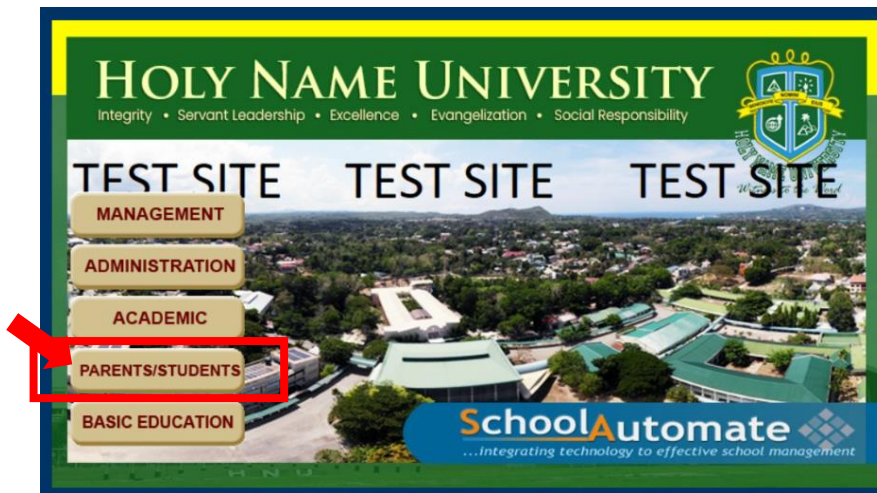
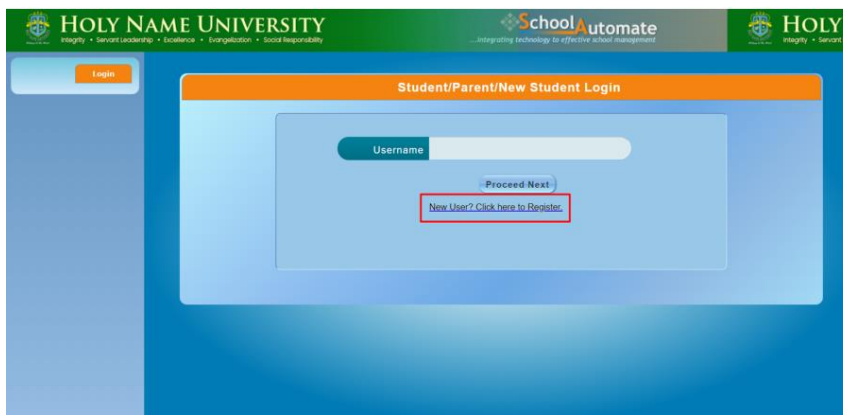


# SchoolAutomate Student Guide for New Students/Transferees

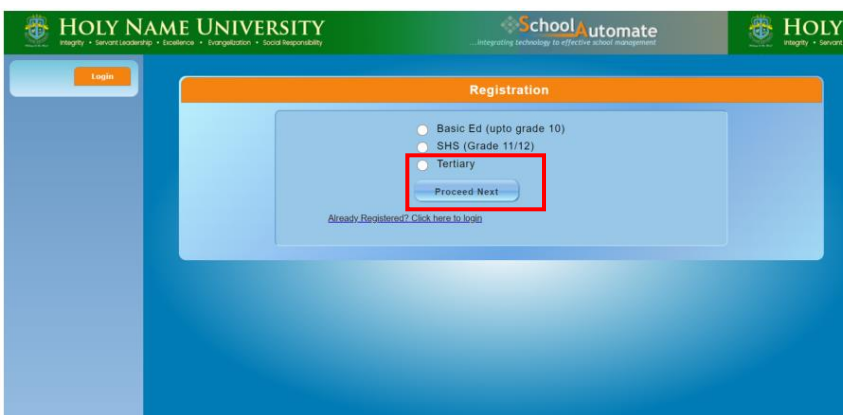
1. Open <https://hnu.schoolautomate.com> on your web browser.
2. Select the **PARENTS/STUDENTS** button on the homepage.



3. Click **New User? Click here to Register.**



4. On the next page, tick the **Tertiary** option, then click **Proceed Next.**



5. On the next page, tick the **New** option, then click **Register.**



# SchoolAutomate Student Guide for New Students/Transferees

- On the next page, fill out the required fields (**Marked Red\***), then click **Click to Create Basic Information** button.

GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS)

Date(YYYY-mm-dd) : 2023-05-22 \* are mandatory fields and must be filled up

STATUS : New  
PREVIOUS SCHOOL\* : Dr. Cecilio Putong National High School  
LEVEL : Baccalaureate  
COLLEGE : College of Health Sciences  
COURSE\* : BSN - BACHELOR OF SCIENCE IN NURSING  
YEAR LEVEL\* : 1st  
TERM\* : Summer SY\* : 2022 - 2023  
PROSPECTUS YEAR : 2018 - 2019(If/when)

I.A - PERSONAL DATA

Last Name\* : First Name\* : Middle Name\* :  
Name in Native Language Character :  
Gender\* : Male Religion\* : Roman Catholic Nationality\* : Filipino  
Date of Birth(mm/dd/yyyy)\* : Place of Birth\* :  
Civil Status\* (If Married) : Female - State Maiden's Name : Male - Name of Spouse :  
No. of children : Email Address :  
Birth Order : Contact Mobile :  
SHS Track: (Select a SHS Track Name)

I.B - ALIEN STATUS DATA (Mandatory for alien/foreigner student only)

Visa Status : Authorized Signatory :

- Your **Temporary ID** will be displayed on the next page. This will also be your **temporary username**. Type in your **preferred password** and confirm. Select a **Hint Question** and type in your **Answer**, then click **Proceed Next >>**.

GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS)

SYSTEM LOGIN INFORMATION

Temp. Student ID : 23012637  
Password :  
Confirm Password :  
Forgot Password? :  
Hint Question :  
Hint Question Answer :  
Proceed Next >>

- Take note of your **Temporary ID** as **username** and the **password** you entered. These credentials will be used in the succeeding steps of the enrollment process. Click the **Login To Applicant Portal**.

GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS)

You have successfully registered with the school. Please note your temporary ID and password given below. This Temporary ID will be used thru the rest of the admission/enrollment process.

**Temporary ID : 23012637** - To be used in your enrollment process

Access Password: 54321  
You can get all necessary information about your admission application procedure and application status by login in to this portal.

NOTE:  
1. You are successfully registered to School. Please note down your user id and password to log on to system for Application process tracking.  
2. Temporary ID shown will be used throughout rest of the enrollment process.

Login To Applicant Portal Please login to proceed to online enrollment.

NOTE :  
GENERAL STUDENT PERSONAL INFORMATION SHEET (GSPIS) is the same form that shall be filled up and given to the Admission Office prior to enrollment.

- Pay the **Registration Fee (Php 800.00)** at the **Teller**.
- Proceed to the **Office of the Dean** for program advisement and for the **Dean** or **Program Head** to **Allow Online Advising**.
- Login to your **SchoolAutomate** account using your **Temporary ID** and **password**.

Student/Parent/New Student Login

Username : 23012637  
Password : \*\*\*\*\*  
Login Now  
New User? Click here to Register.

# SchoolAutomate Student Guide for New Students/Transferees

- On your dashboard, click the **SCHEDULE** button to select a class schedule (course offering). Do the same for the other courses you wish to enroll. Then, click **PROCEED** to continue.

Temporary Student ID: **23012637**  
 School Year: **2022 2023**

Student Status: **NEW**  
 Student name: **Cooper, Dan** Year level: **1st year**  
 Program: **BACHELOR OF SCIENCE IN NURSING** Term: **Summer**  
 Prospectus Year: **2018 - 2019**

Max units the student can take: **9.0** Total student load: **8**

YEAR	TERM	COURSE CODE	COURSE TITLE	LEC/LAB	TOTAL UNITS	UNITS TO TAKE	SECTION	SCHEDULE	SELECT ALL	ASSIGN SECTION
1	0	CHEM 104A	Biochemistry	3.0/0.0	3.0	3.0	A	M 7:30AM-8:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	0	CHEM 104A Lab	Biochemistry Lab	0.0/2.0	2.0	2.0	A	W 7:30AM-8:30AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	1	GEC SELF	Understanding the Self	3.0/0.0	3.0	3.0			<input type="checkbox"/>	<input type="checkbox"/>
1	1	WITNESS SCI	Science, Environment and Religion	3.0/0.0	3.0	3.0	A	SAT 1:00PM-2:00PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	2	GEC ETHICS	ETHICS	3.0/0.0	3.0	3.0			<input type="checkbox"/>	<input type="checkbox"/>
2	2	GEC RIZAL	Life and Works of Rizal	3.0/0.0	3.0	3.0			<input type="checkbox"/>	<input type="checkbox"/>

**PROCEED**

- On the next page, your dashboard displays your class schedule with the course offerings you enrolled in. Click **SAVE** to complete your course enrollments.
- Proceed to the **Office of the University Registrar** to obtain a copy of your **Certificate of Enrollment**. After that, your **official and permanent Student ID number will be generated**.
- Login again to SchoolAutomate using your official Student ID number as username and password.

Student/Parent/New Student Login

Username:

Password:

**Login Now**

[New User? Click here to Register.](#)

On the next page, type in your Student ID number and your new preferred password, then click the **SAVE** button. Take note of your new credentials and use the same to log in again to SchoolAutomate.

CHANGE LOGIN ID AND PASSWORD

You are logging in for the first time. Please change your Login ID and password.

Rules to change login ID and password

- Length of password must be more than 4 characters and less than 26 characters
- Password should not be same as Login ID or Employee ID

New Login ID:  ID must start with hnu

New Password:

Retype Password:

**SAVE** click to save new password

For inquiries or support on **SchoolAutomate**, please call **(038) 427 1542** or **(038) 501 7731 local 166 (CIRM)**. You may also email **schoolautomate@hnu.edu.ph**.