



Information Technology Department

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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).

Steps on how to register an account:

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.

Account Login

Please enter all the necessary information.

User name

Password

Log On

[Reset Password](#) [Freshmen? \(Generate Password\)](#)

*For Upper Year Applicants and System Administrators, please log in your Infonet Account.

[Requirement Checklist](#) | [Downloadable Forms](#)
[User Manual](#) | [FAQ](#)

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

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Business Systems Analyst	Scholarship Program Assistant
Date:	Date:



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

Registration

*Required

*Last Name

*First Name

*Middle Name

*Email

(Note: This Email will be your Account to login)

*Birth Date

(Date Format: MM/DD/YYYY)

+ Create

↺ Clear

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.

Account Login

Please enter all the necessary information.

User name

test_sgis@mail.com

Password

.....

Log On

[Reset Password | Freshmen? \(Generate Password\)](#)

*For Upper Year Applicants and System Administrators, please log in your Infonet Account.

[Requirement Checklist | Downloadable Forms](#)
[User Manual | FAQ](#)

Figure 1.3 SGIS Login – Frosh

Account Login

Please enter all the necessary information.

User name

000012345678

Password

.....

Log On

[Reset Password | Freshmen? \(Generate Password\)](#)

*For Upper Year Applicants and System Administrators, please log in your Infonet Account.
(For Upper Year Applicants: "000012345678")

[Requirement Checklist | Downloadable Forms](#)
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Figure 1.4 SGIS Login - Upper

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Online Scholarship Application Screen

[Add Scholarship Application](#)

SCHOOL YEAR	TERM	SCHOLARSHIP	NAME	APPLICATION STATUS	ACTION
-------------	------	-------------	------	--------------------	--------

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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.

Online Scholarship Application Screen

Welcome :

Add Scholarship Application

Scholarship Application

SCHOOL YEAR	TERM	SCHOLARSHIP	NAME	APPLICATION STATUS	ACTION
-------------	------	-------------	------	--------------------	--------

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.

Application Verification

Please input the following requirements:

Name

applicationNo

caseNo

+ Add Clear

Figure 2.2 Application Verification

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Date:	Date:



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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)

The screenshot shows a web form titled 'DEGREE PROGRAM'. It includes fields for 'SY of Entry:' and 'Term of Entry:'. Below these is a table with three rows for degree choices. The first row is selected, showing 'Bachelor of Arts Major in Multimedia Arts' and 'AB-MMA'. A red arrow points to the dropdown arrow of the first row.

	DEGREE PROGRAM	DEGREE CODE
*1st choice	Bachelor of Arts Major in Multimedia Arts	AB-MMA
2nd choice	Bachelor of Arts Major in Arts Management	AB-AM
3rd choice	Bachelor of Science in Industrial Design	BS-ID

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.

SCHOLARSHIP / GRANT

NO.	SCHOLARSHIP TYPE	SCHOLARSHIP SUB TYPE
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>*Scholarship Type</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> </div> <div style="width: 45%;"> <p>*Scholarship SubType</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> + Add Update Delete Clear </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> ← Back → Next </div>		

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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Date:	Date:



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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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Business Systems Analyst	Scholarship Program Assistant
Date:	Date:



PERSONAL DATA

Reference No.

School Year

Term

Surname

First Name

Middle Name

Gender ☒ Male ☐ Female

(Assigned ID Number once applicant is enrolled)

***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** ***Height (cm)** ***Weight (lbs)**

***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

☒ No

Upload Development History

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

Upload

Edit Save Back

[Fill up Grant Application Form \(GAF\) >>>](#)

Post Print

Figure 2.5 Personal Data

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Date:	Date:



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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.

GRANT APPLICATION FORM

For Incoming Freshmen / Upper Students

Answer all the information asked for. Write "NA" on the blank if the question does not apply to you or your situation.

Please complete the Grants Application Form (GAF) and submit online. Print the completed GAF also and submit hard copy to the Student Grants Office (SGO).

Take note that all items with asterisk (*) indicate that the required documents will be uploaded in this application form. Hard copy of required documents (original and photocopy) also needs to be attached to your accomplished Grant Application Form (GAF). Original documents will be returned to grant candidates on the date of release of grant application results.

Proceed

Back


Figure 3.1 GAF Disclaimer

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Date:	Date:



3.2 Fill-up Section 1: Personal Data

GRANT APPLICATION FORM



Surname

First Name

Middle Name

Gender

☒ Male ☐ Female

(Assigned ID Number once applicant is enrolled)

Scholarship 1

Scholarship / Grant

Sub Grant

Athletic Recruit

Taekwondo

Section 1: PERSONAL DATA

Date of Birth

01/28/1998

(*Please attach scanned original copy of your Birth Certificate)

Age

NaN

Civil Status

Single

If married, name of spouse

No. of Children

NAME OF DEPENDENTS	RELATIONSHIP	AGE
*Name of Dependent	*Relationship	Age

Add

Save

Delete

Clear

Next

Back

GAF Status: Pending

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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Date:	Date:



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3.3 Fill-up Section 2: Contact Numbers

Section 2: CONTACT NUMBERS

Home Telephone Numbers	Average monthly bill/expense
<input type="text" value="4725174"/>	<input type="text"/>
Cellular Telephone Numbers	Average monthly bill/expense
<input type="text"/>	<input type="text"/>

(*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

<input type="text"/>	<input type="text" value="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? ☐ Apartment ☐ Boarding House ☒ Room for Rent

Address?

How much is the monthly rent?

(*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:



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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

Section 4: SCHOOLING

Highschool Attended

ST. ALPHONSUS LIGOURI INTEGRATED SCH ▼ BACOR, CAVITE 2011 2015
Name Address From Year To Year

If not graduated, reason(s) for stopping

Schooling financed by? ☒ Self ☐ Parents ☐ Relative ☐ School Scholarship ☐ Educational Plan ☐ Government Grant

Vocational School Attended

Name Address From Year To Year

If not graduated, reason(s) for stopping

Schooling financed by? ☒ Self ☐ Parents ☐ Relative ☐ School Scholarship ☐ Educational Plan ☐ Government Grant

College Attended

Name Address From Year To Year

If not graduated, reason(s) for stopping

Schooling financed by? ☒ Self ☐ Parents ☐ Relative ☐ School Scholarship ☐ Educational Plan ☐ Government Grant

Next Back

GAF Status: Pending

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:



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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:



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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

Section 6: OTHER DATA

Do you have relative/s who have received grants from Benilde? ☐ Yes ☐ No

Name/s

Relationship

Course/Program

Year course/program started

Do you have relative/s who work abroad how help out in your finances? ☐ Yes ☐ No

Name/s

Relationship

How much money do they send monthly on the average?

Do you have other relative/s in the Philippines who help out in your finances? ☐ Yes ☐ No

Name/s

Relationship

How much money do they send monthly on the average?

How many household help are living with your family?

Maid	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>	House Boy	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>
Yaya	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>	Cook	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>
Laundry Woman	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>	Driver	<input type="text" value="0"/>	Salary	<input type="text" value="0.00"/>

Figure 3.7.1 Other Data

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Date:	Date:



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

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

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

Car	<input type="text" value="0"/>	Owner-type jeep	<input type="text" value="0"/>	Tamaraw/FX	<input type="text" value="0"/>
Bicycle	<input type="text" value="0"/>	Pedicab	<input type="text" value="0"/>	Tricycle	<input type="text" value="0"/>
Van	<input type="text" value="0"/>	Passenger-type jeep	<input type="text" value="0"/>	Pick-up	<input type="text" value="0"/>
Bicycle w/ side car	<input type="text" value="0"/>	Motorcycle	<input type="text" value="0"/>	Truck	<input type="text" value="0"/>

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

<input type="checkbox"/> Benilde website	<input type="checkbox"/> Relative
<input type="checkbox"/> Inquired by visiting college	<input type="checkbox"/> Teacher
<input type="checkbox"/> Inquired by email	<input type="checkbox"/> Friend
<input type="checkbox"/> Inquired by phone	<input type="checkbox"/> Counselor
<input type="checkbox"/> Inquired at the Student Grants Office	<input type="checkbox"/> Acquaintance
<input type="checkbox"/> Career Talk in our school	<input type="checkbox"/> Principal
<input type="checkbox"/> Advertisements/posters posted in school	<input type="checkbox"/> Newspaper Advertisement <input type="text" value="please specify..."/>
<input type="checkbox"/> Other websites <input type="text" value="please specify..."/>	<input type="checkbox"/> Newspaper Article <input type="text" value="please specify..."/>

Figure 3.7.2 Other Data

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Date:	Date:



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

☐ Family-owned Vehicle

☐ Bicycle

☐ Carpool

☐ Walking

☐ Motorcycle

☐ 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:



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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	<input type="text"/>	<input type="text"/>
AGE	<input type="text"/>	<input type="text"/>
CIVIL STATUS	<input type="text"/>	<input type="text"/>
MAILING ADDRESS	<input type="text"/>	<input type="text"/>
EDUCATIONAL ATTAINMENT	<input type="text"/>	<input type="text"/>
SCHOOL OR COLLEGE	<input type="text"/>	<input type="text"/>
OCCUPATION	<input type="text"/>	<input type="text"/>
NAME OF COMPANY	<input type="text"/>	<input type="text"/>
TELEPHONE NO.	<input type="text"/>	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>	<input type="text"/>
AVERAGE MONTHLY INCOME	<input type="text"/>	<input type="text"/>

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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Date:	Date:



INFORMATION TECHNOLOGY DEPARTMENT

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.

Upload GAF Attachments

Browse...

+ Upload

You can upload a .DOC(x), .PDF, .JPG or .PNG file (file size limit is 5mb).
Only one file per requirement

NO.	FILE NAME	FILE SIZE	DATE UPLOADED	UPLOADED BY	
1	4f8caba33db4c350286adb98608957a3.gif	237.4KB	02/10/2016 01:49:42 PM	ced.bugarin@yahoo.com	Download Delete

Save Post ☐ Print

Back

☐ Back to Home Page

GAF Status: Posted

Figure 3.9 Upload GAF Attachments

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4. To log off from the system

4.1.1 Click “Log off” link (upper right of your window) for security purposes.

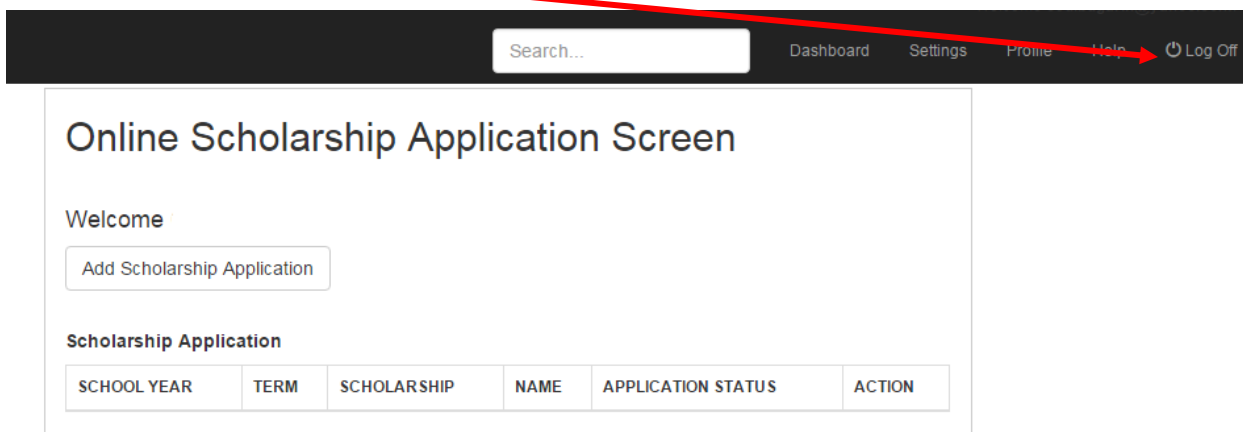


Figure 4.1 Log off

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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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1.1 Enter necessary information, then click “Reset Password” button.

Reset Password: Security Check

Reset Password Step 2 of 2: Answer your Security Questions then reset your password

*Last Name

*First Name

*Middle Name

*Birth Date

Reset

Clear

Back

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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