



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



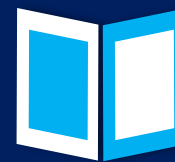
Enroll online
and submit your
deposit slip
directly to
Accounting

2



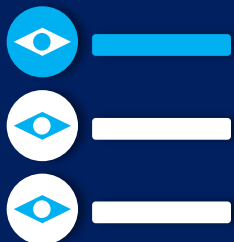
View your dues
for all your
children if you
opted to pay
in installments

3



Order books
and supplies
and just pick
them up in
school

4



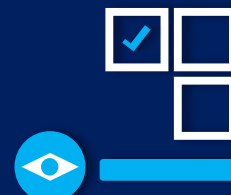
View the
teacher's
learning guide
for the week

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



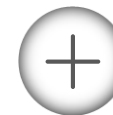
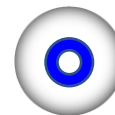
View all school
communications
in one place

9



Communicate
with your child's
teachers

Google



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. 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."



Step 1

Step 2

Step 3

SJI Online

Please fill in some information.

What is your child's school ID No.?

20200802

This is NOT the LRN. If you have NOT received your child's ID No., kindly email support@sjj.edu.ph

*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 your child's school ID No., first name and birthday on the appropriate fields. 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 your pertinent details.



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."



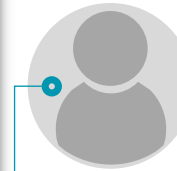
Dela Cruz, Maria J.
JHS 8 St. James The Apostle

Within this menu, click on your profile icon to change your profile photo.
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 link another child who's previously enrolled with us.

To link means to add another of your previously enrolled children to your my.sji profile. Alternatively, you can do this by clicking on your child's name.



Juan Dela Cruz
Juan.Delacruz@gmail.com
Father



Dashboard
Family Profile
Financial Information
Change Password
Online Guide
Contact Us

Sign Out



8. Your child's name will appear on your dashboard. Click on the "+" icon to link another child who's previously enrolled with us.



New Child
View other children



Maria
Link a child



Link a child



Student ID No.

First Name

Birthdate

Link



8.2 To add another child who was previously enrolled at SJI, click on “View other children.” Then, click on “Link a child,” fill it out with the necessary information and “Link.” For other information on linking, please refer to step 8.



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



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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

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Contact Us

Sign Out



9. 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.



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[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
<input type="text" value="Qty"/>	Cravat @ 50.00	0.00
<input type="text" value="Qty"/>	<input type="text" value="Small"/> JHS Jogging Pants (Royal Blue) @ 480.00	0.00
<input type="text" value="Qty"/>	<input type="text" value="#10"/> P.E. T-Shirt (White) @ 170.00	0.00
<input type="text" value="Qty"/>	Patch Embroidered @ 80.00	0.00
<input type="text" value="Qty"/>	Patch Regular @ 20.00	0.00
Total		3,498.00

Pick-up Location:

Save

Print

- 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.



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[View other children](#)



[Dashboard](#)

[Child's Profile](#)

[Enrollment](#)

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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](#)

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- 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.

12. Review the Account Summary and click on the "Payment Options" tab to see the banks where you could settle your account.



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

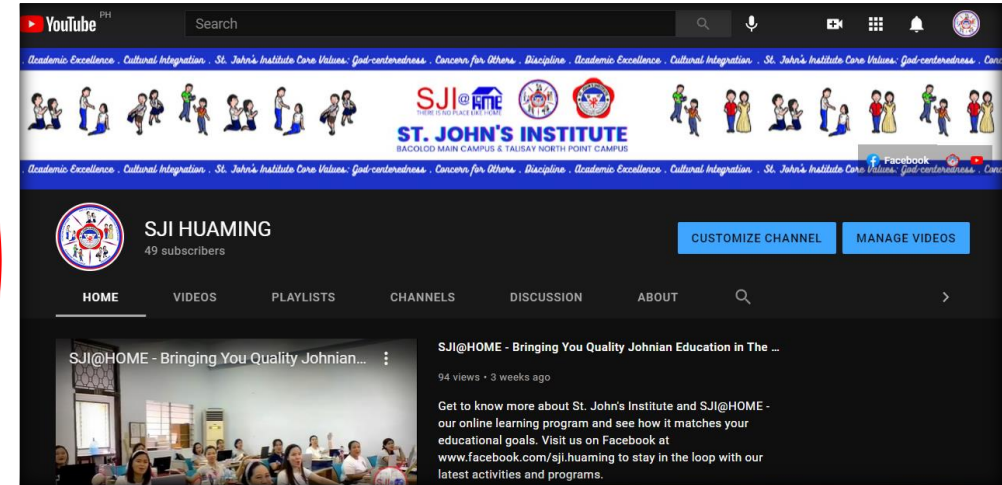


12.1 After you've made your payment, click on the “Attachments” tab, upload your proof of payment and anticipate payment confirmation from our Accounting Office. Congratulations! Online Enrollment done!

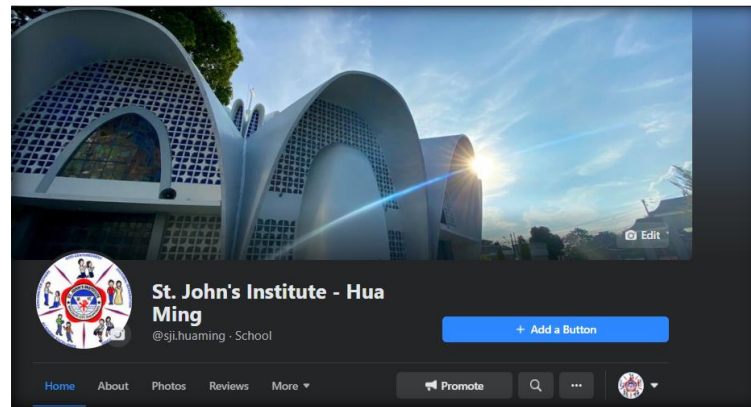
For your concerns about my.sji.edu.ph, kindly email support@sji.edu.ph



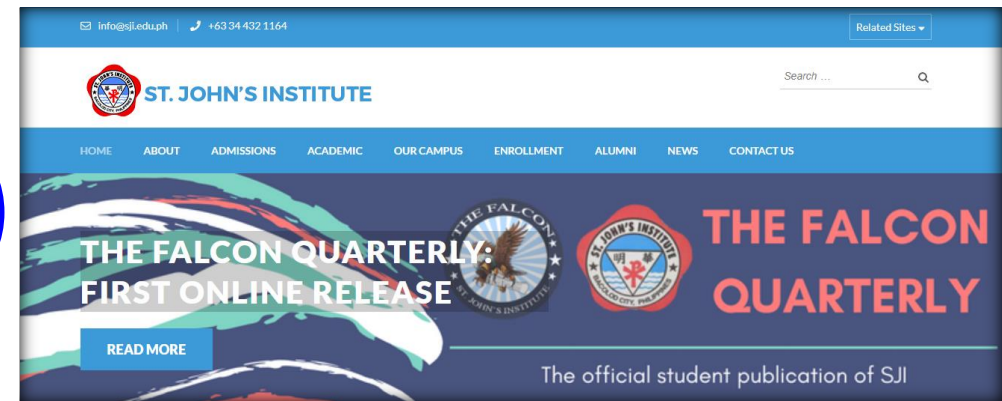
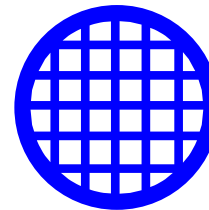
Our Online Learning program is called SJI@HOME. We are using Google Workspace for Education as our main online learning platform complemented with Microsoft Office 365 for Education.



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



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



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