HOW TO REGISTER USING THE ONLINE REGISTRATION

1. Type [http://register.tsu.edu.ph](http://register.tsu.edu.ph) in the address bar of your browser (Figure 1)

![Figure 1](image1.png)

2. Use your student portal account to sign in (Figure 2)

![Figure 2](image2.png)

3. You will be redirected to your dashboard (Figure 3)

![Figure 3](image3.png)

4. From your dashboard click **Online Registration**. You will be redirected to the Online Registration Page. A dialog box will appear (Figure 4). Select an Academic Year. Trimester for graduate students and Semester for undergraduate students. Your information will be shown. Please take note of your Program, curriculum, year level, maximum units, table of fees and outstanding balance. If you are a graduate student your year level should be **Graduates**.

   Click continue to Proceed.

![Figure 4](image4.png)
5. A dialog box will appear (Figure 5) confirming the selected academic year. If you have selected a wrong academic year level click **NO**, if not click **YES** to continue.

![Figure 5]

6. A list of the available section will be displayed (Figure 6). Click **to select a section**

![Figure 6]

7. After clicking the **a list of available subjects will be displayed (Figure 7). Click** **Add Subject** **to add the subject to your registration.**

![Figure 7]
8. The list of the registered subjects going to be shown at the bottom of the page (Figure 8). If you wish to remove a subject click on the checkbox ☑ beside the subject and click Remove. If you wished to Remove All the registered subjects click Remove All. Clicking Remove All will delete the current registration. If you added all the subjects that you want to enroll just click Next to continue.

![Figure 8](image)

9. You will be redirected to the Assessment Page after clicking the Next button

![Figure 9](image)

10. At the bottom of the assessment page (Figure 10) you will see the total assessment, 1st payment and the 2nd payment. To print your pre-registration form click Print Assessment. If you want to proceed with the online Payment Click Proceed to Online Payment. You can click Back to Home to go back to your dashboard.

![Figure 10](image)
TAKE A SURVEY! Your response is highly appreciated. Click on **click here** on the alert box located at the right side of the screen. Your answers will be used to improve the system.