CSBLIFE/CSBGRAD Registration System

Frequently Asked Question "FAQ"

INFORMATION TECHNOLOGY DEPARTMENT

Document History

Name	Remarks	Date
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INFORMATION TECHNOLOGY DEPARTMENT

USER: Students and Faculty of CSBLIFE and CSBGRAD

1. **Which website do I start with?**
   For students and faculty of CSBGRAD class:
   To access CSBGRAD System, you have to open a web browser with this URL:
   http://apps1.benilde.edu.ph/csbgrad/

   For students and faculty of CSBLIFE class:
   To access CSBLIFE System, you have to open a web browser with this URL:
   http://apps1.benilde.edu.ph/csblife/

2. **Is there a required browser to access this website?**
   None. You may use Mozilla Firefox or Internet Explorer.

3. **What do users need to be able to access the website online?**
   To access website online, users should have an activated InfoNet account.

4. **I forgot my password. What do I do?**
   You can ask assistance from ITD Service Desk regarding your InfoNet account.

5. **I tried to login, but an error occurred (Please check your username and password.)? What does this mean?**
   You may contact ITD Service Desk so ITD (c/o ISPC) can check your username and access to the website.

TAFT	: 230-5100 loc 1401
SDA	: 230-5100 loc 3401
AKIC	: 230-5100 loc 2401

6. **Can I access this online system at home or outside CSB using other internet service provide (ISP)?**
   Yes.

7. **What if I need to have an access to the system, what do I do?**
   For CSBGRAD users, you may course through your request to have an access to CSBGRAD System to Ms. Vanessa L. Agriz of CPO.

   For CSBLIFE users, you may course through your request to have an access to CSBLIFE System to Ms. Myla F. San Gabriel of DSL-AEP.

8. **Why do I need to pre-register online? (For CSBGRAD)**
   So you can reserve a slot (seat). This is also for CPO to know how many the expected participants are.

9. **What does "Chance" in pre-registration mean? (For CSBGRAD)**
   "Chance" means that you are second priority in terms of slot (seat). First priority participants are the "Registered" ones.

10. **When can I pre-register for CSBGRAD sessions?**
    Registration period is indicated in the CSBGRAD Reg System.

11. **I tried to pre-register but an error occurred (Maximum of 3 Sessions. Register not allowed.). What does this mean? (For CSBGRAD)**
    It means that you are allowed to pre-register up to maximum of three (3) activities only. This is so the others can pre-register for the activity.

12. **What if I failed to attend the activity I pre-registered in, am I still allowed to pre-register for another activity? (For CSBGRAD)**
    Yes, as long as you have not yet reached the maximum of three (3) pre-registered activities.

13. **If I de-register, will it be deducted in the number of my pre-registered activities? (For CSBGRAD)**
    Yes.

14. **The pre-registration is ongoing but I can no longer pre-register. What does this mean? (For CSBGRAD)**
    This could be because the maximum number of participants has been reached, or you have reached the maximum of three activities.

15. **I was not able to pre-register online. Can I still attend the activity? (For CSBGRAD)**
    Yes. You can attend as walk-in, but you will be considered as third priority in terms of slot (seat). (First priority is "Registered", Second priority is "Chance", and third priority is "Walk-in").

16. **How will I know if an activity is CSBGRAD?**
    CSBGRAD activities are listed in CSBGRAD Reg System. Please note that only activities listed in the system are considered CSBGRAD activity/ CSBGRAD accredited.

17. **I attended an activity but I can not view it in my attendance. What do I do? (For CSBGRAD)**
    You may inquire at CPO c/o Ms. Vanessa L. Agriz to confirm if the activity is CSBGRAD accredited, or you were credited for that particular activity.

18. **How soon can I view my attendance? (For CSBGRAD)**
    Attendance will be posted in five (5) working days after the activity, or as indicated by CPO.