



Creating, Accessing & Using your my.sji.edu.ph Profile for *Admission* to St. John's Institute

For your concerns about my.sji.edu.ph, kindly email support@sji.edu.ph

my.sji.edu.ph is your one-stop shop

1



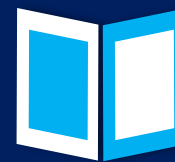
Enroll online
and submit your
deposit slip
directly to
Accounting

2



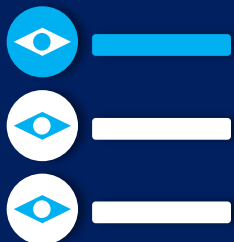
View your dues
for all your
children if you
opted to pay
in installments

3



Order books
and supplies
and just pick
them up in
school

4



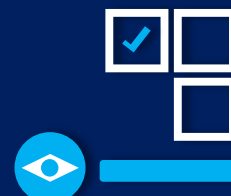
View the
teacher's
learning guide
for the week

5



View the
quarterly grades
of your child

6



View the
attendance
of your child

7



Manage your
contact
information
for your whole
family

8



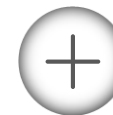
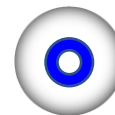
View all school
communications
in one place

9



Communicate
with your child's
teachers

Google



1. Open your browser, type in <https://my.sji.edu.ph> or simply, my.sji.edu.ph and press enter on your keyboard.



Login to your account

Username

Password

Login

[Create Account](#) 

[Forgot Password](#)

[Online Guide](#)

[Contact Us](#)

2. Since you are applying for Admission to St. John's Institute, click on "Create Account."



Step 1

Step 2

Step 3

SJI Online

Please fill in some information.

What is your child's school ID No.?

NEW

*If you have more than one child, just enter one. Type NEW for applicants.

What is your child's first name?

Maria

When is your child's birthday?

02/01/2010

Next



1997-2020



1997	1998	1999	2000
2001	2002	2003	2004
2005	2006	2007	2008
2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020



2010



Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec



February 2010



Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Please note that you won't be able to type in your child's birthday manually. Instead, click on the birthday field and use the calendar as shown above.

If your child has a first name made up of 2 or more words, type it in completely.

3. Type in the word NEW in the school ID field and your child's complete name. Then, click on "Next."



Step 1

Step 2

Step 3

What is your name

Juan

Dela Cruz

Always start with Capital Letters for your First and Last names.

What is your preferred username

juan.delacruz

Use your name as your username so you will be able to conveniently remember it. For uniformity, use all small letters & a period between your first & last names.

What is your email address

juandelacruz@gmail.com

Any valid email address (Yahoo or Gmail) can be used. Make sure that you type in the correct email address and that it's readily accessible.

What is your mobile number

09158927847

Make sure that you type in the correct contact number and that it's readily accessible.

Next



4. Type in your name (as the Father, Mother or Guardian), preferred username, valid email address and mobile number on the appropriate fields. Then, click on "Next."



Step 1

Step 2

Step 3

Create a password

●●●●●●●●

A strong and secure password should be at least 6 to 8 characters with a combination of Capital and Small letters, numbers and special characters.

Confirm your password

●●●●●●●●

Re-enter your secure password here. Make sure that it matches the previous.

Code

JKLRAB

Make sure that the email and mobile number you provided are easily accessible as the code will be sent there. Copy the code and paste it here.

An email and SMS has been sent to you with the verification Code.
Resend Code.

Finish



5. Create a secure password, confirm it, enter the code sent to your valid email address or mobile number and click on "Finish." If you did not receive the code, click on "Resend Code."



Step 1

Step 2

Step 3

Congratulations!

Click **here** to login 

You will be automatically taken to your dashboard.
If not, click on “Click here to login.”



How are you related to Maria?



I am the

Father



Continue



This is your dashboard. Click on the downward-pointing arrow to choose from “Father,” “Mother,” and “Guardian.”

Click on “Continue” to type in your pertinent details.

6. You will be greeted by a congratulatory message. Choose your role (Father, Mother, Guardian), click on “Continue” and type in pertinent details for the Father, Mother and Guardian (only include details for the guardian if necessary).



Family Profile



Father

Mother

Guardian

Home Address

Other Information

Salutation

Mr.

Email

juandelacruz@gmail.com

Contacts

Country Code

Area Code

Number

Ext.

Mobile

63

9154238777

First Name

Juan

Address

Hilado St. Brgy. 7, Bacolod City

Middle Name

Jose

Relationship

Father

Last Name

Dela Cruz

Qualifier/Suffix

Birthdate

02/22/1992

Note: Fill out all the fields for Father, Mother and Guardian if applicable.

Save




7. Fill-out the corresponding fields with your pertinent details. Always make sure that everything is correct. Once done, click on "Save." After saving, don't forget to provide other required information in the "Other Information" tab (upper-right, last option).




This entire display is your Dashboard. From anywhere, you can always go to your dashboard by clicking on your profile icon and choosing "Dashboard."



**Dela Cruz, Maria**
Incoming

**Juan Dela Cruz**
Juan.Delacruz@gmail.com
Father


 Dashboard
Family Profile
Financial Information
Change Password
Online Guide
Contact Us

Sign Out

Click on your child's name to proceed to the form where you will type in all details related to him/her. Click on your child's profile icon to change his/her profile photo.

Clicking your profile icon will also reveal all the other options available. You can also sign out of your account here.

The "+" icon will allow you to add "another child", who is a new applicant, to the system.

New Child
Are you adding a new Child who has never studied at SJJ?




8. Click on your child's name to type in all the details about him/her. Move on to the next visual to see what's there to fill-out.



New Child
View other children



Dashboard

Child's Profile

Enrollment

Inbox

First Name

Middle Name

Last Name

Qualifier/Suffix

Sex

Birthday

Place of Birth

Campus

Incoming

☐ I/We agree and promise to abide by the rules and policies of St. John's Institute.

Save



Citizenship

Religion

Name of School Last Attended

LRN

Mother Tongue/Dialect

Please upload the following documents:

Click on the folder or document to upload

- Live Birth Certificate (PSA)
- Baptismal Certificate (for Catholics)
- Latest Report Card (for Grade 1-11)
- Visa (For Foreign Students)

Please answer the following:

Click on the item to answer

Help us better understand your child.

Application Fee: P250.00

Please pay this amount online or to our Accounting Office.

Do you belong to any Indigenous Peoples (IP) Community/Indigenous Cultural Community?

Yes

Will you agree if the helpers/yayas are not allowed to stay inside the school campus?

Yes

Do you agree with the required short haircut for boys?

Yes

Do you approve of punctuality?

Yes

Do you give your child allowance?

Yes

Regarding your's/your's child's physical health, is there anything we need to know? If so, please indicate

Are you willing to seek assistance from specialists (psychiatrists, psychologists, etc...) if teachers find

Yes

When your child misbehaves, how do you deal with him/her?

What do you tell your child about school?

Why do you wish to put your child / take in St. John's Institute?

What are the difficulties you / your child encountered in his/her previous school?

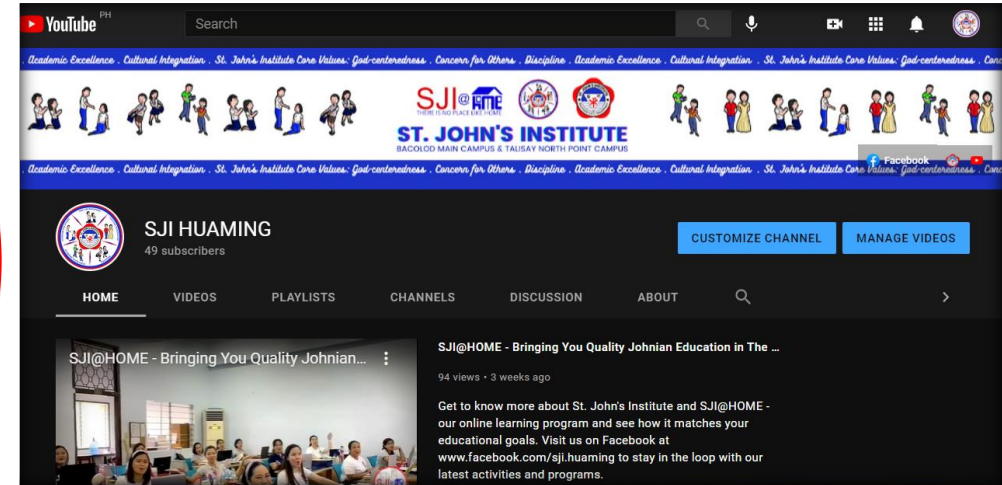
Close

8.1 For new applicants, fill-out the corresponding fields with the necessary details and upload the corresponding documents needed. Don't forget to answer "Help us better understand your child." , "agree" to the rules, policies and submission of complete requirements. Then, click "Save." Pay the application fee of P250.00 online or to our Accounting Office. After the payment was made, wait for our Admission Officer to contact you for Enrollment.

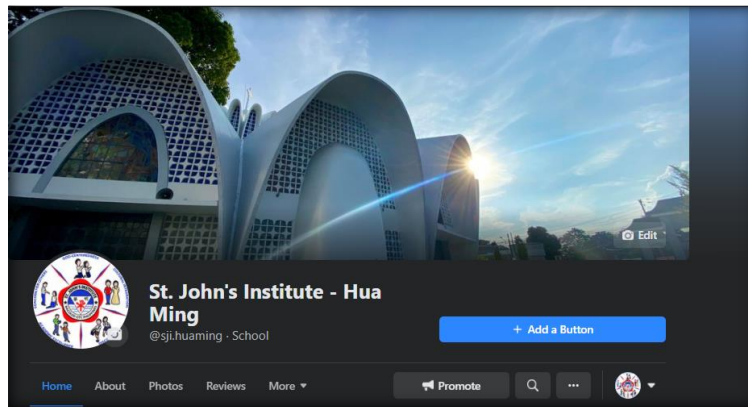
For your concerns about my.sji.edu.ph, kindly email support@sji.edu.ph



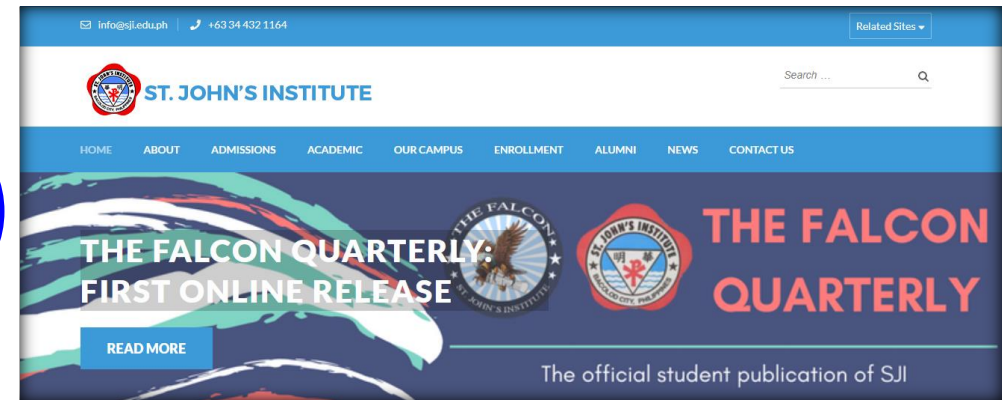
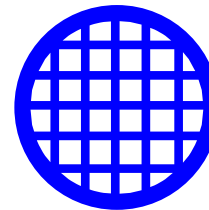
Our Online Learning program is called SJI@HOME. We are using Google Workspace for Education as our main online learning platform complemented with Microsoft Office 365 for Education.



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<https://sji.edu.ph/>