

User's Manual for Students

ASC Documents Request and Faculty Evaluation

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What is ASC Portal?

The ASC Portal is an integrated, web-based platform that bridges the gap between students and administrative services. It serves as a secure digital hub that empowers students to manage their academic requirements with greater autonomy and efficiency. By centralizing essential institutional processes, the portal eliminates traditional administrative bottlenecks and provides a seamless, user-friendly experience.

Core Functionalities:

Online Document Request System

This module simplifies the procurement of official academic records. Students can submit requests for transcripts, diplomas, or certifications, track the status of their applications in real-time, and manage associated transactions through a streamlined digital workflow

Faculty Performance Evaluation

A vital tool for academic excellence, this feature provides a confidential space for students to offer constructive feedback on their learning experience. The space between an entry and its page number in a TOC is known as a tab leader. By default, Word makes the tab leader a row of dots (dot leader), but you can easily switch to something else, like an underline. You don't need to start over—you don't even need to select the TOC. Word knows where it is. Just use the Custom TOC option to make this type of change, and Word will do its thing. These evaluations are essential for institutional growth, ensuring that faculty instruction remains impactful and responsive to student needs.

How to request/apply for an ASC Online Document Request?

You can complete your requests or evaluations by following these three easy steps:

- A. Access Your Account:** Log in to the ASC Portal at <https://www.ascregis.com>. If you are a new student, your account has already been pre-verified by the administrator. Use **Single Sign-On (Google/Microsoft)**, your **Student ID**, or **Biometrics** to enter.

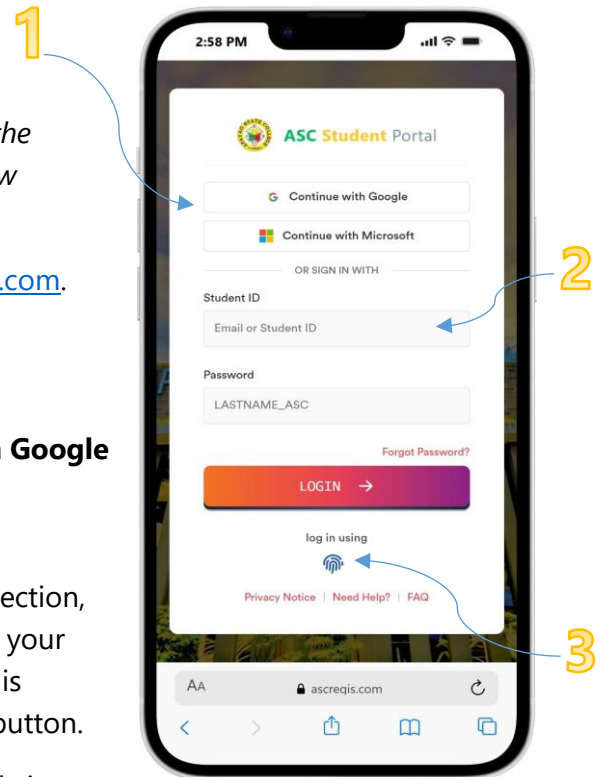
B. Select Your Module: Once logged in, navigate to either the **Document Request** or **Faculty Evaluation** module. Fill in all the necessary information or complete the rating scale as required.

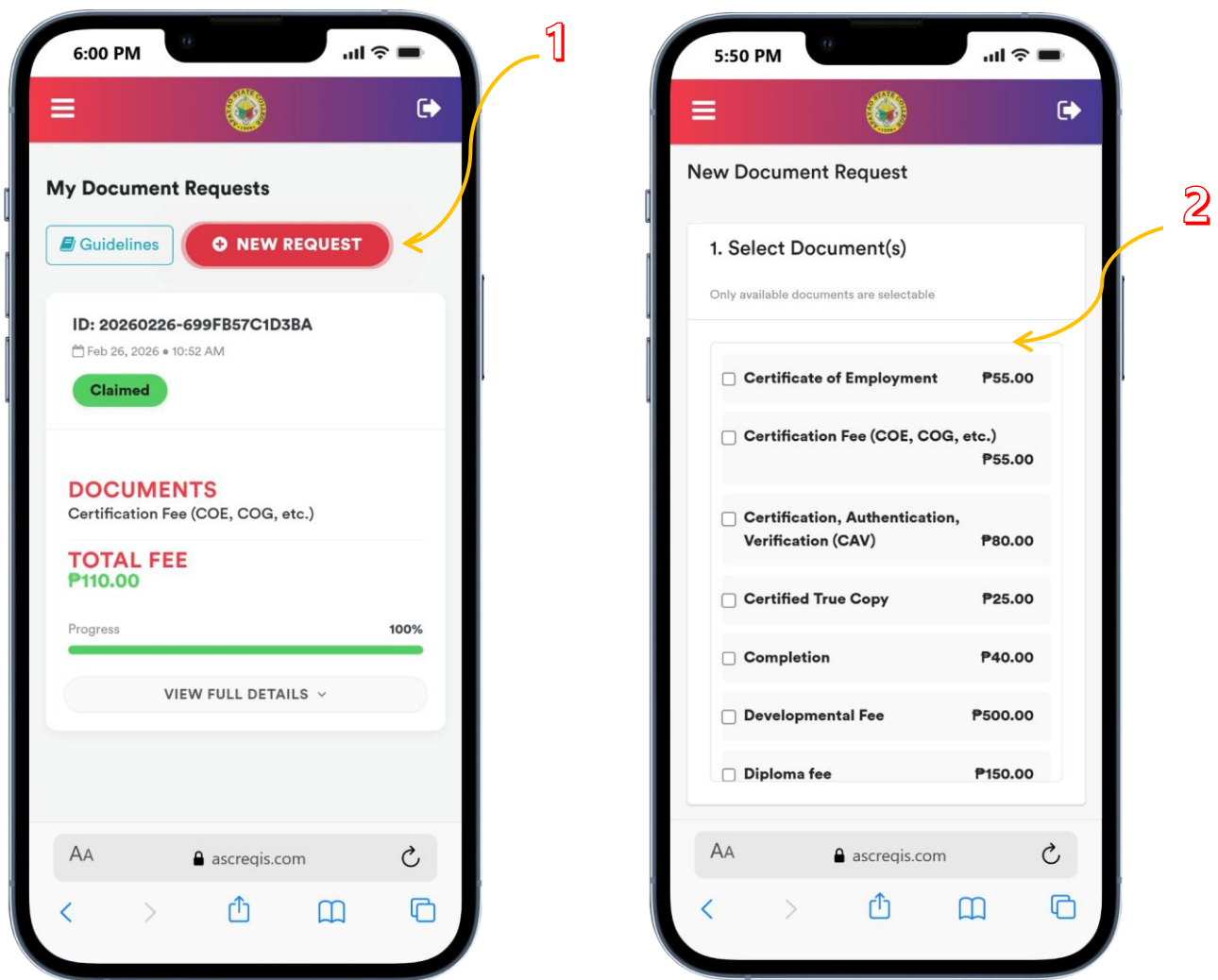
C. Finalize and Confirm: Review your details and click **Submit**. For evaluations, you will receive an instant summary; for document requests, you will receive a confirmation of your application status.

A. ACCESSING YOUR ACCOUNT / LOGIN

Note: Your account has already been pre-registered by the administrator. There is no need to sign up or create a new account.

1. On your web browser, proceed to <https://www.ascregis.com>. The ASC Student Portal Login page will be displayed.
2. Choose your preferred method to log in:
 - **Single Sign-On (SSO):** Click the **Continue with Google** or **Continue with Microsoft** button to log in automatically using your official school email.
 - **Manual Login:** Under the "OR SIGN IN WITH" section, enter your **Student ID** (or registered email) and your **Password** (Note: Your default password format is LASTNAME_ASC). Then, click the **LOGIN** arrow button.
 - **Biometric Login:** If you are accessing the portal via a mobile device, simply tap the **fingerprint icon** at the bottom of the screen to log in instantly.



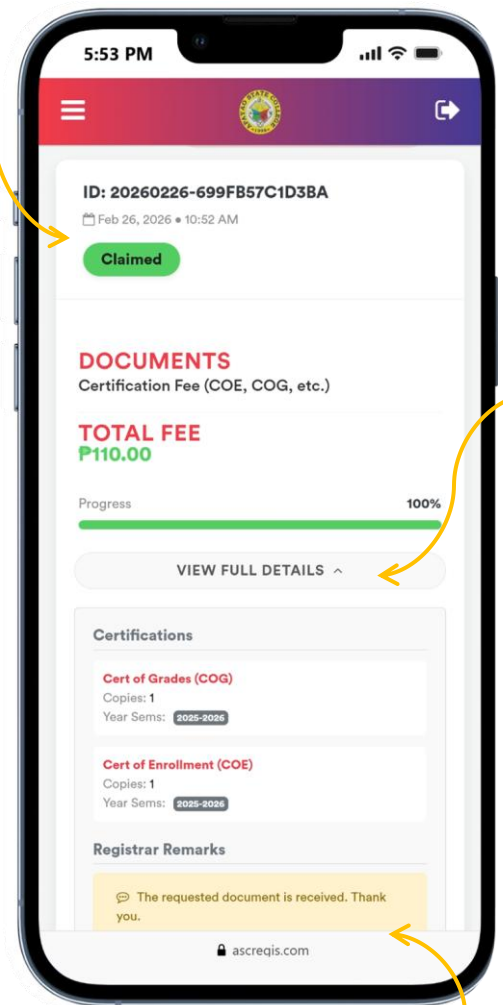


Selecting Your Requested Documents

1. On the **My Document Requests** screen, start your application by clicking the red + **NEW REQUEST** button.
2. You will be directed to the **New Document Request** page.
3. Under the **1. Select Document(s)** section, choose the specific document or documents you wish to request by checking the corresponding boxes.
4. The exact fee is conveniently displayed right next to each document name (for example, the Certificate Fee is ₱55.00), eliminating the need to check a separate schedule of fees. Please note that only available documents are selectable.
5. Once you have made your selections, proceed to the next step to confirm and submit your request.

How to Manage and Monitor Your Application/Request

1. **Locate Your Request:** Open the document tracking screen to view your active or past requests. Your request is identified by a unique **ID number** and the date it was submitted at the top of the screen.
2. **Check the Current Status:** Look at the **Status Badge** (e.g., "Claimed" in green) and the **Progress Bar** percentage to get a quick, real-time overview of your document's processing stage.
3. **Review Fees:** The **Total Fee** for your requested documents is clearly displayed in the center of the screen so you know the exact amount due.
4. **Expand for Specifics:** Click or tap the "**VIEW FULL DETAILS**" button to expand the menu. This section breaks down the exact documents you requested (e.g., Cert of Grades, Cert of Enrollment), the number of copies, and the applicable school year/semester.
5. **Read Official Updates:** Scroll down to the **Registrar Remarks** section. This area contains direct messages or updates from the Registrar's office regarding your request (e.g., "The requested document is received. Thank you.>").



How to Settle Payment

1. **Review the Payment Summary:** Before selecting a payment method, look at the top of the screen. You will see a breakdown of your requested documents (e.g., Cert of Enrollment, Cert of Grades) and the calculated **TOTAL** due in bold green text (e.g., ₱110.00).
2. **Locate Payment Options:** Scroll down to the "Payment Information" section.
3. **Select Your Method:** Under "1. Select Payment Method", tap on your preferred option. You may choose from:
 - **Cash (Pay at Cashier):** If you wish to make a payment in person on campus. (This option is currently selected in the image).
 - **GCash (Online Payment):** To pay instantly using your GCash account.
 - **Landbank iAccess (Online Payment):** To pay securely using your Landbank account.
4. **Confirm Selection:** Your chosen method will be highlighted with a thick blue border.
5. **Finalize the Process:** Once your payment method is selected, click the large red "Submit Request" button at the very bottom of the screen.

