MMSU

Procedure on Online Enlistment/Enrolment (Students' Guide)

Visit Students' Portal (https://mys.mmsu.edu.ph/)

- Fill in the Student Number and Password fields, then click "Sign in".

Note for Incoming Freshmen:
Please refer to your Admission Slip.
Student Number -> User ID
Password -> Authentication Code

Students Portal

	Online Enrolment Process for Incoming Freshman (1st Semester AY 2018-2019)
Step 1	Make sure you have your **Admission Slip** signed by the Department Chair and Dean.
Step 2	On your scheduled enrolment, access **Students Portal** thru **https://mys.mmsu.edu.ph** and Sign in using the following: **Student Number**: User ID (indicated in your Admission Slip) **Password**: Authentication Code (indicated in your Admission Slip)
Step 3	**Enlistment** • Enlist the courses to be enrolled this semester by clicking the Enlistment link. • You can add/remove/edit courses to be enlisted. • Once done, click "Submit for Approval". **Note**: Wait for the approval of your Enrolling Adviser.
Step 4	**For Students under Free Tuition** • Print 3 copies of your Form 5 and submit to your Department on the first day of classes. **For Students with Fees to be paid** • **Option 1: Online Payment** Pay your fees online thru **https://epaymentportal.landbank.com** **Note**: Secure your Official Receipt and Official Form 5 from your Department on the first day of classes. • **Option 2: Offline Payment** 1. Print **3 copies** of your Form 5 - Enrolment and Assessment Form. 2. Pay your fees at the Cashier's Booth in your College.
	YOU ARE NOW OFFICIALLY ENROLLED! *Note: Keep your Form 5 and Official Receipt.*

Sign in

Student Number
`00-0000`

Password
`•••••••`

☐ Remember Me   Forgot Your Password?

Sign In

Forgot password?
Please visit ITC for password reset and bring your **University ID**.

For assistance and technical support, please email us at: **itc-support@mmsu.edu.ph**

Update Personal Data Sheet

-Before you can proceed to the enlistment section. You need to update your personal data sheet.

-Click "Personal Data Sheet" from the menu.

-Click the "Update" button.

Update Personal Data Sheet

-Fill out the form completely.

-Tick on the Agreement notice and click "Update" button.

To Enlist

-Click "Enlistment" from the menu.
-Select Semester and Section, then click "Proceed".

To enlist

-After clicking Proceed, the system will automatically display available courses based on your curriculum.

-Select option for the Declaration of Intent under RA 10931 if you want to avail/waive (not avail) the benefits of RA 10931.

-Tick the voluntary contribution checkbox if you want to contribute. *(Optional)*

To add a course

-Click "Add Course" link below the Submit for Approval button.

-A modal dialog will open and list of all the available courses with schedule for the semester based on the students curriculum.

-Click the "Add" button to add the selected course to enroll.
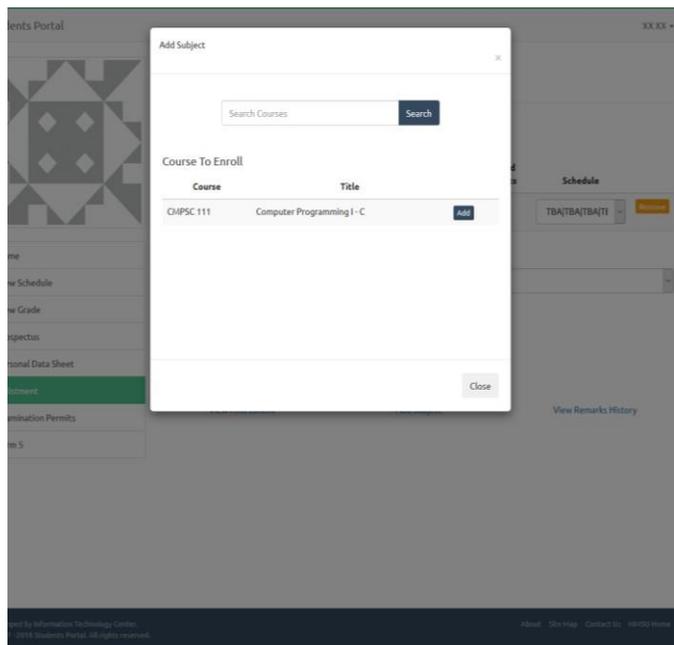
To finalize submission

- Tick on the Agreement notice and click "Submit for Approval" button.
- Wait for the approval of your enrolling adviser.

To view assessment

- Click "View Assessment" link below the Submit for Approval button.
- A modal dialog will open and display your assessment.

Printing of Form 5

- Once the enrolling adviser has approved your enlistment, you can now view/print your assessment/Form 5.
- Click the "View Form 5 and assessment" to view assessment details.
- Click the "Print" button to print you Form 5.
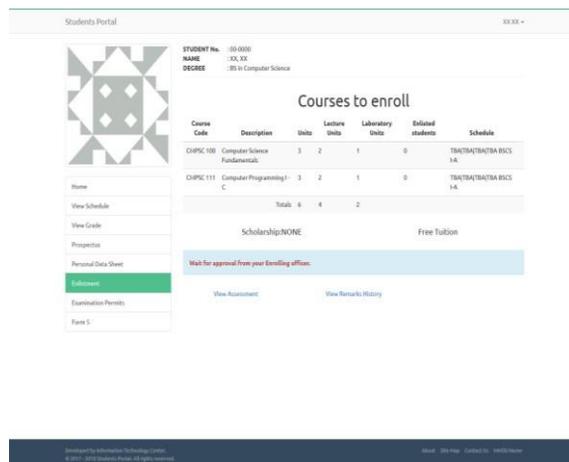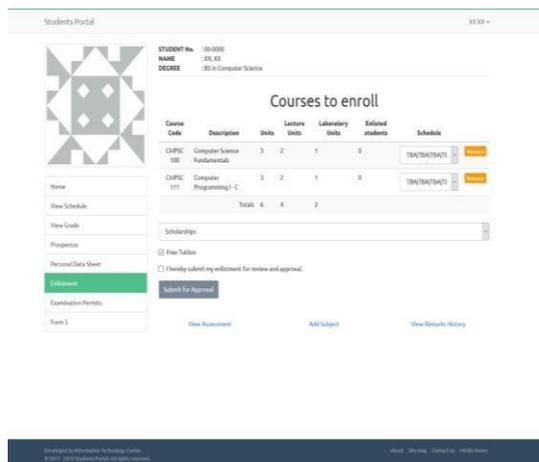
Note: Students with an assessment of Php 0.00 will be automatically marked as enrolled, once approved by the Enrolling Adviser.
- Click the "Click here to view you assessment details." to view your assessment details.
- Click the "Print" button to print your Form 5.

Payment Procedure

(For students with Assessed Fees not covered by RA 10931)

Option 1: Online Payment

1. Pay you fees online thru https://epaymentportal.landbank.com
2. Use the following details:
   - Merchant's Name: **Mariano Marcos State University**
   - Type of Fee: **Tuition Fee**
   - Mode: **Full Payment**
3. Print a copy of your Form 5 and Free Tuition Waiver.
4. Submit a copy of your Form 5 and duly signed Free Tuition Waiver to your Department on the first of classes.

Option 2: Offline Payment

1. Print 3 copies of your Form 5.
2. Pay your fees at the Cashier's Office - FEM Hall (Admin. Bldg) - Batac, CTE-Laoag, or CIT-Laoag.
3. Submit a copy of your Form 5 and duly signed Free Tuition Waiver to your Department on the first of classes.

YOU ARE NOW OFFICIALLY ENROLLED

NOTE TO ALL STUDENTS:

Submit a copy of your **Form 5** and **duly signed Free Tuition Waiver** to your Department Chair/Program Chair on the first day of Classes.

ITC Support Hotlines

+639072375951

itc-support@mmsu.edu.ph