User Manual
Student Grants Information System
(Student)
Version 1.0

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Document Version History

Date	Version	Description	Author
12/15/2015	1.0	Student Grants Information System User Manual (Student)	John Cedrick P. Bugarin

1. Login

1.1 Register an Account (Freshmen).

<u>Steps on how to register an account:</u>

1.1.1   Open your browser and type **http://www.benilde.edu.ph/SGIS**

1.1.2   Click "Freshmen? (Generate Password)" link in Student Grants Information System (SGIS) Page.

Figure 1.1 Student Grants Information System Login Page – Freshmen? (Generate Password)

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1.1.3 Enter the necessary information needed, then click "Create" button.

Figure 1.2 Registration Page

NOTE: Please remember the information you provided because they will be asked by the system when resetting password.

Note that Account Creation is successful once the system has displayed a message "Email Account created. Generated Password will be sent to your Email. Please use the Generated Password for your first login to this system."

1.1.4 Upon successful Account Creation, get the **Generated Password** sent to your Email. You will use the Generated Password to login to SGIS.

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1.2 Login to Student Grants Information System.

Steps on how to login to SGIS:

1.2.1 Go to SGIS Login Page **http://www.benilde.edu.ph/SGIS**.

1.2.2 Enter your Email and Password.

Please note that if you are a Frosh Student and you have just created your SGIS account, enter the Generated Password sent to your Email.

If you are an Upper Student, please enter your CSB Infonet Account. Users should add "0000" on the beginning of their username.

Figure 1.3 SGIS Login – Frosh   Figure 1.4 SGIS Login - Upper

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Upon logging in, the user will be directed to the Home Page of SGIS (Student)

Online Scholarship Application Screen

Welcome

Add Scholarship Application

Scholarship Application

SCHOOL YEAR	TERM	SCHOLARSHIP	NAME	APPLICATION STATUS	ACTION

Figure 1.5 Home Page

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2. Scholarship Application Registration

2.1 Add Scholarship Application

Steps on how to fill-up scholarship application:

2.1.1   Click **Add Scholarship Application** button.

Figure 2.1 Home Page

2.1.2   To verify application, enter the user's valid Application number and Case number. Note that Application number and Case number can be retrieved by the user from the Admissions Office.

Figure 2.2 Application Verification

2.1.2.1 Click Add button to continue.

2.1.2.2 Click Clear button to clear fields.

Note that if a user is an **Upper** student, **Application No.** and **Case No.** will not be asked anymore, instead, the user will automatically be directed to Degree Program Screen (Figure 2.3 Degree Program Screen)

2.1.3   Add Degree Program.

Note:
- For **freshmen**, the user should enter the same Degree Program with the Admissions Office.
- For **upper**, the user's latest degree program will automatically be displayed on the field.
- Please fill all required fields. Required fields are marked with * symbol.

2.1.3.1 Choose Degree program from the dropdown (figure 1.7)

Figure 2.3 Degree Program Screen

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Date:		Date:	

2.1.4 Add Scholarship Type to apply for.

Note that for freshmen, scholarship type is based and filtered from the 1st Choice Degree Program. For upper, scholarship type is filtered from the latest degree program
Please fill all required fields. Required fields are marked with * symbol.

2.1.4.1 Choose Scholarship Type and its Scholarship Sub Type from the dropdown. Note that Sub Types are filtered from the chosen Scholarship Type.

2.1.4.2 Click **Add** button to add scholarship type. Chosen Scholarship Type will be added inside the Scholarship Type table.

2.1.4.3 To Update a chosen Scholarship Type, click the Scholarship Type from the table. After updating, click the **Update** button

2.1.4.4 To Delete a Scholarship Type, click the Scholarship Type from the table then click **Delete** button.

2.1.4.5 Click **Clear** button to clear fields.

Figure 2.4 Scholarship / Grant

2.1.4.6 Click Back button to return to previous page.
2.1.4.7 Click Next button to continue.

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2.1.5   Input personal information on Personal Data Screen

Please fill all required fields. Required fields are marked with * symbol.

2.1.5.1 **To upload a photo/document**, click **Browse** button (Browse window will appear), choose desired photo/document and click **Upload** button.

2.1.5.2 **To save the application**, click **Save** button.
Note that clicking the Save button will save the application made and will be allowed for modification.

Upon saving the application, the system will enable the Post button.

2.1.5.3 To Post the application, click Post button.
Post button allows the system to send the application for approval.

Note that upon clicking the Post button, the user **will not be able to modify** all the information anymore.

If Online Grant Application Form is required for a user, Post button will only be enabled after answering the form.

2.1.5.4 To answer Grant Application Form (GAF), click **Fill up Grant Application Form (GAF)** link.

2.1.5.5 To print the application made, click the Print button.

2.1.5.6 To return from the previous page, click the Back button.

(*Please see Figure 2.5 Personal Data Screen on the next page*)

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Date:	Date:

PERSONAL DATA

Reference No.

School Year: 2015-2016

Term: 3

Surname

First Name

Middle Name

Gender: ◉ Male ○ Female

(Assigned ID Number once applicant is enrolled)

Upload a photo
You can upload a JPG, GIF, or PNG file (File size limit is 4MB)

Browse...

Upload

*Mailing Address

No./Street | Barangay/District/Locality | City/Municipality | Province/State | Country | Zip Code

*Home Address

No./Street | Barangay/District/Locality | City/Municipality | Province/State | Country | Zip Code

*Date of Birth | *Place of Birth | Email Address | *Citizenship
◉ Filipino
○ Foreigner
○ Both

*Telephone Number | *Cellphone Number | *Age: 18 | *Height (cm) | *Weight (lbs)

please specify...

*Religion | *Civil Status | If married, name of spouse

*Name of Father | *Occupation | *Contact No.

*Name of Mother | *Occupation | *Contact No.

*Highschool Attended

Name | Address | From Year | To Year

College Attended (if any)

Name | Address | From Year | To Year

Additional Information

Do you have any disability, medical, psychological or mental condition (e.g. asthma, heart condition, dyslexia, ADHD, etc.) which may have important bearing on your school at Benilde?

○ Yes   please specify...
◉ No

Upload Development History
**Attach an updated Development History dated within the last six months.

Browse...

Upload

Edit   Save   Back

Post   Print

Fill up Grant Application Form (GAF) >>>

Figure 2.5 Personal Data

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Date:	Date:

3. Online Grant Application Form

Steps on how to fill-up Online Grant Application Form

3.1 Read and understand GAF Disclaimer

3.1.1 After reading the GAF Disclaimer, click Proceed button to continue.

3.1.2 Click Back button to return from the previous page.

Figure 3.1 GAF Disclaimer

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Date:	Date:

3.2 Fill-up Section 1: Personal Data

Figure 3.2 Personal Data

3.2.1   To add dependents/immediate family members, add them in the Dependents work area.

3.2.2   Click next button to continue.

3.2.3   Click Back button to return from the previous page.

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3.3 Fill-up Section 2: Contact Numbers

Section 2: CONTACT NUMBERS

Home Telephone Numbers
4725174

Average monthly bill/expense

Cellular Telephone Numbers

Average monthly bill/expense

(*If not prepaid, please attach the original and photocopy of billing statement and official receipt of the last 3 months)

Figure 3.3 Contact Numbers

3.4 Fill-up Section 3: Domicile

Section 3: DOMICILE

*Mailing Address

1309

No./Street   Barangay/District/Locality   City/Municipality   Province/State   Country   Zip Code

Do you or your parents own the house you live in? ● Yes ○ No

If Yes, how much is the monthly amortization (if any?)

(*Please attach the original scanned copy of official receipt of the last 3 months)

How much realty tax do you pay annually?

(*Please attach the original scanned copy of official receipt of the last 3 months)

If No, name of the owner

What is your relationship to the owner?

Where do you stay? ○ Appartment ○ Boarding House ● Room for Rent

Address?

How much is the monthlyrent?

(*Please attach the original scanned copy of official receipt of the last 3 months)

Name of landlord/landlady

Contact Number

How much is the average monthly bill for

Electricity?

(*Please attach the original scanned copy of official receipt of the last 3 months)

Water?

(*Please attach the original scanned copy of official receipt of the last 3 months)

Next Back

GAF Status: Pending

Figure 3.4 Domicile

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Date:	Date:

3.4.1   Click next button to continue.

3.4.2   Click Back button to return from the previous page.

3.5   Fill-up Section 4: Schooling

Figure 3.5 Schooling

3.5.1   Click next button to continue.

3.5.2   Click Back button to return from the previous page.

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Date:	Date:

3.6 Fill-up Section 5: Work

Section 5: WORK (This section is only for applicants who are working.)

Do you derive your income from?

○ **Employment**

If currently employed,

Name of Company	
Company address	
Immediate Supervisor (IS)	
IS contact number(s)	
IS contact number(s)	

Employee status?   ◉ Contractual   ○ Probationary   ○ Permanent

Job Responsibility

Period of employment   From _____   To _____

Average monthly/salary wage

(*Please attach scanned original copy of (a) Income Tax Return or Certificate of Employment and Compensation, and (b) payslips of the last 3 months.)

○ **Business**

If engaged in registered business,

Kind of business	
Name of business	
Business/shop/stall address	
Average monthly business income	

(*Please attach scanned original copy of (a) Income Tax Return or Certificate of Employment and Compensation, and (b) payslips of the last 3 months.)

○ **Others (Please specify)**

If other than employment or registered business,

What is the source of your income?	
Average monthly income	

(*Please attach original scanned copy Income Tax Return)

In case you lose your job or business for any reason, who will support you while you are studying?

[Next]   [Back]

Figure 3.6 Work

GAF Status: Pending

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Date:	Date:

3.6.1   Click next button to continue.

3.6.2   Click Back button to return from the previous page.

3.7 Fill-up Section 6: Other Data

Figure 3.7.1 Other Data

Prepared by:		Reviewed by:	
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Date:		Date:	

Does your family have any of the following appliances? (Please indicate the number of units.)

Appliance	Units	Appliance	Units	Appliance	Units
Television	0	CD Player	0	Cordless Phone	0
Stand/Desk Fan	0	Freezer Chest	0	Rice cooker	0
VHS	0	Karaoke	0	Computer	0
Ceiling/Wall Fan	0	Electric/Gas Stove	0	Blender/Osterizer	0
DVD	0	Videoke	0	Computer games	0
Air-conditioner	0	Gas range with oven	0	Electric Thermos	0
Radio	0	Piano/Electric organ	0	Camera	0
Washing Machine	0	Microwave oven	0	Floor Polisher	0
Stereo	0	Extension Phone	0	Video Camera	0
Refrigerator	0	Toaster	0	Vacuum Cleaner	0

Does your family have any of the following vehicles? (Please indicate the number of units.)

Vehicle	Units	Vehicle	Units	Vehicle	Units
Car	0	Owner-type jeep	0	Tamaraw/FX	0
Bicycle	0	Pedicab	0	Tricycle	0
Van	0	Passenger-type jeep	0	Pick-up	0
Bicycle w/ side car	0	Motorcycle	0	Truck	0

How did you learn of Benilde's scholarship/financial assistance program? (Tick all that apply.)

☐ Benilde website		☐ Relative
☐ Inquired by visiting college		☐ Teacher
☐ Inquired by email		☐ Friend
☐ Inquired by phone		☐ Counselor
☐ Inquired at the Student Grants Office		☐ Acquaintance
☐ Career Talk in our school		☐ Principal
☐ Advertisements/posters posted in school		☐ Newspaper Advertisement — please specify...
☐ Other websites — please specify...		☐ Newspaper Article — please specify...

Figure 3.7.2 Other Data

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Date:	Date:

What would be your daily mode of transportation to and from Benilde?

- ☐ Family-owned Vehicle
- ☐ Carpool
- ☐ Motorcycle
- ☐ Bicycle
- ☐ Walking
- ☐ Public transport   [please specify...]

Do you have a passport?   ◯ Yes   ◯ No

When was the last time you used it?   [   ]

Purpose   [   ]

Who financed the trip?   [   ]

Is this your first time to apply in Benilde?   ◯ Yes   ◯ No

Date of previous application   [   ]

Have you availed of any scholarship or grant?   ◯ Yes   ◯ No

Level   ◉ Grade School   ◯ High School

Name of Scholarship   [   ]

No. of school year as a grantee   [   ]

[Next]   [Back]

GAF Status: Pending

Figure 3.7.3 Other Data

3.7.1   Click next button to continue.

3.7.2   Click Back button to return from the previous page.

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Date:	Date:

3.8 Fill-up Section 7: Family Data

Section 7: FAMILY DATA

PARENTS

*Please attach a letter from either of your parents explaining your current financial need and the reasons for such a need. If either parent or both are deceased, please attach a photocopy of death certificate/s. (Supply the indicated information on your family , including the required documents or proofs of income similar to those asked for in the previous section.)

RELATION	FATHER	MOTHER
NAME		
AGE		
CIVIL STATUS		
MAILING ADDRESS		
EDUCATIONAL ATTAINMENT		
SCHOOL OR COLLEGE		
OCCUPATION		
NAME OF COMPANY		
TELEPHONE NO.		
EMAIL ADDRESS		
AVERAGE MONTHLY INCOME		

Are your parents still living together?   ○ Yes   ○ No

When did the separation happen?

With whom are you staying?

Are you receiving financial support from your other parents?

(*Please attach a letter stating your parents' agreement on financial obligations)

Save

Figure 3.8.1 Family Data

3.8.1   To save parents' information, click **Save** button.

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Date:	Date:

BROTHER/SISTER

+

Name

Age

Civil Status

Highest Educational Attainment

School/College

Occupation (or Year/Level)

Name of Company

Telephone Number

Average Monthly

Add Sibling | Clear

HOUSE COMPANION

(Supply the indicated information on who stays with you and your family, including the required documents or proofs of income similar to those asked for in the previous section. If some persons are the same as above, write only their names.)

+

Name

Age

Civil Status

Highest Educational Attainment

School/College

Occupation (or Year/Level)

Name of Company

Telephone Number

Average Monthly

Add Companion | Clear

Next | Back

GAF Status: Pending

Figure 3.8.2 Family Data

3.8.2   To add Brother/Sister or Companion, click **Add Companion** button
3.8.3   To add **another** Brother/Sister or Companion, click the **+** symbol button.
3.8.4   Click next button to continue.
3.8.5   Click Back button to return from the previous page.

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3.9 Upload GAF Attachments

Please fill all required fields. Required fields are marked with * symbol.

3.9.1.1 To upload a photo/document, click **Browse** button, choose desired photo/document and click **Upload** button.

3.9.1.2 To save the application, click **Save** button.
Note that clicking the Save button will save the application made and will be allowed for modification.

Upon saving the application, the system will enable the Post button.

3.9.1.3 To Post the application, click Post button.
Post button allows the system to send the application for approval.

Note that upon clicking the Post button, the user **will not be able to modify** all the information anymore.

3.9.1.4 To print the application made, click the Print button.

3.9.1.5 To return to the Home page, click the Back to Home Page button.

Figure 3.9 Upload GAF Attachments

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Date:	Date:

4. To log off from the system

4.1.1   Click "Log off" link (upper right of your window) for security purposes.
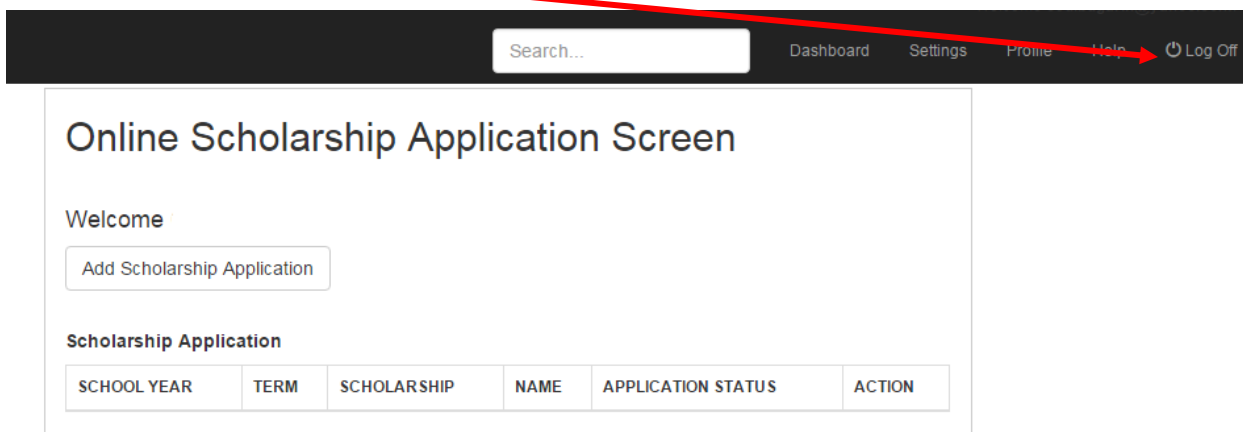
Figure 4.1 Log off

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Date:	Date:

5. How to reset your password

5.1 From SGIS Login Page, click "Reset Password" link.

Figure 5.1 Reset Password

5.2 Enter your Email, then click "Continue" button.

Figure 5.2 Reset Password – Step 1 of 2: Enter your email

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Date:	Date:

1.1 Enter necessary information, then click "Reset Password" button.

Figure 5.3 Reset Password – Step 2 of 2: Security Check

Note that Password Reset is successful once the system has displayed a message "Password Reset successful. A new generated password will be sent to your Email. Please use the generated password to login to the system.

1.2 Upon successful Password Reset, get the **Generated Password** sent to your Email. You will use the Generated Password to login to Student Grants Information System.

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