What is your default log-in credential?

Use your student number in the format below.

At **Student Access**, under **Student Log-in**:

Student No.: 2015-12345

Web Password: 201512345

ENROLLMENT STEPS

(For Summer only: A Prequel to an Online Enrollment)

If a Regular student (April 04-06), proceed to Step 1.

If an Irregular student (April 07-08), proceed to Step 2.

If for Add/Drop (April 11-14), proceed to Step 2.

1. **Print the PRF through your PLM-CRS account** (At Home or GV-210)**.**
   a. Access www.plm.edu.ph/crs. Click "Student Access" and enter your default log-in credential.
   b. Follow the procedure and print your PRF.
   c. Proceed to the ICTO-OMS-ITS (former OUR-SIS):
      i. If **Regular-Non Paying**, *skip several steps*. Proceed to Step 5.
      ii. If **Regular Paying**, proceed to Step 3.

2. **Faculty Advising** at the College.
   a. Secure your blank PRF from the Faculty Adviser.
   b. Fill-up the subjects to be enrolled.
   c. Present the PRF to the Faculty Adviser for signature. Proceed to Step 3.

3. **Printing of Enrollment Assessment Form (EAF)**.
   a. Present your PRF to the ICTO-OMS-ITS.
   b. Secure the printed EAF Form. Proceed to Step 4.

4. **Cash Payment**.
   a. Present the EAF to the Cashier and pay the fees.
   b. Secure the Official Receipt (OR) and the EAF.

5. **Printing of Student Enrollment Record (SER) Form.**
   a. Present the PRF (and the OR and EAF) to the ICTO-OMS-ITS.
   b. Secure the printed SER (with the OR and EAF).

6. **Enrollment Validation.**
   a. Present the SER to the OUR for the validation stamp.
   b. Present your Student ID for validation. You are done.

Note: These steps are only applicable for this first Summer term as we are just cutting-over to a new system. A different set of steps shall govern the regular semesters where irregular students shall also transact online.