BASIC EDUCATION
ONLINE ENROLLMENT PROCESS SY 2020 – 2021
June 22 (New Students), June 23 – July 3, 2020 (Old Students)
9:00 am – 2:00 pm

STEP 1 ASSESSMENT

⇒ Log in to AC Student Portal
(https://portal.assumption.edu.ph)
Sign in using your daughter's ID number and Password. For New Student input your temporary account number and password

⇒ Check Data Privacy Agreement

⇒ Update your daughter's information. Click Save button

➢ Click Assessment, select the payment option, books and other materials. Input 0 if you will not get these

⇒ Click Process Assessment then click Ok button to confirm your payment option

Click OK to confirm. You can no longer change your payment option after assessment.

STEP 2 PAYMENT

⇒ Click **PAY ONLINE** Button
Enter the amount to pay "upon enrollment"

Ways to Pay Online

⇒ Tick Payment Options Term and Conditions. Choose your payment option and click Continue button

⇒ You will be redirected to your chosen Online Payment Gateway to complete your purchase securely

⇒ *After successful transaction, the View Enrollment form button will be displayed*

VIEW ENROLLMENT FORM

⇒ *Acknowledge the enrollment form of your daughter by typing your full name in the box provided at the bottom. Then Click Submit Enrollment Form Button*
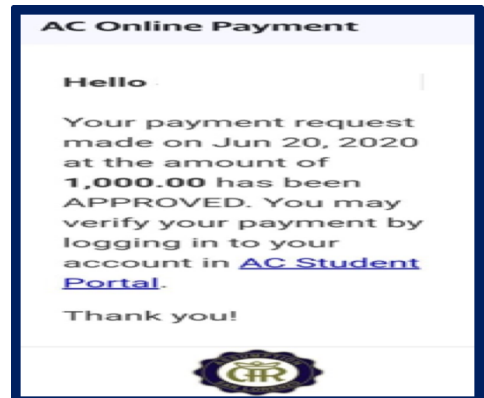
Acknowledged by:

Full Name   Submit Enrollment Form

Acknowledged by:

(Parent/Guardian)
on **2020-06-18 22:50:21**

Congratulations! You are now **OFFICIALLY ENROLLED.**

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Reminders:

⇒ You will receive an email from AC Online Payment that your payment request has been approved

⇒ *Email duly accomplished Reunification Card to:* acbed.osa@assumption.edu.ph *Click Print Reunification Card*

PRINT REUNIFICATION CARD

⇒ In campus Enrollment is to be announced following health and safety protocols

⇒ Fees will be paid by *Semester* as 2nd semester may be higher because of possible *Blended Learning*

For inquiries or assistance, kindly send a message to the following email addresses:

1. Books and other materials: bookstore@assumption.edu.ph
2. Enrollment concerns and/or credential requests: acmakatibedrecords@assumption.edu.ph