

PRISMS PARENT PORTAL

Procedures for the Creation and Activation of Account

Registration and Validation

Step 1a: Go to SBCA Website at <http://www.sanbeda-alabang.edu.ph>

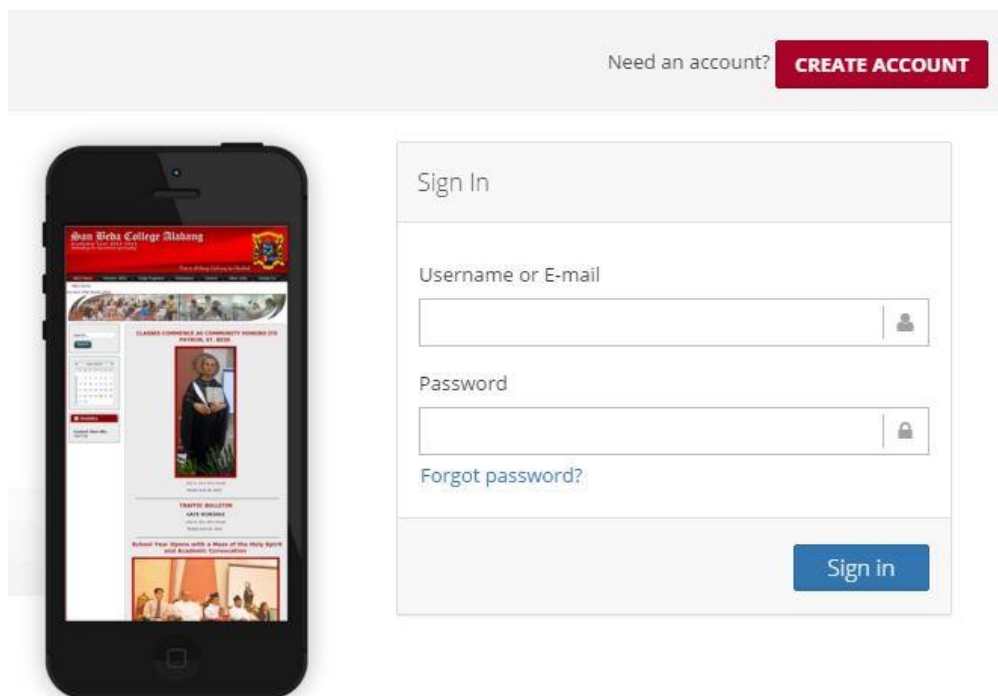
1.1 Under **Support Services Tab** select **Office of the Registrar** then **Enrollment Portal**.



Or

1b: Access the portal <http://ienroll.sanbeda-alabang.edu.ph>

Step 2: Click **CREATE ACCOUNT** (for large devices, PC), or **REGISTER** (for Mobile View)



Already have an account? [SIGN IN](#)

Sign Up

- ❗ Make sure to use valid and active email.
- ❗ Make sure to check spam if ever you didnt receive email within 24hrs.
- ❗ We are strictly implementing one account per one user.

I want to receive news and special offers

I agree with the Terms and Conditions

[Register](#)

2.1 Fill-up the required information. Provide your most commonly used and active email address and click **REGISTER**.

2.2 A message will sent to the email address provided confirming your registration

2.3 Check **INBOX, SPAM, PROMOTION** or **OTHER MAILBOXES** for **PRISM PORTAL ACTION REQUIRED**.

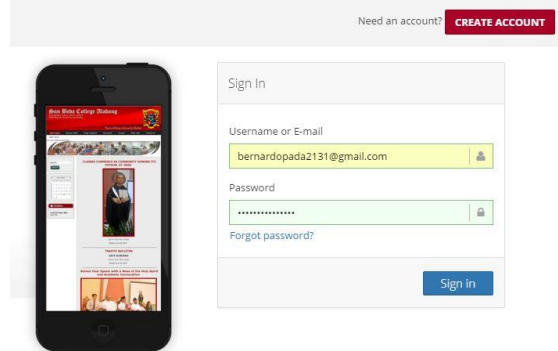
2.4 Click **VERIFY NOW**.



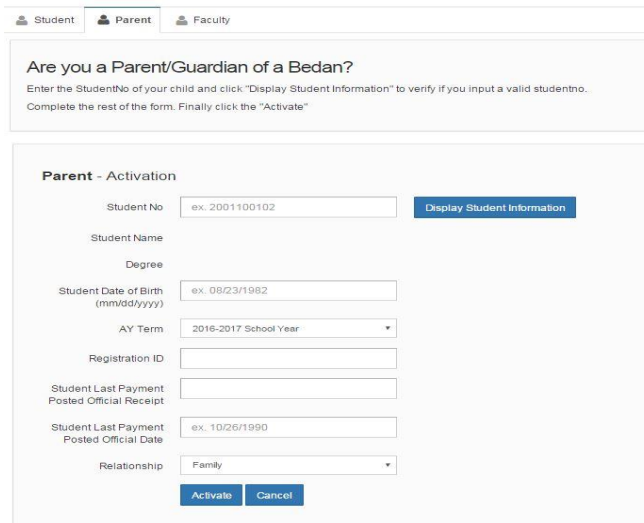
2.5 Note: Validation of account must be done within fifteen (15) days after which a new validation link must be requested.

Parent Portal Activation

Step 3: Log in using your **USERNAME & PASSWORD** provided in the registration.



3.1 Select **PARENT** Tab



Parent - Activation

Student No [Display Student Information](#)

Student Name

Degree

Student Date of Birth (mm/dd/yyyy)

AY Term

Registration ID

Student Last Payment Posted Official Receipt

Student Last Payment Posted Official Date

Relationship

[Activate](#) [Cancel](#)

3.2 Fill up the Student Number and click **DISPLAY STUDENT INFORMATION**. The correct studentnumber is important to continue with the parent portal activation.

3.3 Fill up Student's Date of Birth.

3.4 Select current or previous Academic Year and Term of student's enrollment.

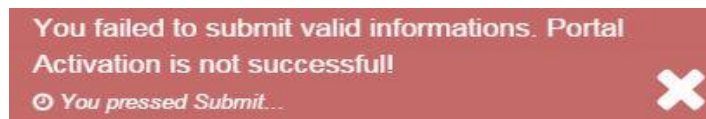
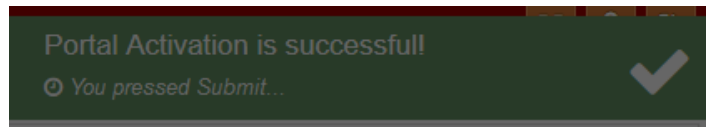
3.5 Fill up Registration ID for the selected year and term as shown in the student's Certificate of Registration.

3.6 Input the last payment Official Receipt Number and the OR Date in the space provided.

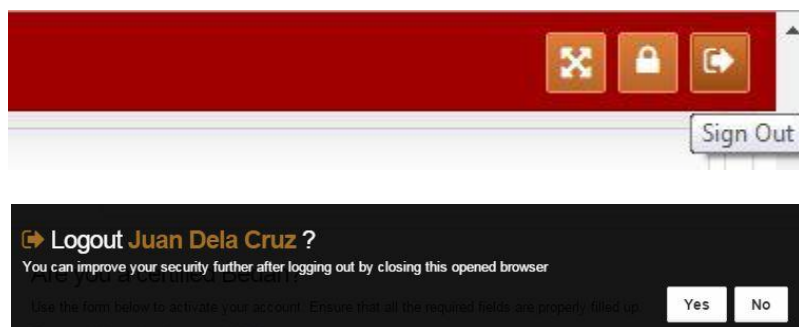
3.7 Click on the correct box indicating relationship to student.

3.8 Click **ACTIVATE**

3.9 A green message box will pop up if details are accurate. Incorrect information in any of security details required will be prompted by a red message box.



3.10 Log out and then log in after a few minutes to refresh the Parent Portal Program



We hope this would be helpful in providing you with the timely report of grades of your children enrolled at San Beda College Alabang.


Arlyn P. Gatmaitan
Registrar