ON-LINE COLLECTION DURING ENROLLMENT

Flowchart for Students

NOTE: Have your confirmed subjects assessed in your College Secretary’s Office first

1. Login in your CRS account
2. Click on the View Subjects button

3. Enlisted subjects will then be displayed. A button View Assessment will appear at the bottom of the page

Take note that only subjects with Status: ASSESSED will be included in your assessment. Click on the View Assessment button to view and print your final assessment.
The total assessment is displayed on the bottom of the screen that pops up.

Print the assessment page.

How to print?

When using Google Chrome browser
  - Right click on the page
  - A drop down window will appear just like below

- Click on Print and a Dialog box will appear
- Select the correct printer then click on the Print button

When using Mozilla browser
  - Just press CTRL+P and a print Dialog box will appear
  - Select the correct printer then click Print
When using **Internet Explorer** browser

- Right click on the page
- A drop down window will appear just like below

![Internet Explorer Print Option]

- Click on Print and a Dialog box will appear
- Select the correct printer and click on the Print button

4. Go to any **Land Bank Branch** and accomplish in 3 copies the “**ON-COLL**” **Deposit Slip**. The UPV Account details are as follows:

   **Account Name:** U.P. Visayas  
   **Account Number:** 3052-2220-00

Present to the bank teller the accomplished *deposit slip*, *printed copy of the assessment* and *payment*.

**NOTE:**

*Amount paid should be equal to the amount shown in the printed assessment. Partial Payment is not allowed.*

5. Present at the **UPV Cash Office** the validated deposit slip for verification of payment. A clear fax or scanned copy of validated deposit slip is also accepted.

6. Proceed to your **College Secretary's Office** for the printing of your **Form5**.