
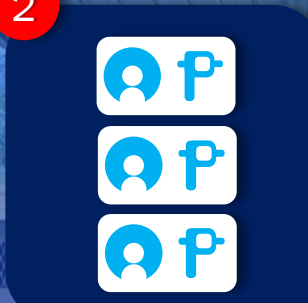

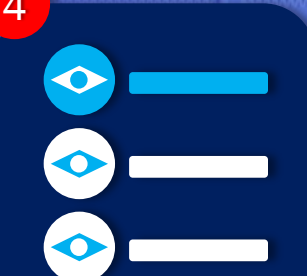
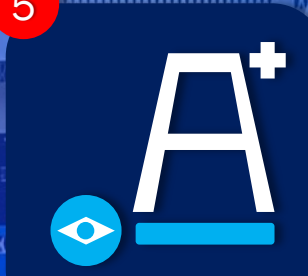


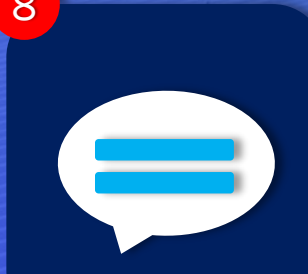
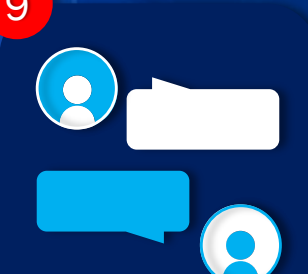




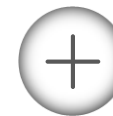
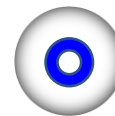
Creating, Accessing & Using your my.sji.edu.ph for ***Enrollment***

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

A search bar with a magnifying glass icon on the left and a microphone icon on the right. The text "https://my.sji.edu.ph" is entered in the center.

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](#)

2. If you've already created your account, type in your Username and Password and click on "Login."
If you do not have an account yet, click on "Create account."



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 J.
JHS 8 St. James The Apostle

Click on your child's name in your dashboard to begin online enrollment.



Juan Dela Cruz
Juan.Delacruz@gmail.com
Father



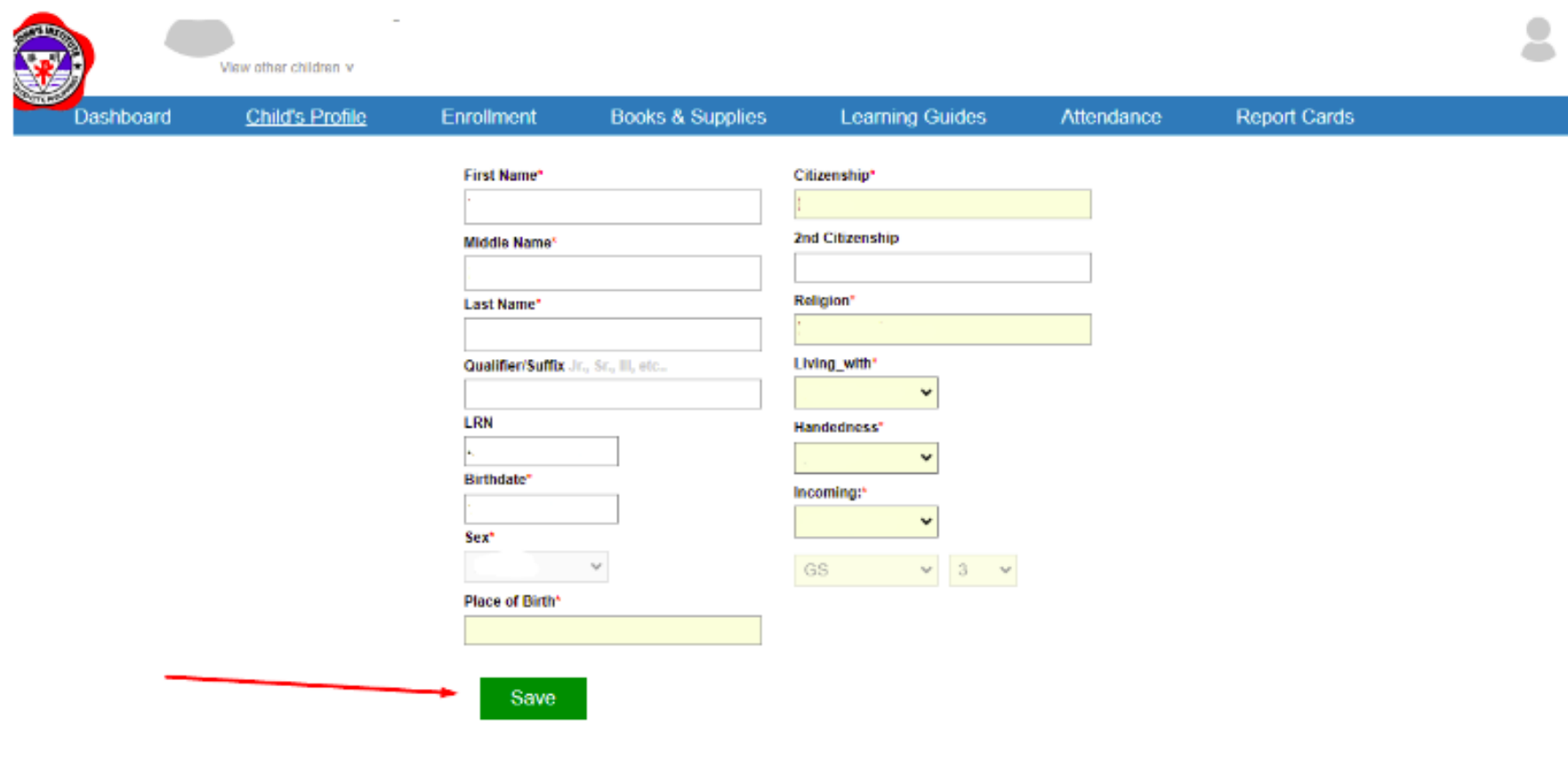
Dashboard
Family Profile
Financial Information
Change Password
Online Guide
Contact Us

Sign Out



- Now that you've created your my.sji profile and typed in all the necessary details, you are all set to enroll your child/children to SJI. To begin online enrollment, click on your profile icon/photo, go to your "Dashboard" and click on your child's name.

Check the child's profile if there's something wrong or missing and click save.



The screenshot shows a web interface for a child's profile. At the top left is a logo for 'KAMPALA EDUCATION'. Below it is a 'View other children v' link. A blue navigation bar contains tabs for 'Dashboard', 'Child's Profile', 'Enrollment', 'Books & Supplies', 'Learning Guides', 'Attendance', and 'Report Cards'. The 'Child's Profile' tab is active. The form contains the following fields:

- First Name* (text input)
- Middle Name* (text input)
- Last Name* (text input)
- Qualifier/Suffix Jr., Sr., III, etc... (text input)
- LRN (text input)
- Birthdate* (text input)
- Sex* (dropdown menu)
- Place of Birth* (text input)
- Citizenship* (text input)
- 2nd Citizenship (text input)
- Religion* (text input)
- Living_with* (dropdown menu)
- Handedness* (dropdown menu)
- Incoming* (dropdown menu)
- GS (dropdown menu)
- 3 (dropdown menu)

A green 'Save' button is located at the bottom of the form, with a red arrow pointing to it from the left.

Proceed to the Enrollment Tab to select your payment scheme and click the enroll button.



Dela Cruz, Maria J.
JHS 8 St. James The Apostle
 View other children



Dashboard

Child's Profile

Enrollment

Books and Supplies

Pathway

Incoming JHS 8 for S.Y. 2021-2022 (Main Campus)

Tuition Fee	:	31,810.00
Other Fees	:	16,405.00
Special Fees	:	1,950.00
Total	:	50,165.00
Payment Scheme		50,165.00

Full ▼

Installment

Enroll

Proceed to Account Summary

Note: If you have 2 or more children, repeat steps 9 and 10 provided that you've linked all their profiles. For information on linking, refer back to steps 8 and 8.2.

<input checked="" type="checkbox"/>	CHINESE BOOK GRADE 8	175.00
<input checked="" type="checkbox"/>	ENGLISH COMMUNICATION ARTS AND SKILLS K-12 8/E GRADE 8	612.00
<input checked="" type="checkbox"/>	KENOSIS: THE LIFE-UPDATED EDITION GRADE 8	546.00
<input checked="" type="checkbox"/>	PLUMA 8 LITE	656.00
<input checked="" type="checkbox"/>	SCIENCE IN TODAY'S WORLD 2/E TB GRADE 8	711.00
<input checked="" type="checkbox"/>	TURNING POINTS GRADE 8	798.00
Qty	Cravat @ 50.00	0.00
Qty	Small ▼ JHS Jogging Pants (Royal Blue) @ 480.00	0.00
Qty	#10 ▼ P.E. T-Shirt (White) @ 170.00	0.00
Qty	Patch Embroidered @ 80.00	0.00
Qty	Patch Regular @ 20.00	0.00
Total		3,498.00

Pick-up Location: Main ▼

Save **Print**

10. Click on the “Enrollment” tab, choose your “Payment Scheme” and click on “Enroll.” Before you proceed to Account Summary, you might as well click on the “Books and Supplies” tab and choose the given books and supplies. Before going to school for on-site enrollment, print-out your list of chosen books and supplies.



Dela Cruz, Maria J.
JHS 8 St. James The Apostle
[View other children](#)




[Dashboard](#)

[Child's Profile](#)

[Enrollment](#)

Incoming JHS 8 for S.Y. 2021-2022 (Main Campus)

Tuition Fee	:	31,810.00
Other Fees	:	16,405.00
Special Fees	:	1,950.00
Total	:	50,165.00
Payment Scheme		50,165.00

Full 

[Update](#)

[Proceed to Account Summary](#) 



Juan Dela Cruz
Juan.Delacruz@gmail.com
Father

[Dashboard](#)

[Family Profile](#)

 [Financial Information](#)

[Change Password](#)

[Online Guide](#)

[Contact Us](#)

[Sign Out](#)

- To proceed to the Account Summary, click on, "Proceed to Account Summary" or click on your profile icon/photo and choose "Financial Information."



Financial Information



Dashboard

Account Summary

Payment Options

Transactions

Attachments

Maria	:	50,165.00
Total Upon Enrollment	:	50,165.00

You may settle your account/s through online bank transfer or over-the-counter at the following banks

Banco de Oro

Account Name : St. John's Institute of Bacolod City, Inc.
Account Number: 0030-1029-8336

Metropolitan Bank and Trust Company

Account Name : St. John's Institute of Bacolod City, Inc.
Account Number: 079-3-00986953-0

United Coconut Planters Bank

Account Name : SJI
Account Number: 2030-4000-7847

Union Bank

Account Name : SJI
Account Number: 0027-9001-8425

The Account Summary will display all the children you enrolled.

Pay in any of the Banks indicated above.

The "Transactions" tab will show you payment details such as OR No & etc.



Financial Information



Dashboard

Account Summary

Payment Options

Transactions

Attachments

For us to validate your payment transaction, please upload your validated deposit slip or a screenshot/scanned copy of fund transfer or “send money” transaction.



Upload Proof of Payment

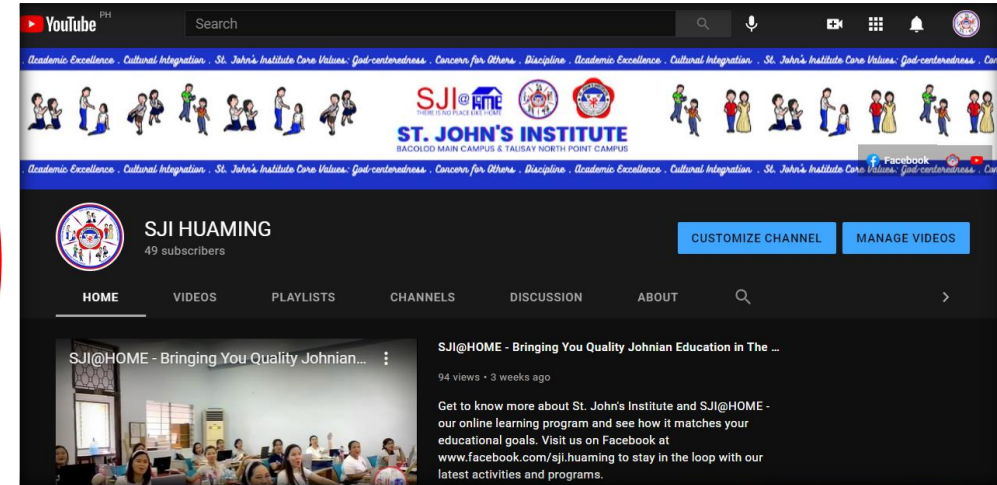


12.1 After you've made your payment, click on the “Attachments” tab, upload your proof of payment and anticipate payment confirmation from our Accounting Office. Congratulations! Online Enrollment done!

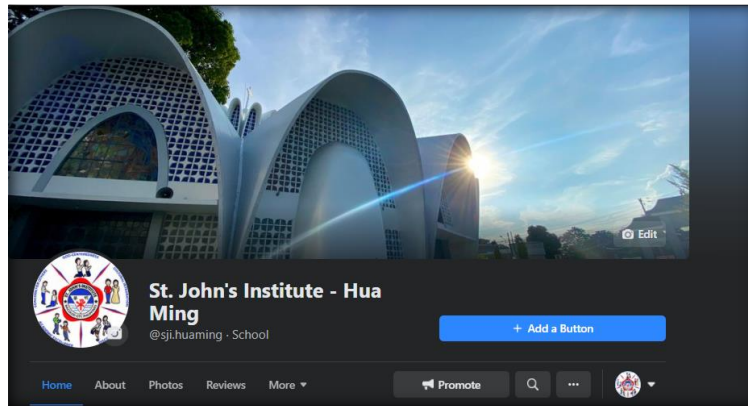
For your concerns about my.sji.edu.ph, kindly email support@sji.edu.ph



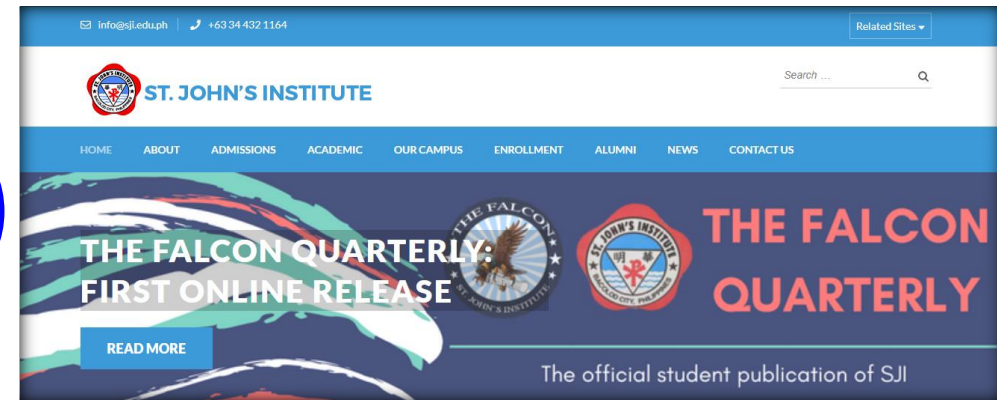
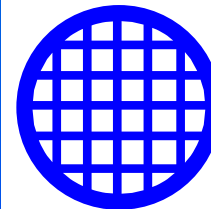
Our Online Learning program is called SJI@HOME. We are using Google Workspace for Education as our main online learning platform complemented with Microsoft Office 365 for Education.



<https://www.youtube.com/channel/UCunbAQ72BjVwRn2QwybvErw>



<https://web.facebook.com/sji.huaming>



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