Republic of the Philippines
CEBU NORMAL UNIVERSITY
Osmeña Blvd., Cebu City, 6000, Philippines

Office of the University Registrar
Telephone No.: (+63 32) 254 0067 | 254 1452 loc. 134
Email: registrar@cnu.edu.ph
Website: www.cnu.edu.ph

CORE PROCESS 2
ENROLLMENT PROPER PROCESS FLOWCHART
(ONLINE)

START HERE

Visit the CNU website: www.cnu.edu.ph and click the menu **Registrar** and select **Student Portal.**

Log-in to Student Portal. To login, scroll down the page and click Student Portal Log-in

Not yet registered? — YES → Click "Register Now!"

Select your campus, enter your student number then click **VERIFY.**

Enter your 8-digit numeric pin. Enter the same pin to confirm.

Select the email you want the validation link to be sent to.

No active email? — YES
NO

Click **SEND TO EMAIL.** Click **OK.**

Check the email you indicated in the registration. Click the link to validate.

Click **"Click to Continue"**

Not yet registered? — NO → Select your Campus.

Enter your Student ID number and your pin

Did you forget the pin number? — NO → Click **LOGIN**

Click **Enrollment and Assessment tab.**

Select the current term you are enrolling in.

Did you forget the pin number? — YES → Click **"Forgot Your Pin?"**

Select your Campus, enter your student number, then click **VERIFY.**

Select the email you want your pin to be sent to. Click **SEND TO EMAIL**, then click **OK.**

Email is not registered or active? — NO → Check your email and you will see your existing pin. Then, go back to the portal.

Email is not registered or active? — YES → Register for your CNU official email address through this link: https://forms.gle/LeRXHiQdgQLhHcYk9

You will receive an email message from the Registrar the instruction on how to activate your office address. Once activated, go back to the portal.

Is your tuition and misc. free? — YES → You will then see this note: **"Congratulations! You are Officially Enrolled"** → **END OF PROCESS**

Is your tuition and misc. free? — NO

Click **Forward for Payment.** The page will refresh and the status will be changed from **Draft** to **Validated**

In the Subject table, you will see the pre-loaded subjects for your program for the current term.

Are you a regular undergraduate and post-graduate (MD)? — YES

Are you a regular undergraduate and post-graduate (MD)? — NO

Below the **SUBJECTS** table, Click **Add/Change/Remove Subjects.** In the Request Type field, select **Add Subject.** Type in the subject you want to add. Click the chosen subject, then click **Save.**

HOW TO CHANGE SUBJECTS
Below the subjects table, Click **Add/Change/Remove Subjects.** In the Request Type field, select **Change Subject.** In the Subject to Change field, select the subject you want to change. Click the New Subject field. Type in the new subject, select the desired subject from the results, then click **Save.**

HOW TO REMOVE SUBJECTS
Below the **SUBJECTS** table, Click **Add/Change/Remove Subjects.** In the Request Type field, select **Remove Subject.** In the Subject to Change field, select the

Note: To cancel an added, changed, or removed subject, click the trash bin icon in the Status column to cancel the request.

All added, changed, or removed subjects will be reflected in the **Add/Change/Remove Subjects** table pending the approval of the program chair.

Once all add/change/remove subject requests have been approved, go back to the student portal.

Click **Forward for Payment**.

Pay the minimum amount by logging in to https://www.lbp-eservices.com/egps/portal/index.jsp and follow the procedure under the LinkBiz Portal. Take a picture of your proof of payment for uploading.

In the **PROOF OF PAYMENT** table, click **Select Image**, Select the photo of your proof of payment. Click **Submit for Payment.**

Once the Finance Management Office has validated your payment, the status will be changed from **for Payment** to **Paid.** You will then see this note: **Congratulations! You are Officially Enrolled.** → **END OF PROCESS**

GCL INTERNATIONAL
UKAS MANAGEMENT SYSTEMS
ISO 9001   5965
Registration No. 52Q18778

Certification Date: 1 February 2021
Recertification due date: 24 January 2024
For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)

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