



University of the Philippines



**SAIS**

**Student Academic Information System**



# SAIS User Manual

## *Student Records*

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Creation Date: 24 November 2014  
Last Updated: 16 February 2015  
Document Ref: SAIS User Manual – Term Activation Individual Process  
Version: 1.1

### Approvals:

Recommending Approval \_\_\_\_\_

Approved \_\_\_\_\_

## 1. DOCUMENT CONTROL

### 1.1 Change Record

Date	Author	Version	Change Reference
24 November 2014	Almira Cayetano Michael Argarin	1.0	No Previous Document
16 February 2015	Sarah Cortijos	1.1	Added Document Control Numbers Edited Format

### 1.2 Reviewers

#### eUP Core Technical Committee

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



**TERM ACTIVATION  
INDIVIDUAL PROCESS**



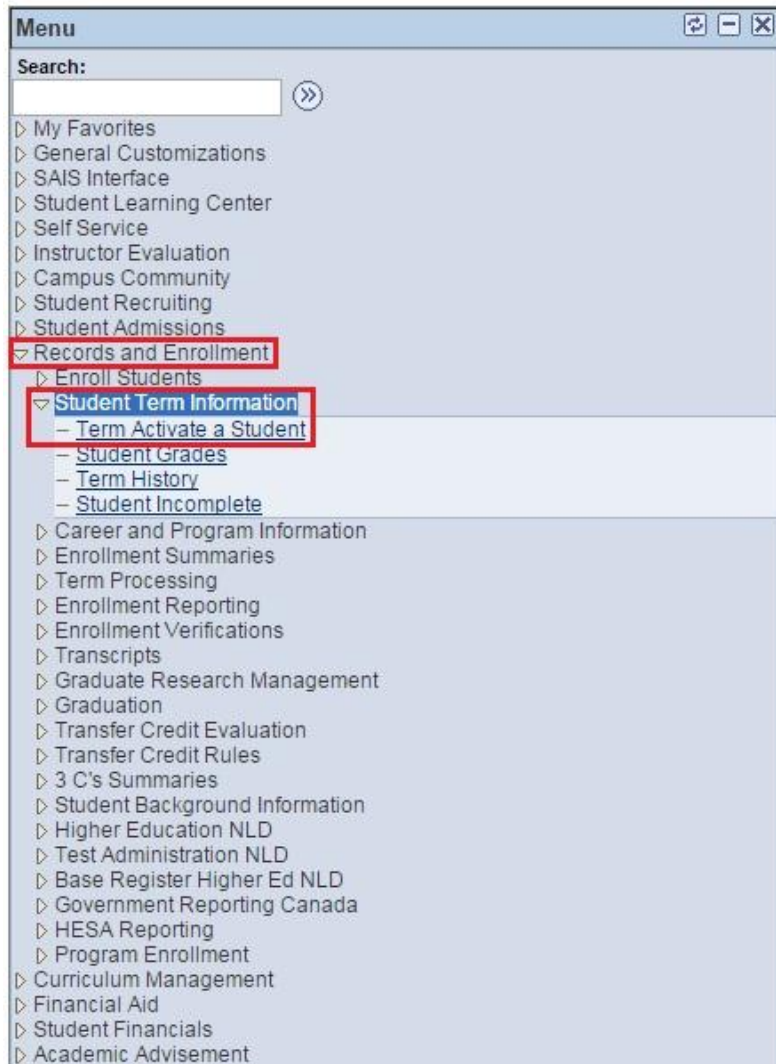


# UNIVERSITY OF THE PHILIPPINES

**STEP 1.** Log into SAIS using the provided username and password. Click the **Sign In** button.

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><b>Sign In</b></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](mailto:helpdesk@up.edu.ph) or through phone at (02) 376-3100.



**STEP 2.** On the menu on the left side of the screen, click **Records and Enrollment**.

Then, click **Student Term Information**.

Afterwards, click **Term Activate a Student**.

The screenshot shows the 'Term Activate a Student' page in the SAIS system. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Term Activate a Student' and includes a search form. The search form has a 'Find an Existing Value' button and a 'Search Criteria' section. The 'Search Criteria' section contains five input fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a dropdown menu set to 'begins with' and an empty text input box. Below these fields is a 'Case Sensitive' checkbox (unchecked) and a text input for 'Limit the number of results to (up to 300):' with the value '300'. At the bottom of the search form are four buttons: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Search' button is highlighted with a red box. Below the search form is a 'Main Content' button.

**STEP 3.** Fill out the fields with the needed information.

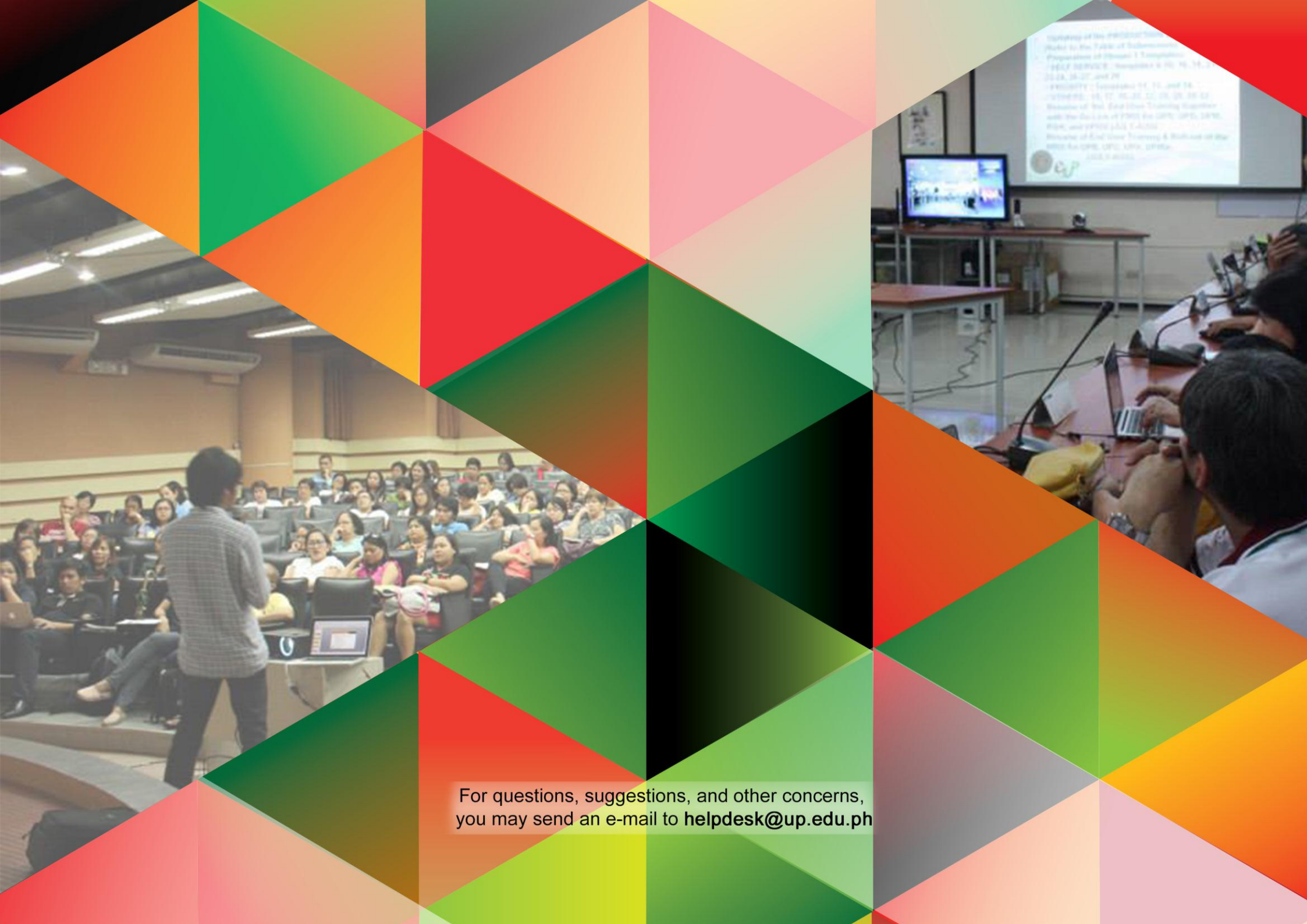
Click the **Search** button.

The screenshot shows the SAIS user interface for the University of the Philippines. The left sidebar contains a 'Menu' with various options, including 'Term Activate a Student'. The main content area displays the 'Term Activation' form for student Jennifer Christine (ID 0190). The form includes fields for 'Academic Institution' (UPOUP), 'Term' (highlighted with a red box), 'Student Career Nbr' (0), 'Override All Academic Levels', 'Override Projected Level', 'Academic Level - Projected', 'Academic Level - Term Start', 'Academic Level - Term End', 'Level Determination', 'Activation Date', 'Academic Year', 'Load Determination', '\*Form of Study' (Enrollment), 'Academic Load' (N), '\*Billing Career' (UGRD), and 'Eligible To Enroll' (checked). Below the form, there are buttons for 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'. A 'Go to' section contains a link for 'Calculate Tuition'. At the bottom, there are navigation tabs for 'Term Activation', 'Enrollment Limit', 'Student Session', 'Terms In Residence', 'Term Control Dates', and 'External Study'.

**STEP 4.** Fill in the **Term** field with the needed information.

Click the **Save** button.





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