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 Select OTHER LINKS and press/click 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)
2.1 Fill-up the required information. Provide your most commonly used and active email address and click REGISTER.

2.2 A message will be 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 USER NAME & PASSWORD provided in the registration.

3.1 Select PARENT Tab

3.2 Fill up the Student Number and click DISPLAY STUDENT INFORMATION. The correct student number 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.