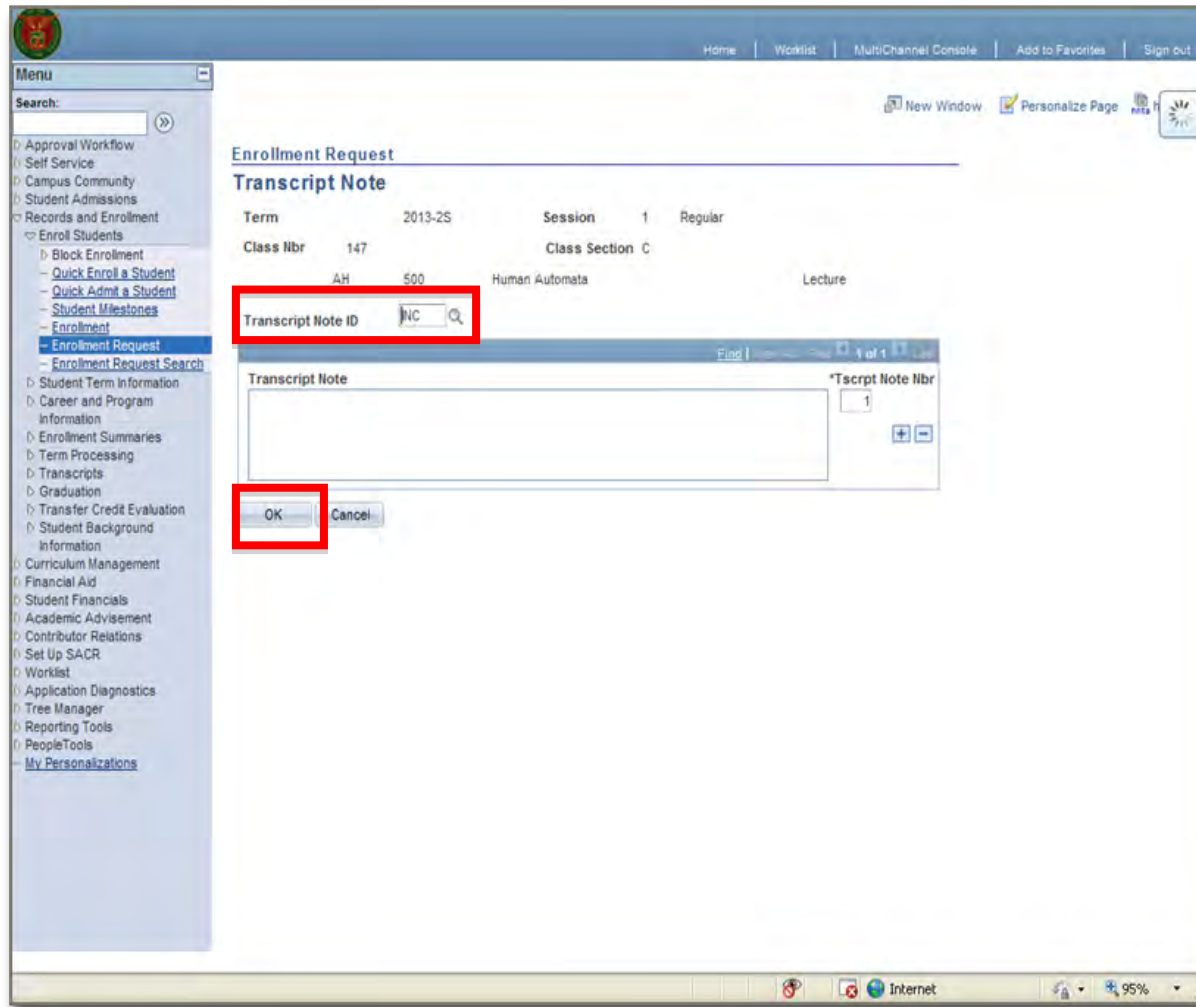
Override
 Grading Basis: GRD Graded Grade Input: INC INC Course Count: 1.00
 Units Taken: 3.00
 Designation: []
 Take Requirement Designation RD Grade: []
 Permission Nbr: []

Additional Appointment Career Closed Class Class Links

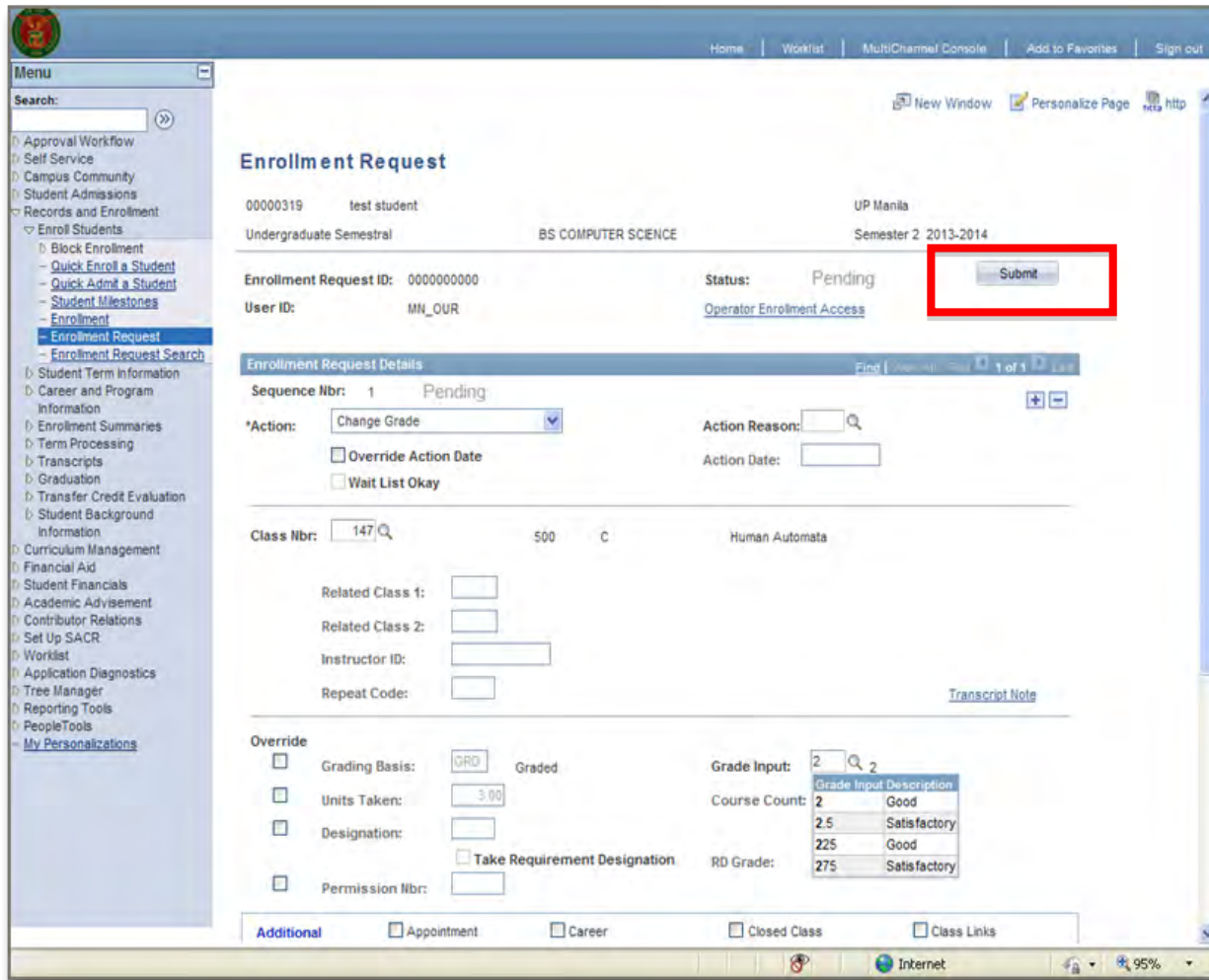
STEP 9. Fill in the completed grade in the **Grade Input** field.



STEP 10. Click on the **Transcript Note** link.



STEP 11. Put **INC** in the Transcript Note ID. Click the **OK** button.



STEP 12. Click on the **Submit** button.



For questions, suggestions, and other concerns,
you may send an e-mail to helpdesk@up.edu.ph

