

J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur



CollegeCloud User's Guide

GRADUATE TRACER SYSTEM

OFFICE OF THE ALUMNI

Graduate Tracer System

© J.H. Cerilles State College
National Highway, Mati
San Miguel, Zamboanga del Sur
Email mis@jhsc.edu.ph • Mobile 09484831089

Table of Contents

Creating a College Cloud Account	1
How to login the system?	2
Filling up Alumni Datasheet.....	2
Alumni Online Transaction Processing System.....	3
What is Alumni OLTP?.....	3
How to Create a New Request Online.....	3

1. Creating a College Cloud Account

Open any browser and go to online.jhsc.edu.ph.

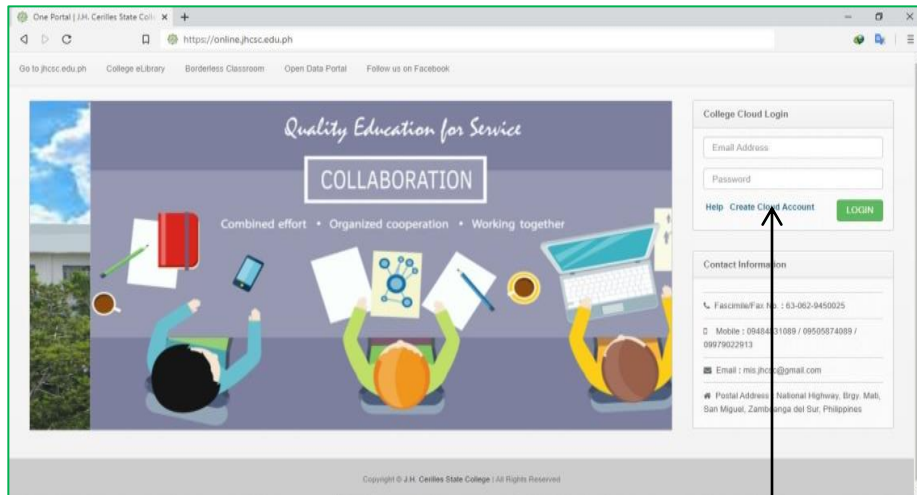


Figure 1: The College Cloud Main Interface View

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

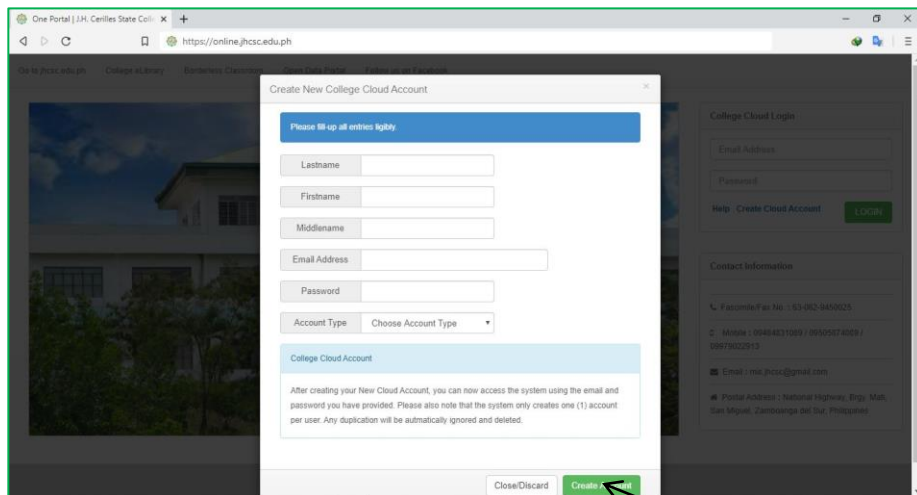


Figure 2: Create New College Cloud View

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?

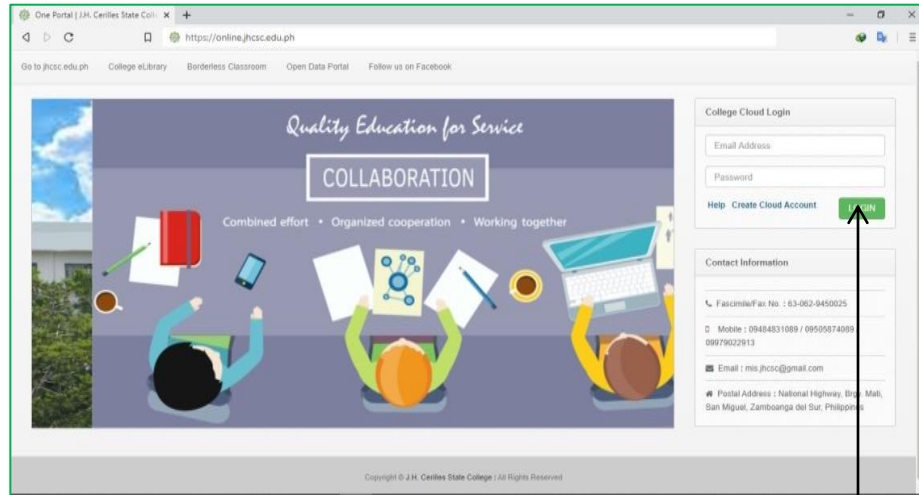


Figure 3: The College Cloud Login Screen

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

3. Filling up Alumni Datasheet

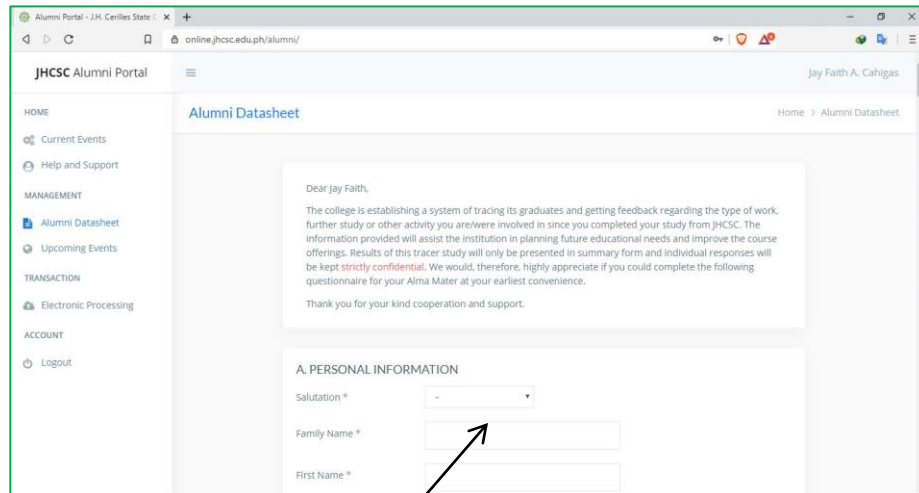


Figure 4: The College Cloud Alumni Module Main Screen

Please fill-up all the information asks legibly. Make sure to review it before saving.

4. Alumni Online Transaction Processing System

What is Alumni OLTP?

Alumni OLTP is an online facility developed to cater the online request of documents of any JHCSC alumni via the internet. It is a device neutral platform that can run on all devices that have access on the web.

How to Create a New Request Online?

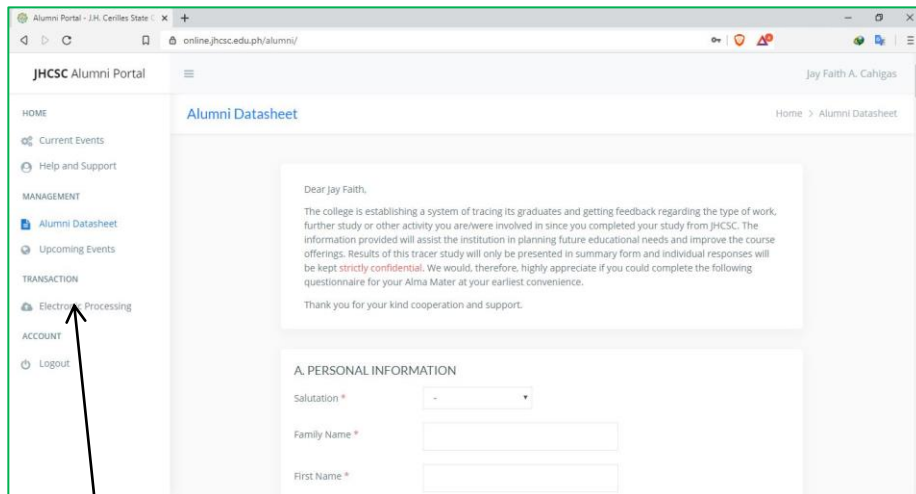


Figure 5: The College Cloud Alumni Module Main Screen

On the left lower side of the portal under TRANSACTION menu, click the link Electronic Processing and follow the instructions in requesting your document.