



# Creating, Accessing & Using your [my.sji.edu.ph](https://my.sji.edu.ph) Profile

# 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



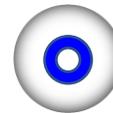
View all school communications in one place

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](https://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."



Step 1

Step 2

Step 3

### SJI Online

Please fill in some information.

What is your child's school ID No.?

20200802

\*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. If your child is an applicant, type in the word NEW in the school ID field. 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, preferred username, valid email address and mobile number on the appropriate fields. Then, click on "Next."



### 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

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.

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. Note that if you have not enrolled any of your children, you will not see your child’s name at the top.

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."



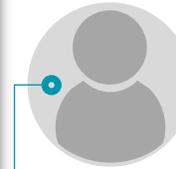
**Dela Cruz, Maria J.**  
JHS 8 St. James The Apostle

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 add your child, who is a new applicant, to the system. With it, you can also 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

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8. If your child has been with SJI in the previous school year, his/her name will appear on your dashboard. If your child is a new applicant, his/her name will not be displayed but yours instead. Click on the "+" icon and type in all the necessary details pertaining to your child so he/she could be added to our system. Move on to the next visual to see what's there to fill-out.



New Child  
View other children



Dashboard

Enroll Child's Profile

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.



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."



**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



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- 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.



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



Dashboard

Child's Profile

Enrollment

Books

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](#)

<input type="checkbox"/>	E-MATH	805.00
<input checked="" type="checkbox"/>	PLUMA	819.00
	TOTAL	819.00

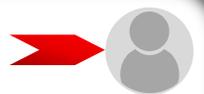
Save

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.

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" tab and choose the given books by clicking on the corresponding boxes.



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



[Dashboard](#)

[Child's Profile](#)

[Enrollment](#)

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Full

[Update](#)

[Proceed to Account Summary](#)



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

[Dashboard](#)

[Family Profile](#)



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## Financial Information



Dashboard

Account Summary

Payment Options

Transactions

Attachments

Maria	:	50,165.00
<b>Total Upon Enrollment</b>	:	<b>50,165.00</b>

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 the Student's Family Profile, kindly email

[support@sj.edu.ph](mailto:support@sj.edu.ph)

**SJI @ HOME**  
THERE IS NO PLACE LIKE HOME