



DE LA SALLE-COLLEGE OF SAINT BENILDE

HRDB Web Personal Info Module v1.0 Frequently Asked Question

This FAQ covers all possible questions related to the Personal Info Module of HRDB Web.

1. Q: What devices can I use in accessing the HRDB Web?

A: You can use any laptop/desktop/tablet/mobile phone as long as it has an up-to-date web/mobile browser.

2. Q: How do I access the HRDB Web Personal Info?

A: Go to <https://apps1.benilde.edu.ph/hrdbweb> and login using your Benilde Infonet account.

Click Personal Info under Menu.

De La Salle-College of Saint Benilde
HRDB Web

Welcome:
Today is 5/20/2021

MENU

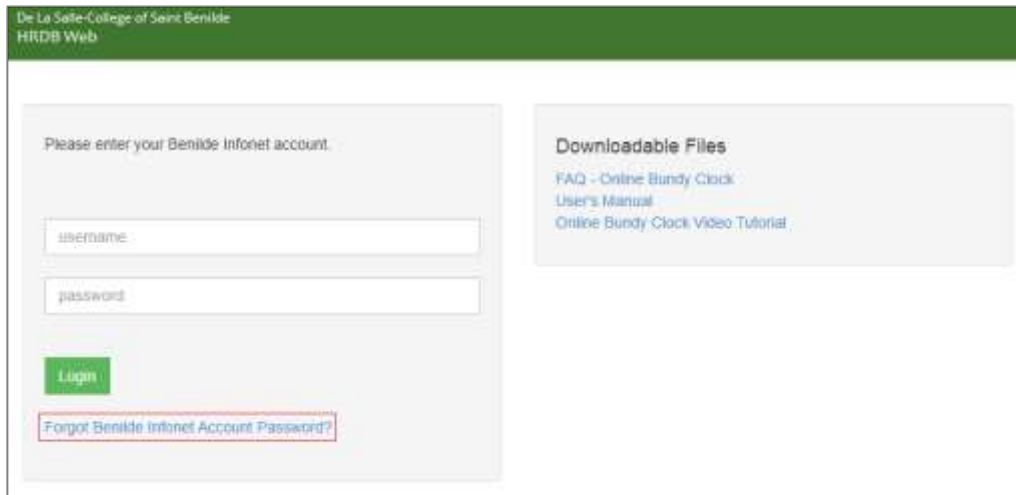
Welcome!

DELA CRUZ, JUAN FERNAN

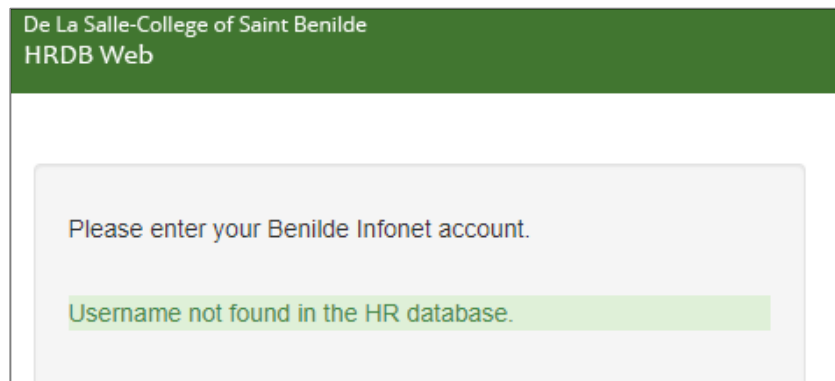
- Main
- Attendance
- Personal Info
- Other PODD Links
- OLPS-STAFF
- OLPS-ASF
- COE Portal
- Community Support Portal
- Job Portal

3. Q: I forgot my Benilde Infonet account password, how can I login?

A: Forgotten password can be managed through the Forgot Benilde Infonet Account Password link found at the login page.



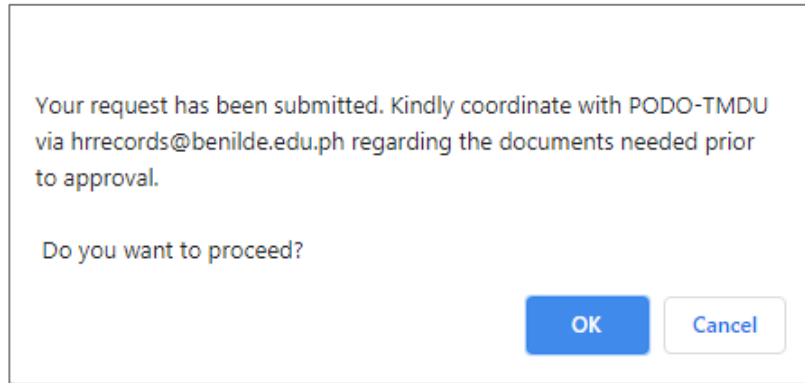
4. **Q: My Infonet Account and Password are correct, but I still receive an error message when I login, how come?**



A: The system can only be accessed by those who have an Active Infonet account.

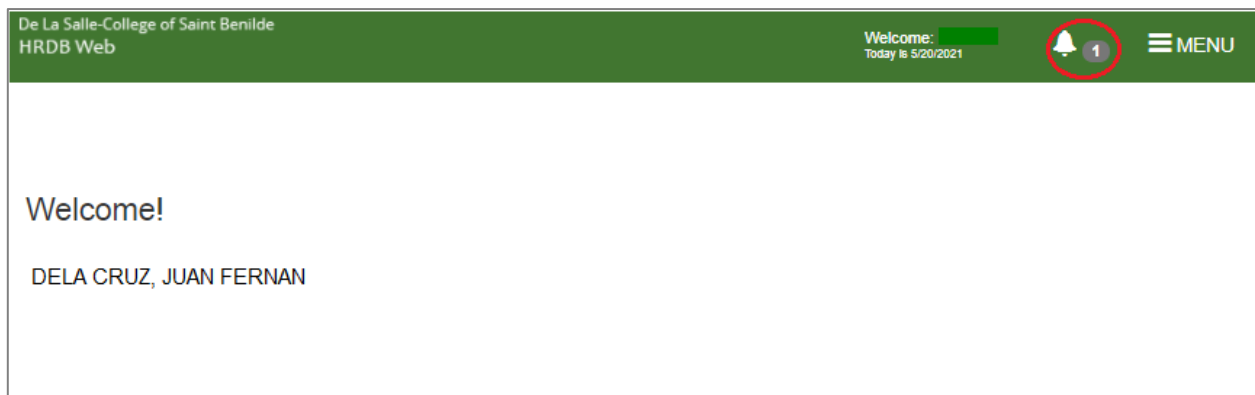
5. **Q: I updated my information and I noticed that there are fields that changes right away when I update it and there are fields that says an approval from PODO-TMDU is needed, why is that so?**

A: PODO-TMDU does not require an approval for changes in Nickname and Religion of the Personal Info Section as well as the entire Contact Info Section. Confirmation dialog box prompts for changes that need approval from PODO-TMDU.



6. Q: How will I know if my information change request has been approved or disapproved?

A: A notification bell will appear at the navigation bar if your information change request has been approved or disapproved. Clicking the notification will direct to the details of the updated information as well as the remarks from PODO-TMDU.



7. Q: I want to update my information, but I can't find the information that I need from the list of choices in the dropdown, what can I do?

A: Please reach out to PODO-TMDU via hrrecords@benilde.edu.ph if you can't find the information that you need from the choices in the dropdown.

8. Q: I was suddenly Signed Out in the System, what happened?

A: The system will automatically Sign Out after 30 minutes of inactivity.

9. Q: I have questions on the Data Privacy Notice, who can I talk to?

A: Any queries and concerns on data privacy can be directed to the DLS-CSB Data Protection Officer at dpo@benilde.edu.ph.