

# J.H. CERILLES STATE COLLEGE

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Mati, San Miguel, Zamboanga del Sur



# CollegeCloud User's Guide

**ONLINE ENROLMENT SYSTEM**

OFFICE OF THE COLLEGE REGISTRAR

# **Online Enrolment System Student's Guide**

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# 1. Creating a College Cloud Account

Open any browser and go to [online.jhsc.edu.ph](https://online.jhsc.edu.ph).

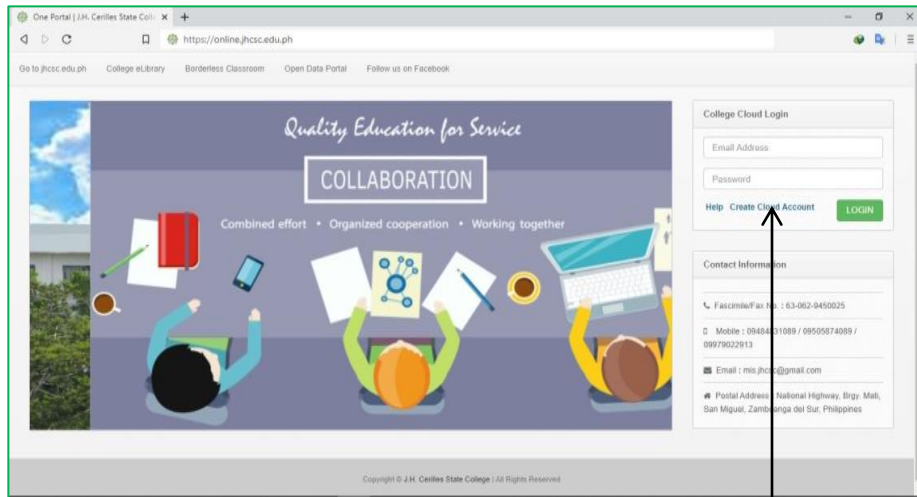


Figure 1: The College Cloud Main Interface View

On the right middle side of the portal, click the link Create Cloud Account.

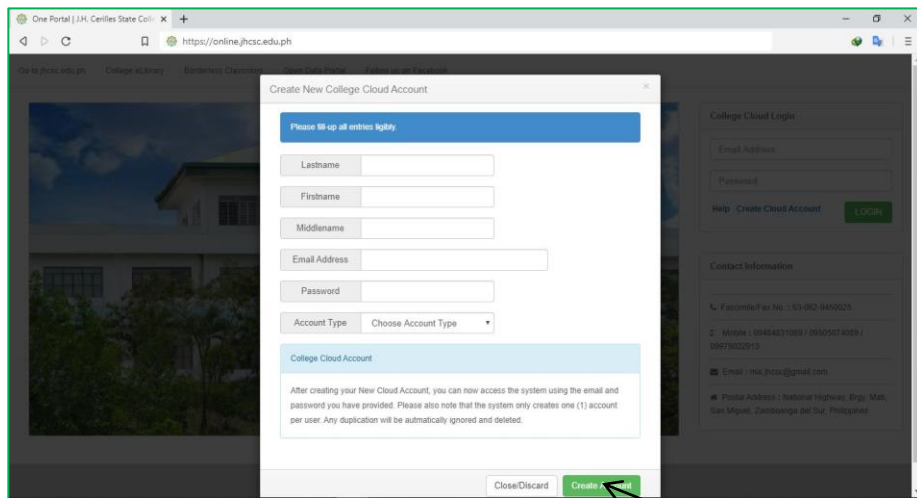


Figure 2: Create New College Cloud View

Fill-up properly the necessary information ask and click the button Create Account at the bottom of the create account dialog.

## 2. How to login the system?

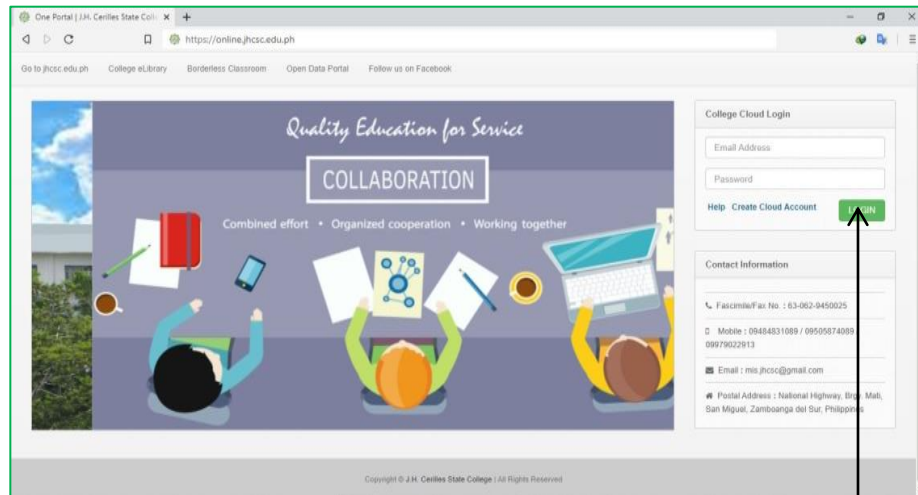


Figure 3: The College Cloud Login Screen

Provide the email and password you had created earlier then click the LOGIN button to continue.

## 3. Steps in Enrolling Online

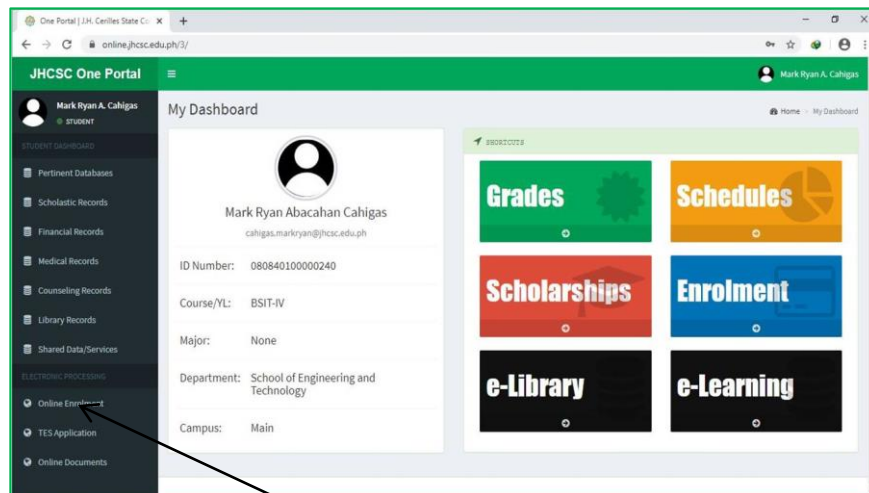


Figure 4: The College Cloud Student Module Main Screen

3.1. On the Dashboard Page, click Online Enrolment at the lower left side.

## ONLINE ENROLMENT SYSTEM

The screenshot shows the 'Online Enrolment - First Semester, S.Y. 2019-2020' page. The user is logged in as Mark Ryan A. Cahigas. The page displays a table of course offerings with the following data:

EDPCode/Section	Course #	Prerequisites	Units	Time	Days	Rooms	Professor	Dean's Action	Registrar's Confirmation
37041/Tutorial - Pag Annex	Nat Sc 3	-	3	***	***	***	Mr. Roel R. Marañag	No Action Yet	No Action Yet
37042/Tutorial - Pag Annex	IT 208	IT 105	3	***	***	***	Mr. Marvin C. Mejerada	No Action Yet	No Action Yet

An arrow points to the 'View Course Offerings' button in the top right corner of the table area.

3.2. Click the button View Course Offerings.

The screenshot shows the 'Course Offerings - [First Semester - S.Y. 2019-2020] - Block Sections' page. The user is logged in as Mark Ryan A. Cahigas. The page displays a table of course offerings with the following data:

Block Code	Block Name	Course(s)	Semester	School Year	Remarks	Uploaded by
263703730	Tutorial - Pag Annex	10	First	2019-2020	-	Jay Faith A. Cahigas/2019-11-20 05:48:40
424071102	AAAB - Dumungag (Tutorial)	1	First	2019-2020	***	Alwede B. Patadias/2019-08-30 13:36:44
1994255450	Grade 10 Newton Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-22 10:08:10
1137130723	Grade 10 Einstein Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-22 09:54:52
828354508	Grade 9 Mercury Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 14:31:05
425997889	Grade 9 Venus Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 14:21:28
122527185	Grade 8 Sapphire Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 12:44:04
990550506	Grade 8 Ruby Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 11:58:27
1341590319	Grade 7 Lily Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 11:46:23
232366203	Grade 7 Jasmine Main	8	First	2019-2020	-	Emelita C. Triola/2019-08-20 11:14:09

An arrow points to the search bar at the top of the table area.

3.3. Search and click Block Name to view the EDP Codes of the subjects to be enrolled.

# ONLINE ENROLMENT SYSTEM

Block Tutorial - Pag Annex Class Schedules | Code : 263703730

Database Index : 10 Course(s)

Type keyword then press Enter to search

EDP Code	Course #	Prerequisites	Slots	Registered	Remaining	Units	Time	Days	Rooms	Professor
37042	IT 208	IT 105	5	2	3	3	***	***	***	Mr. Marvin C. Mejorada
37042	Nat.Sc 3	-	5	2	3	3	***	***	***	Mr. Roel R. Marañon
37040	Socio 100A	GAD 101	5	2	3	3	***	***	***	Mrs. Trinidad C. Abapo
37039	Soc Sci 100A	-	10	7	3	3	***	***	***	Mrs. Trinidad C. Abapo
37038	Hum 101	-	5	1	4	3	***	***	***	Mr. Cleofe d. Batena
37037	Psych 101	NONE	5	4	1	3	***	***	***	Mr. Cleofe d. Batena
37036	Eng 200	Eng 102	5	2	3	3	***	***	***	MS. Freelin Jay A. Esio
37035	Math 105	Math 102	5	2	3	3	***	***	***	Mr. Roel R. Marañon
37034	Acc 101	-	5	2	3	3	***	***	***	Mr. Joniel L. Calibo
37033	Phil 101	Phil 101	5	3	2	3	***	***	***	MRS. Juvie B. Sebial

3.4. Take notes the EDP Codes of the subjects to be enrolled.

Online Enrolment - First Semester, S.Y. 2019-2020

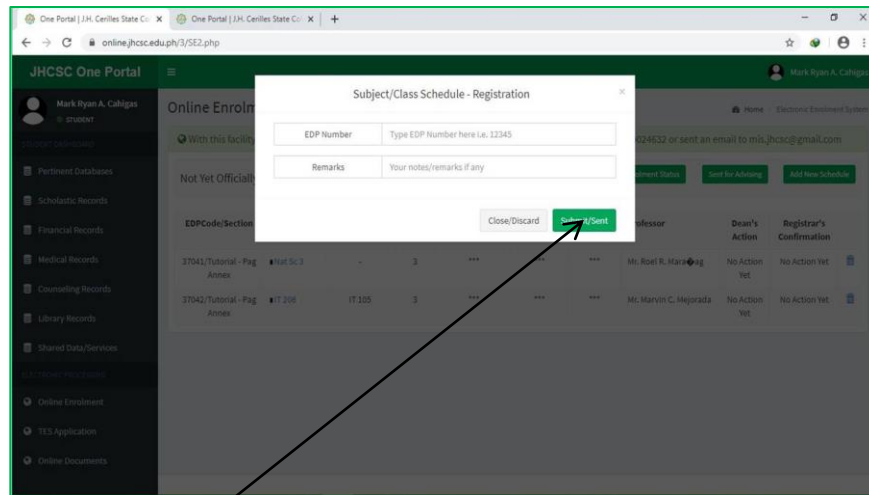
With this facility, feel free to enroll anywhere via internet. Need assistance?, text or call 09484804901/09480024632 or sent an email to mis.jhsc@gmail.com

Not Yet Officially Enrolled => Units : 6 [6 Lec ; 0 Lab]

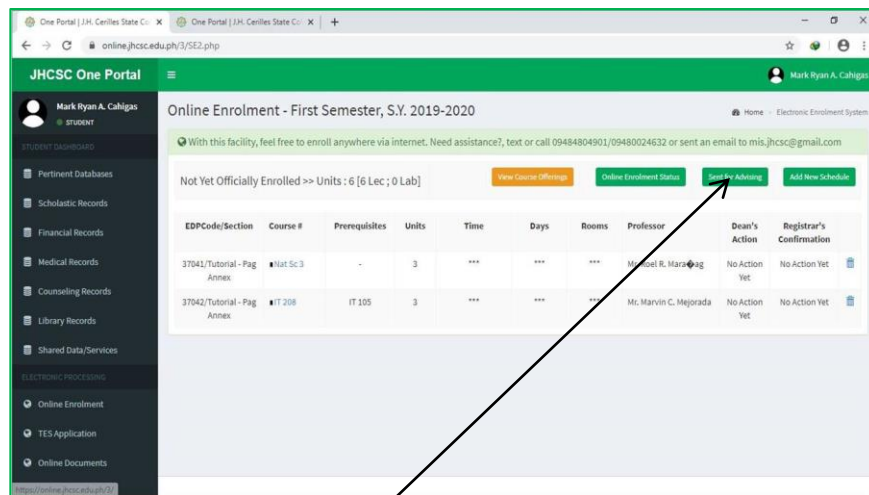
EDPCode/Section	Course #	Prerequisites	Units	Time	Days	Rooms	Professor	Student's Action	Registrar's Confirmation
37041/Tutorial - Pag Annex	Nat.Sc 3	-	3	***	***	***	Mr. Roel R. Marañon	No Action Yet	No Action Yet
37042/Tutorial - Pag Annex	IT 208	IT 105	3	***	***	***	Mr. Marvin C. Mejorada	No Action Yet	No Action Yet

3.5. Click Add New Schedule at the upper right corner.

## ONLINE ENROLMENT SYSTEM



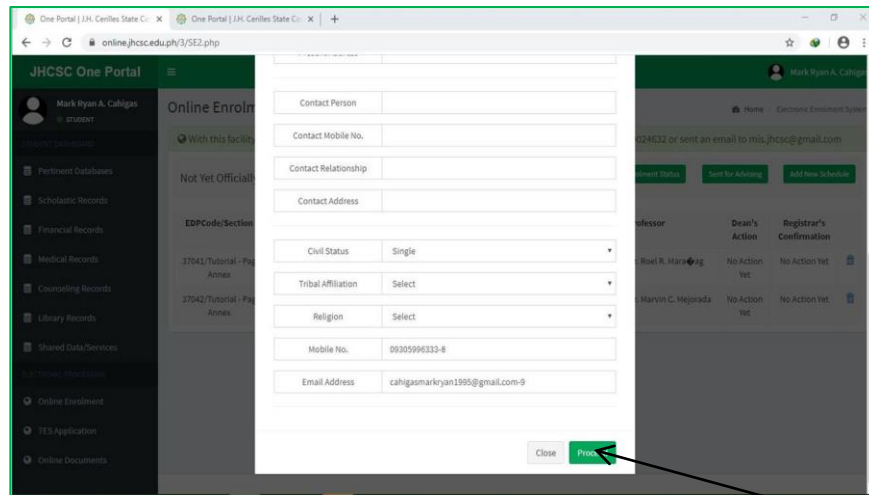
3.6. Type the EDP Codes of the subject in the EDP Number textbox then click the Submit/Sent button. Repeat the process until all the subjects to be enrolled are complete.



3.7. Click the button Sent for Advising.



## ONLINE ENROLMENT SYSTEM

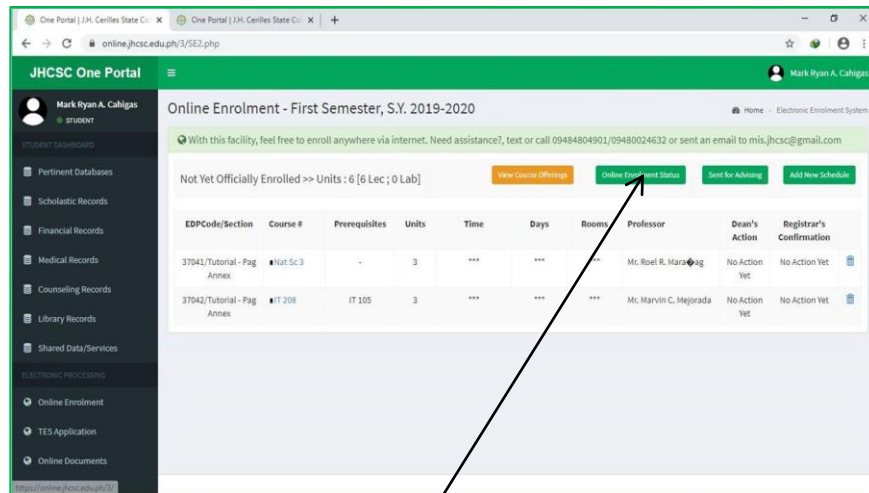


The screenshot shows the 'Online Enrolment' form in the JHSCS One Portal. The form is titled 'Online Enrolment' and is partially filled with the following information:

- Contact Person: [Empty]
- Contact Mobile No.: [Empty]
- Contact Relationship: [Empty]
- Contact Address: [Empty]
- Civil Status: Single
- Tribal Affiliation: Select
- Religion: Select
- Mobile No.: 09305996333-8
- Email Address: cahigasmarkryan195@gmail.com-9

At the bottom right of the form, there are two buttons: 'Close' and 'Proceed'. A green arrow points to the 'Proceed' button.

3.8. Then, fill-up/update all the necessary information and click the Proceed button at the lower part.



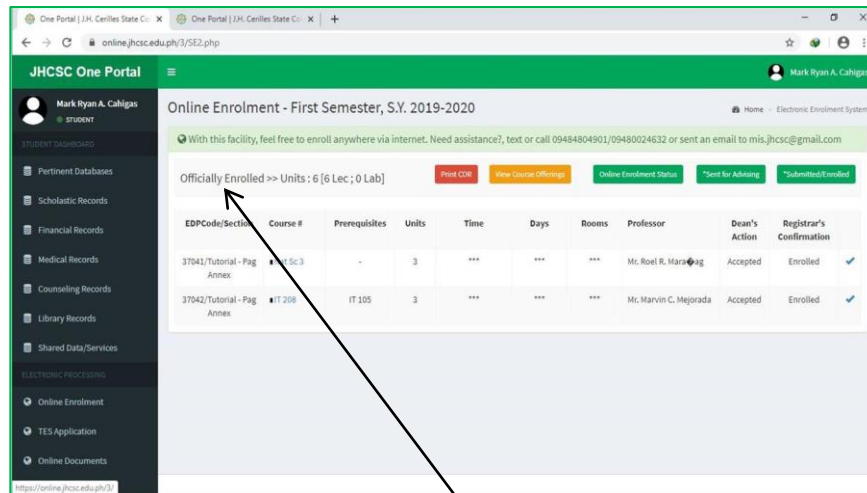
The screenshot shows the 'Online Enrolment - First Semester, S.Y. 2019-2020' page in the JHSCS One Portal. The page displays a table of enrolled units for the First Semester, S.Y. 2019-2020. The table has the following columns: EDPCode/Section, Course #, Prerequisites, Units, Time, Days, Rooms, Professor, Dean's Action, and Registrar's Confirmation. The table contains two rows of data:

EDPCode/Section	Course #	Prerequisites	Units	Time	Days	Rooms	Professor	Dean's Action	Registrar's Confirmation
37041/Tutorial - Pag Annex	Mat Sc 3	-	3	***	***	***	Mr. Roel R. Marañag	No Action Yet	No Action Yet
37042/Tutorial - Pag Annex	IT 208	IT 105	3	***	***	***	Mr. Marvin C. Mejerada	No Action Yet	No Action Yet

At the top right of the page, there are three buttons: 'View Course Offerings', 'Online Enrolment Status', and 'Send for Advising'. A green arrow points to the 'Online Enrolment Status' button.

3.9. Click the button Online Enrolment Status to track the progress of enrolment.

## ONLINE ENROLMENT SYSTEM



The screenshot displays the 'Online Enrolment - First Semester, S.Y. 2019-2020' page. The user is identified as Mark Ryan A. Cahigas, a student. The page shows a confirmation message: 'Officially Enrolled >> Units: 6 [6 Lec; 0 Lab]'. Below this, there are buttons for 'Print COR', 'View Course Offerings', 'Online Enrolment Status', 'Send for Advising', and 'Submitted/Enrolled'. A table lists the enrolled courses:

EDPCode/Section	Course #	Prerequisites	Units	Time	Days	Rooms	Professor	Dean's Action	Registrar's Confirmation
37041/Tutorial - Pag Annex	IT 208	-	3	***	***	***	Mr. Roel R. Marañag	Accepted	Enrolled ✓
37042/Tutorial - Pag Annex	IT 208	IT 105	3	***	***	***	Mr. Marvin C. Majorada	Accepted	Enrolled ✓

3.10. Once the system prompt Officially Enrolled. Print the e-copy of the Certificate of Registration (COR). Congratulations, you are now officially enrolled!