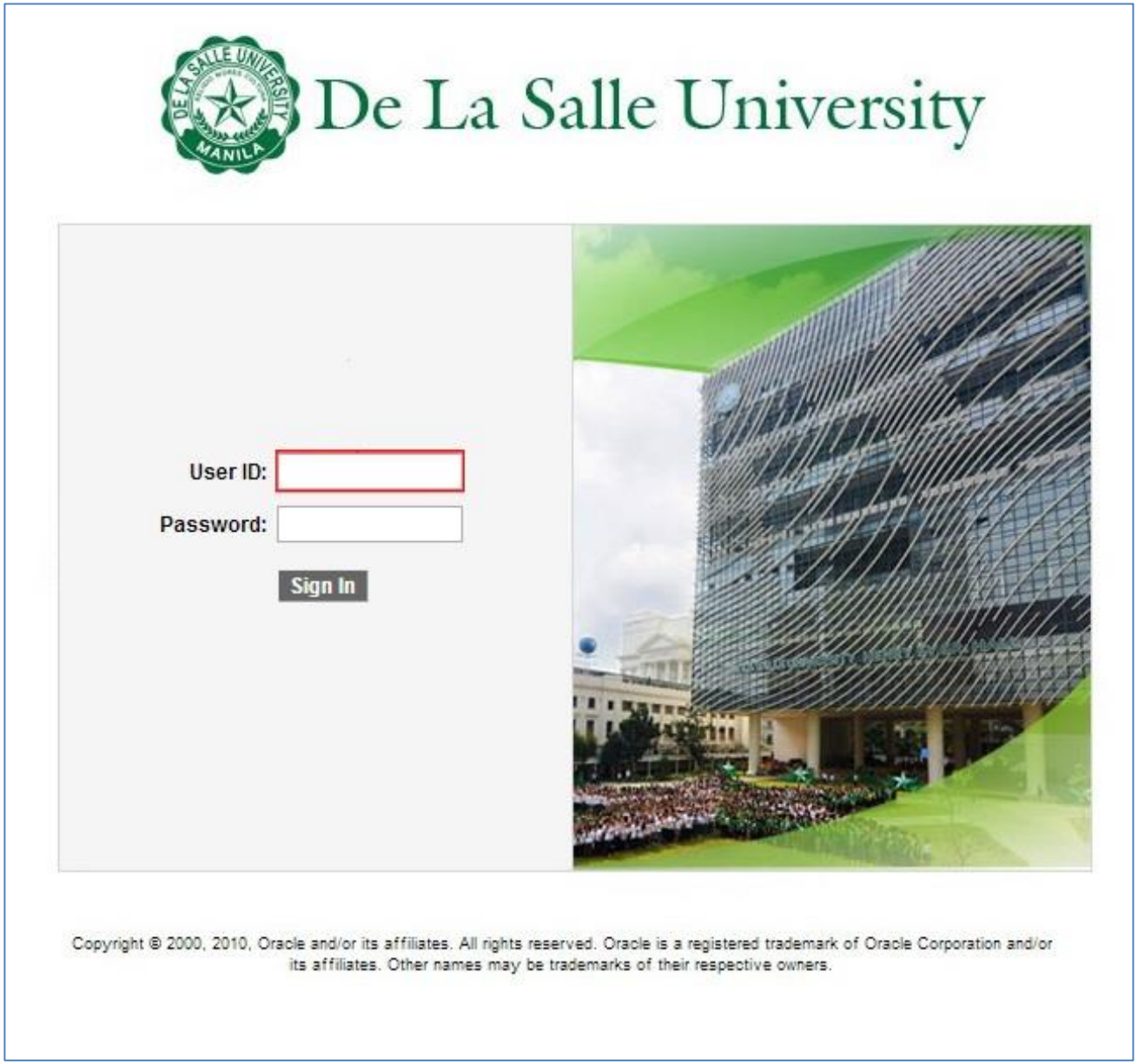
Detailed Online Enrollment Procedure

1. Log in to animo.sys.

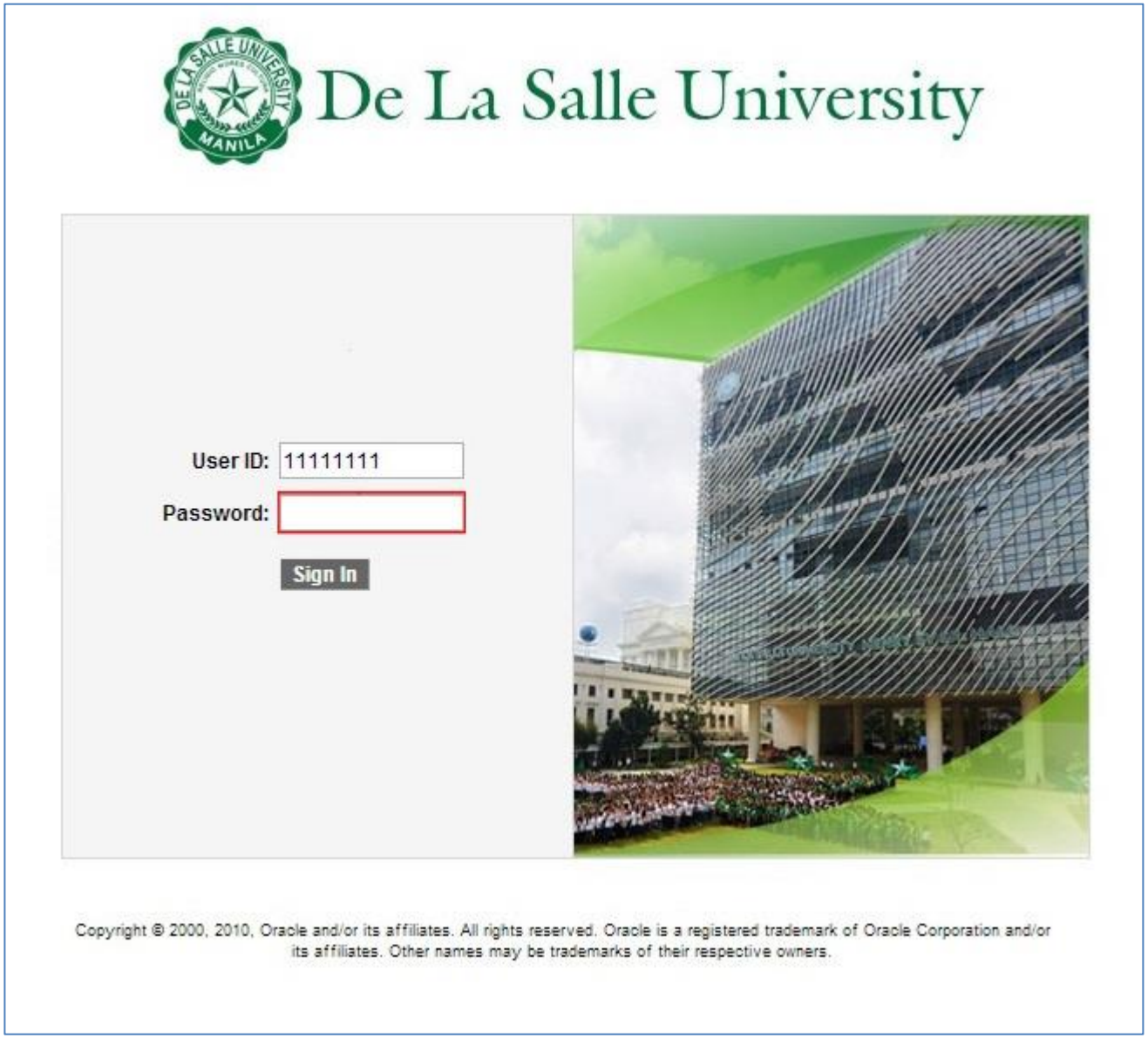
Step 1. In your Internet browser, access http://animo.sys1.dlsu.edu.ph

Step 2. In the log-in page:

Step 2.a. Enter your ID Number in the **User ID** field.



Step 2.b. Enter your MLS password in the **Password** field.

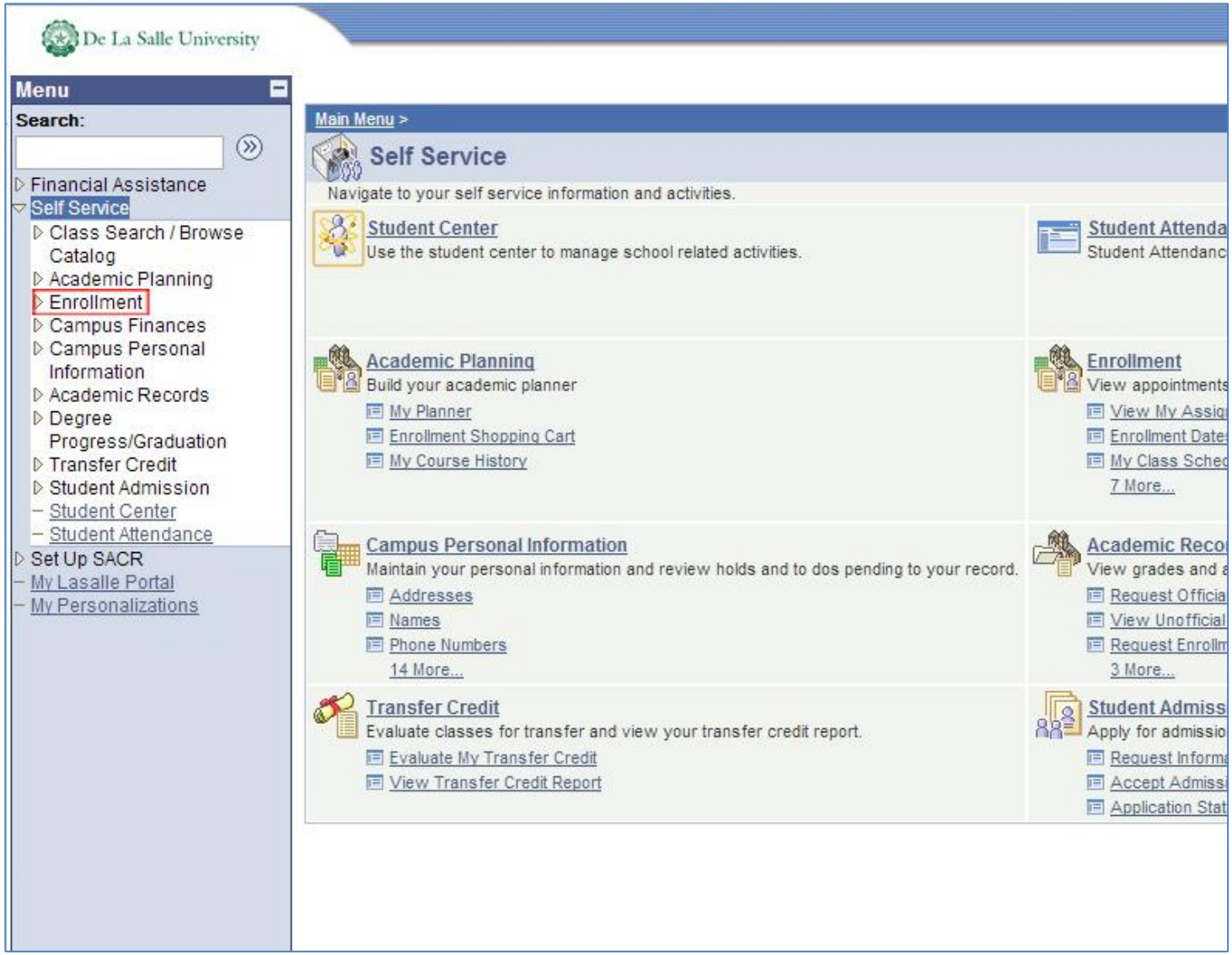


Step 2.c. Click the **Sign In** button.

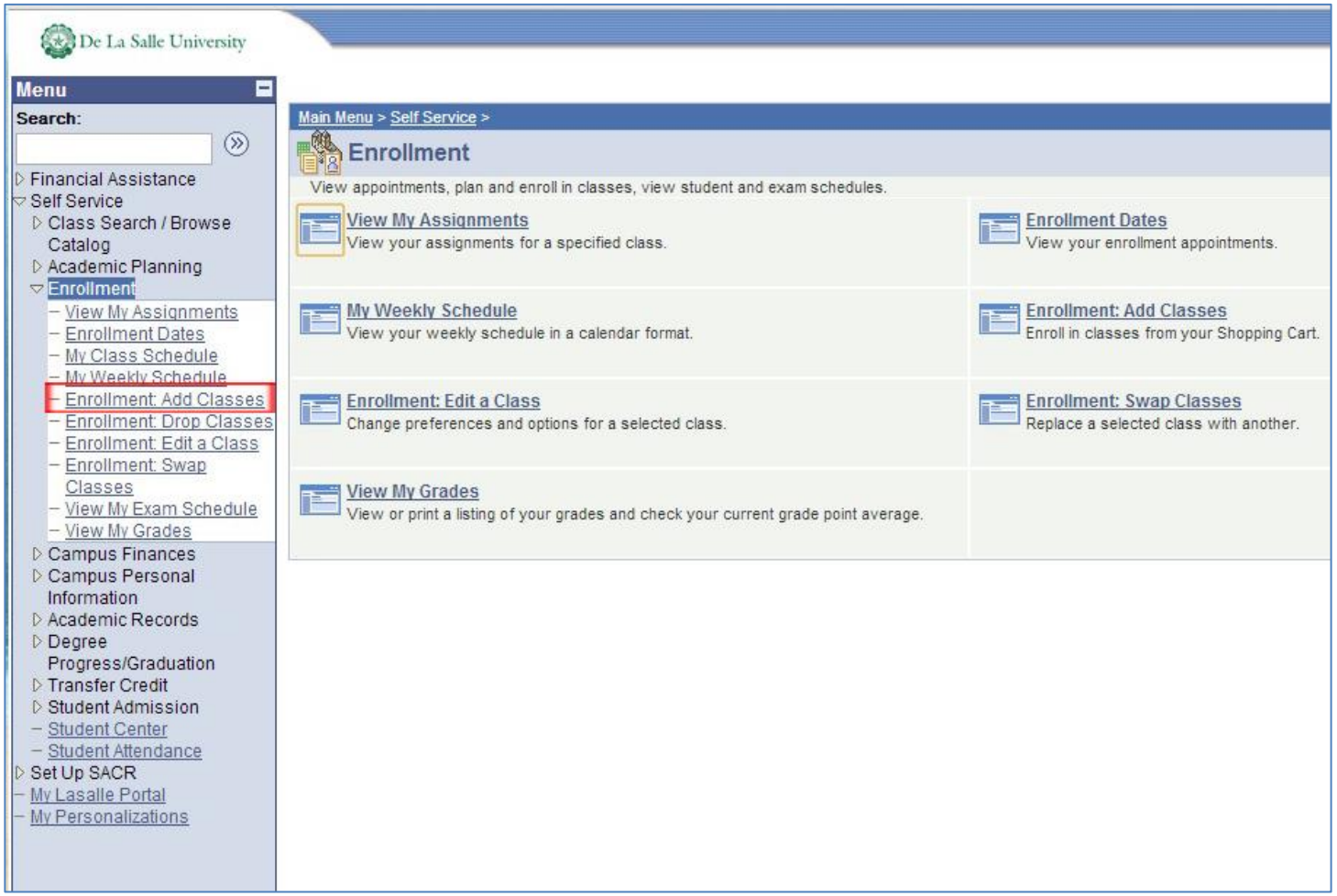
2. Access Online Enrollment.

Step 1. Click the **Self Service** link.

Step 2. Click the **Enrollment** link.



Step 3. Click the **Enrollment: Add Classes** link.

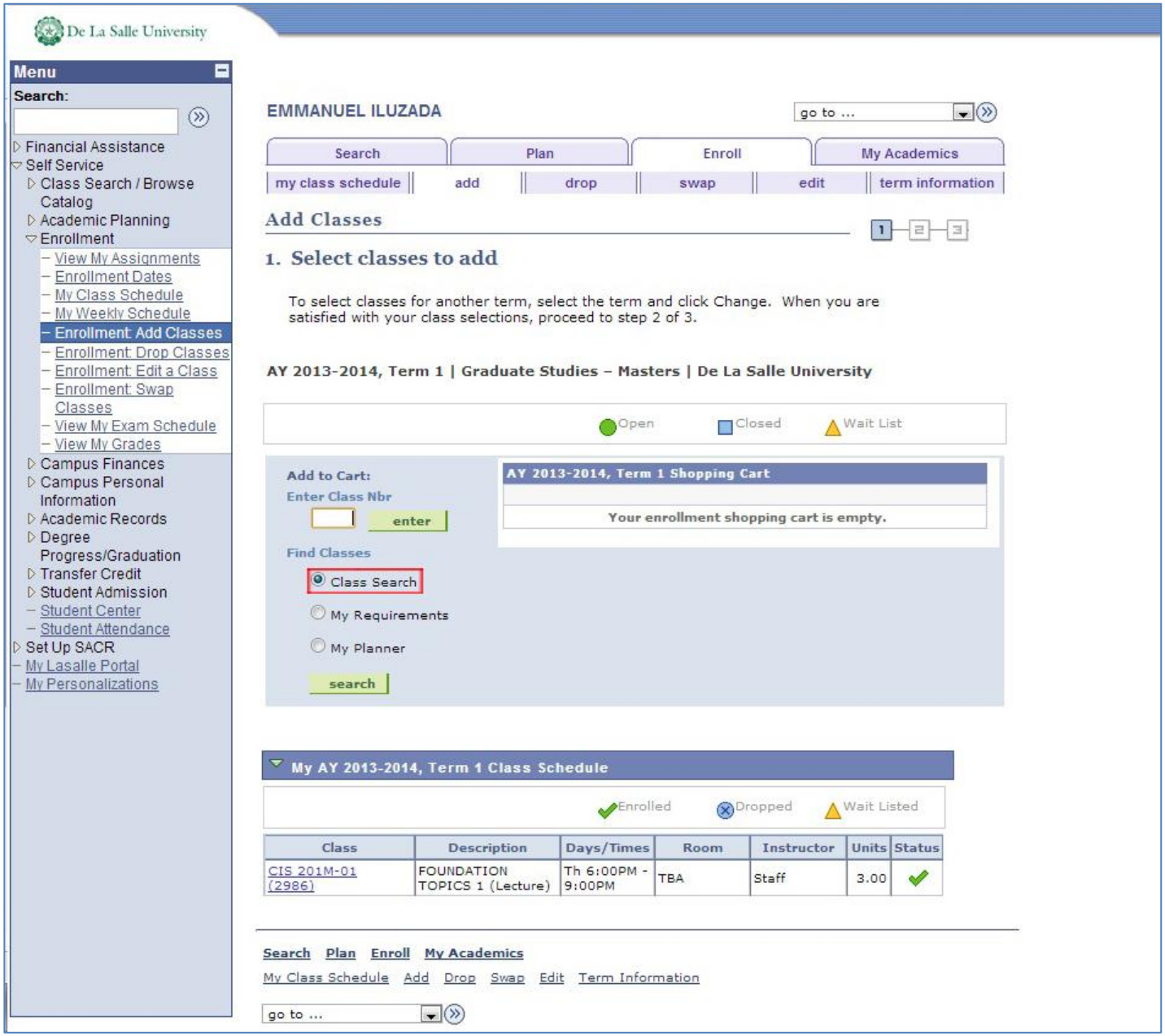


3. Enroll classes.

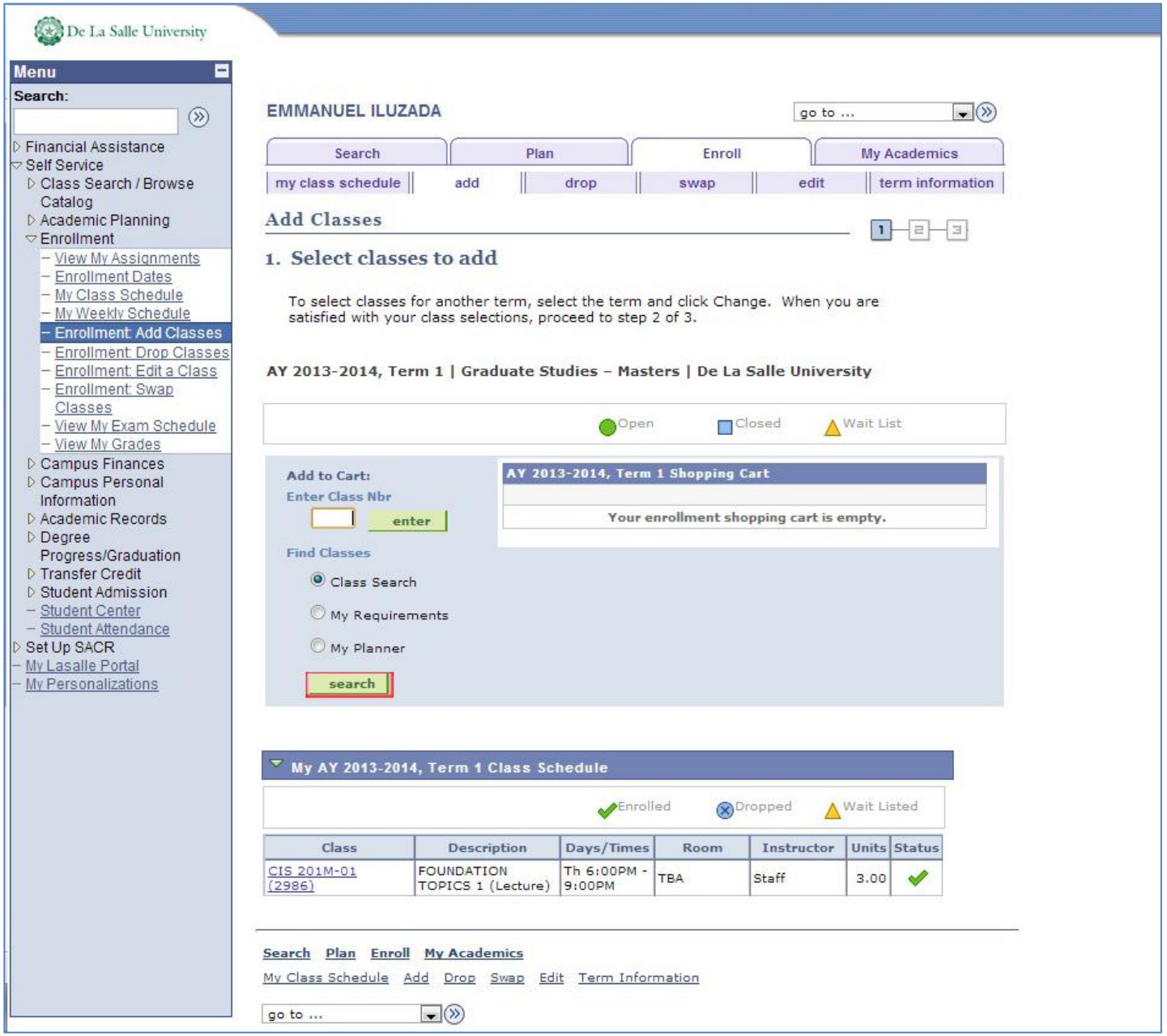
Step 1. Add Classes.

Step 1.a. In the **Add Classes – 1. Select classes to add** page:

Step 1.a.1. Click the **Class Search** option.



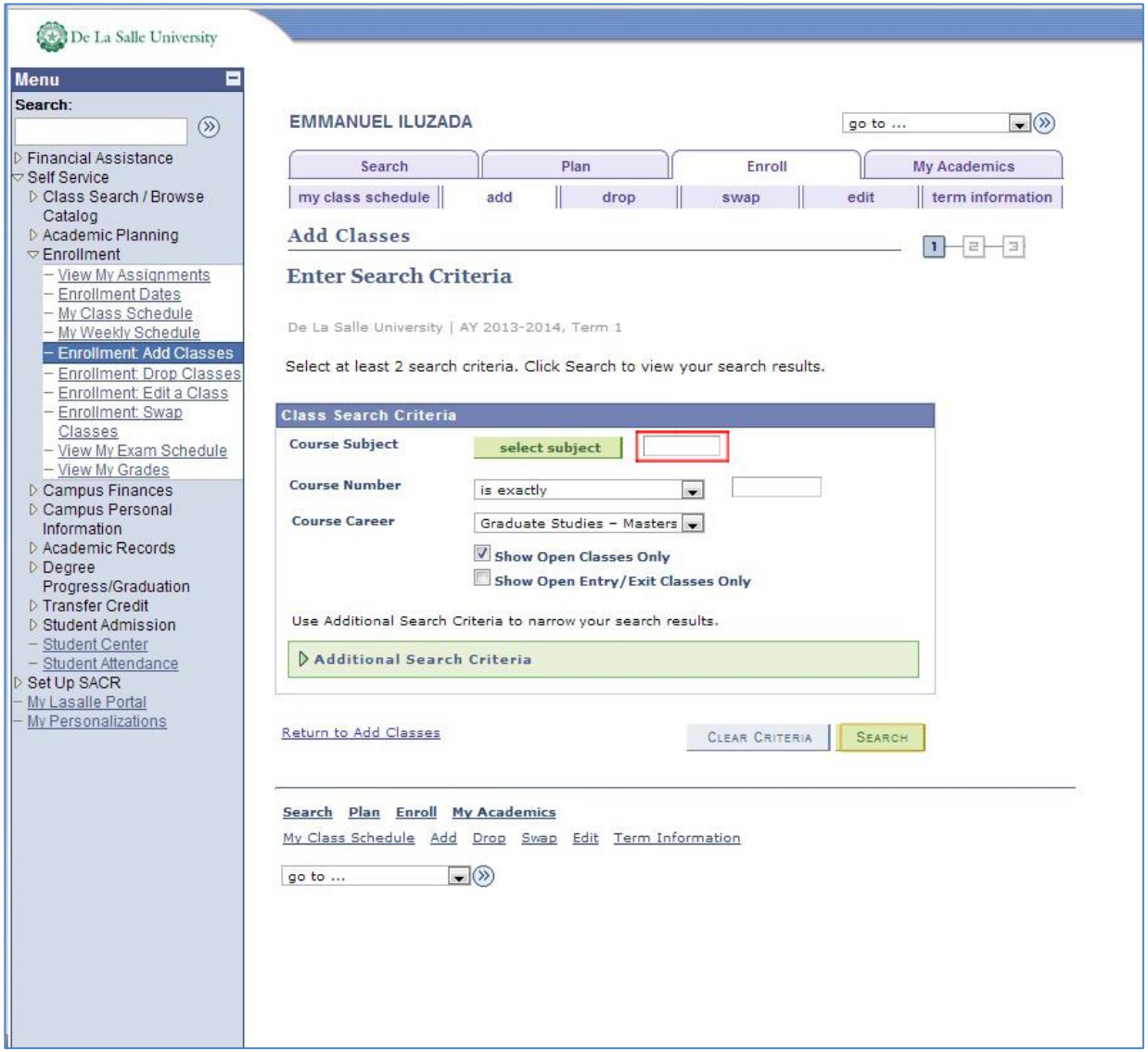
Step 1.a.2. Click the **Search** button.



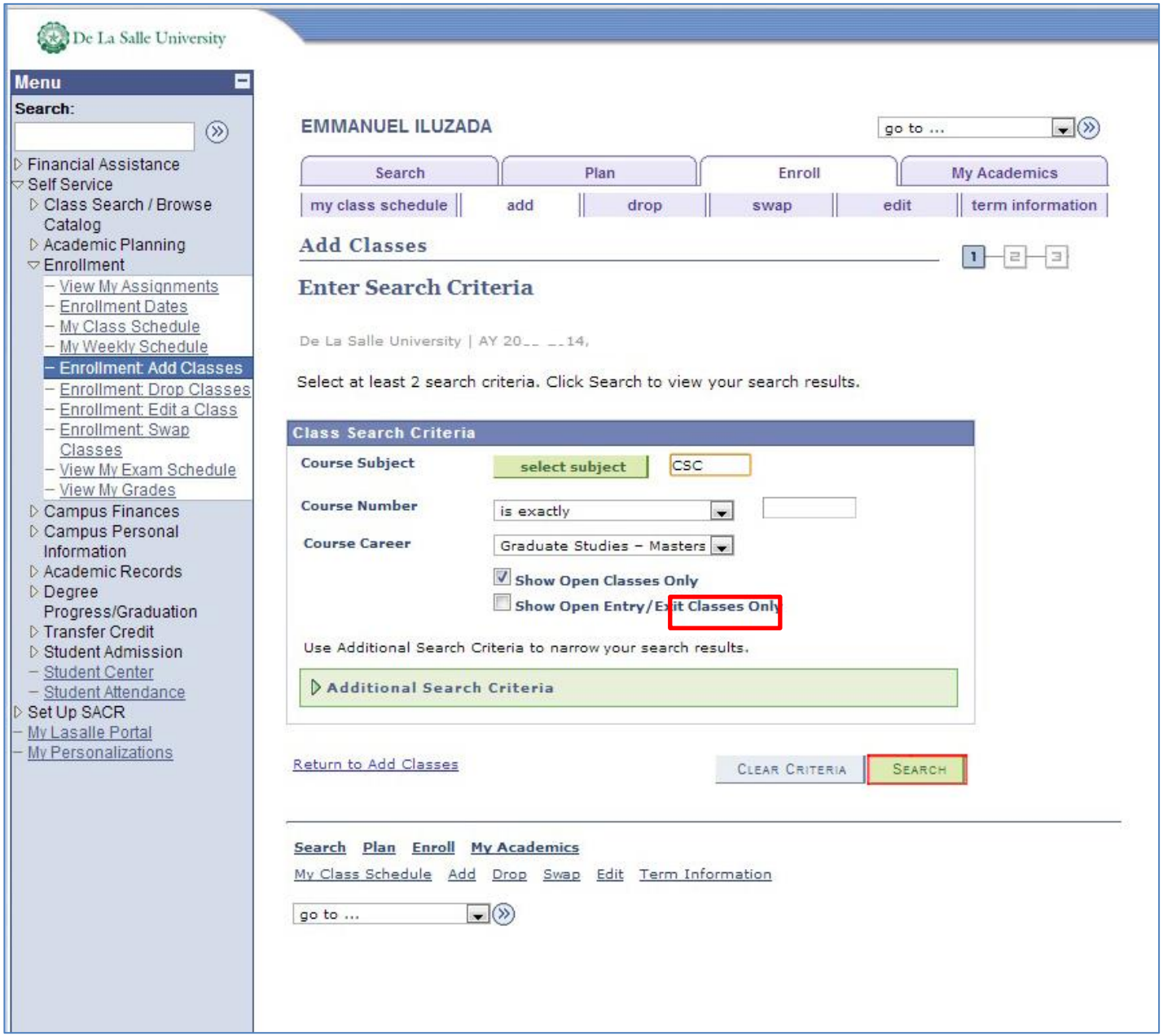
Step 1.a.2.a. In the **Add Classes – Enter Search Criteria** page:

Step 1.a.2.a.1. In the **Course Subject** field:

a. If you are an ***Undergraduate student***: **type the first two (2) letters of the course** you want to search.
b. If you are a ***Graduate student***: **type the first three (3) letters of the course** you want to search.



Step 1.a.2.a.2. Click the **Search** button.



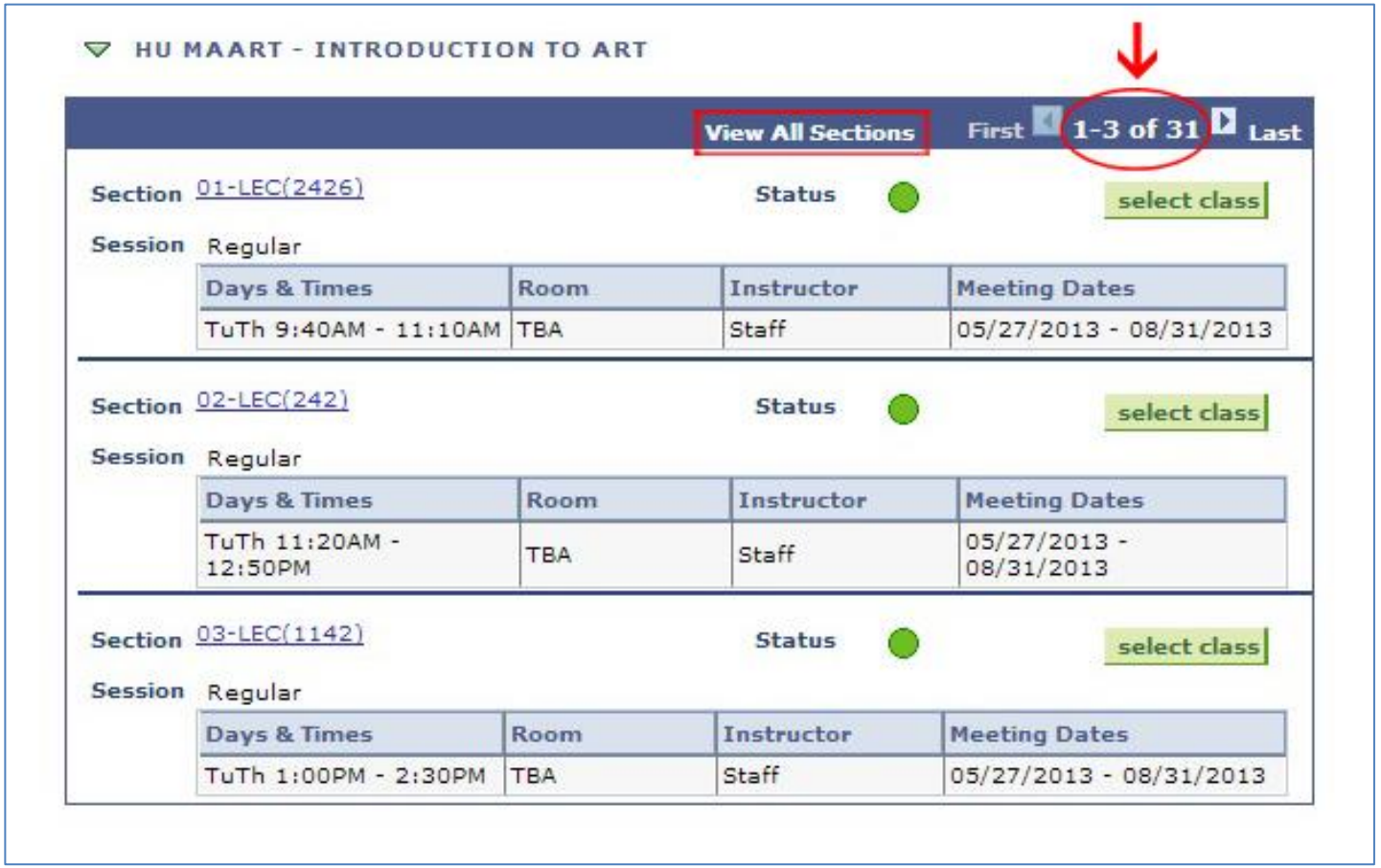
Step 1.a.2.b. In the **Add Classes – Search Results** page:

Step 1.a.2.b.1. To find the course you need, **scroll down** to the part of the page where the course is displayed.

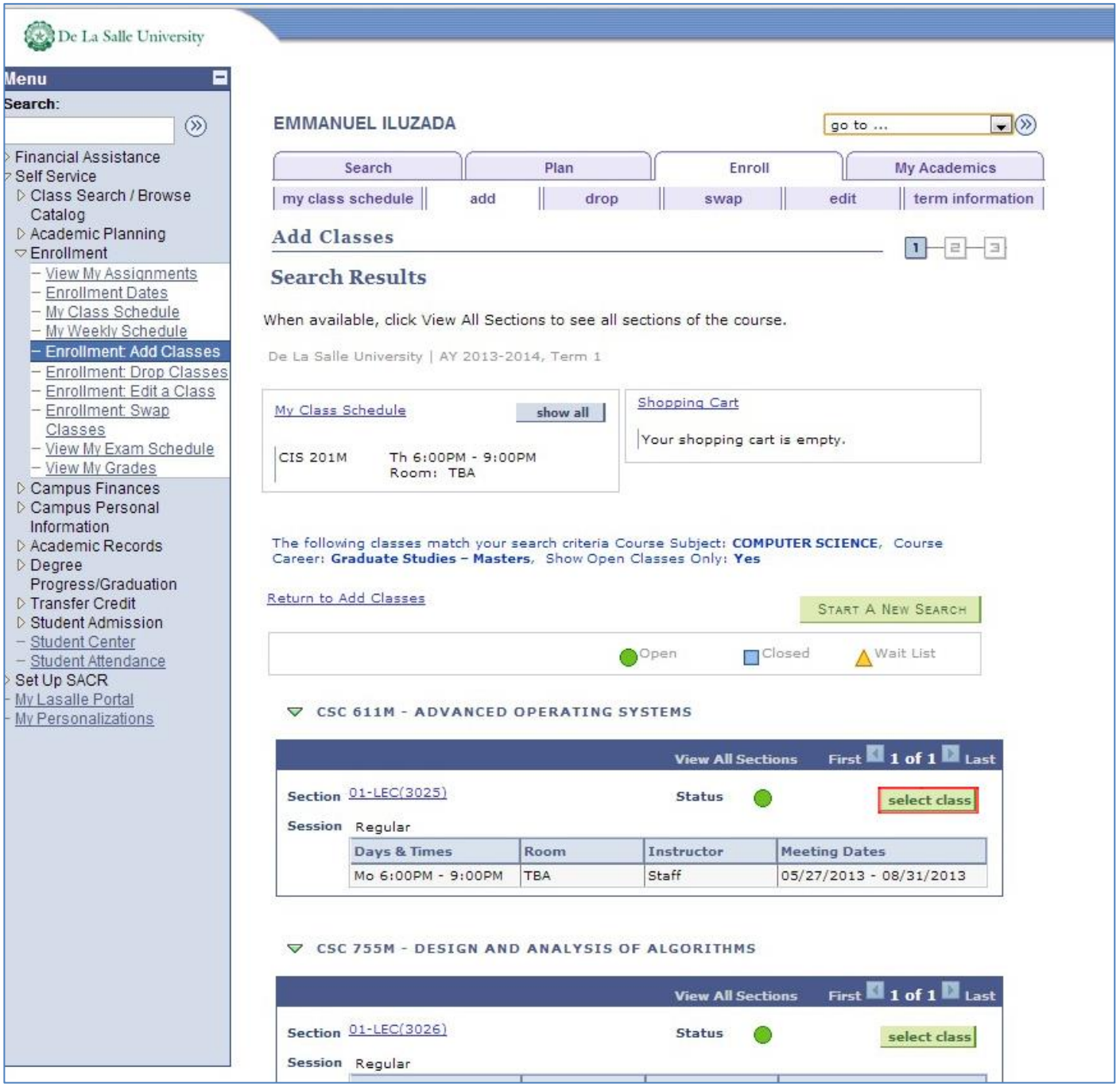
** For those familiar with Ctrl-F to search within the web page:*

- *If you are an Undergraduate student, search for the first two (2) letters of the course you need, one space, the last five(5) characters of the course you need.*
- *If you are a Graduate student, search for the first three (3) letters of the course you need, one space, and the last four (4) characters of the course you need.*

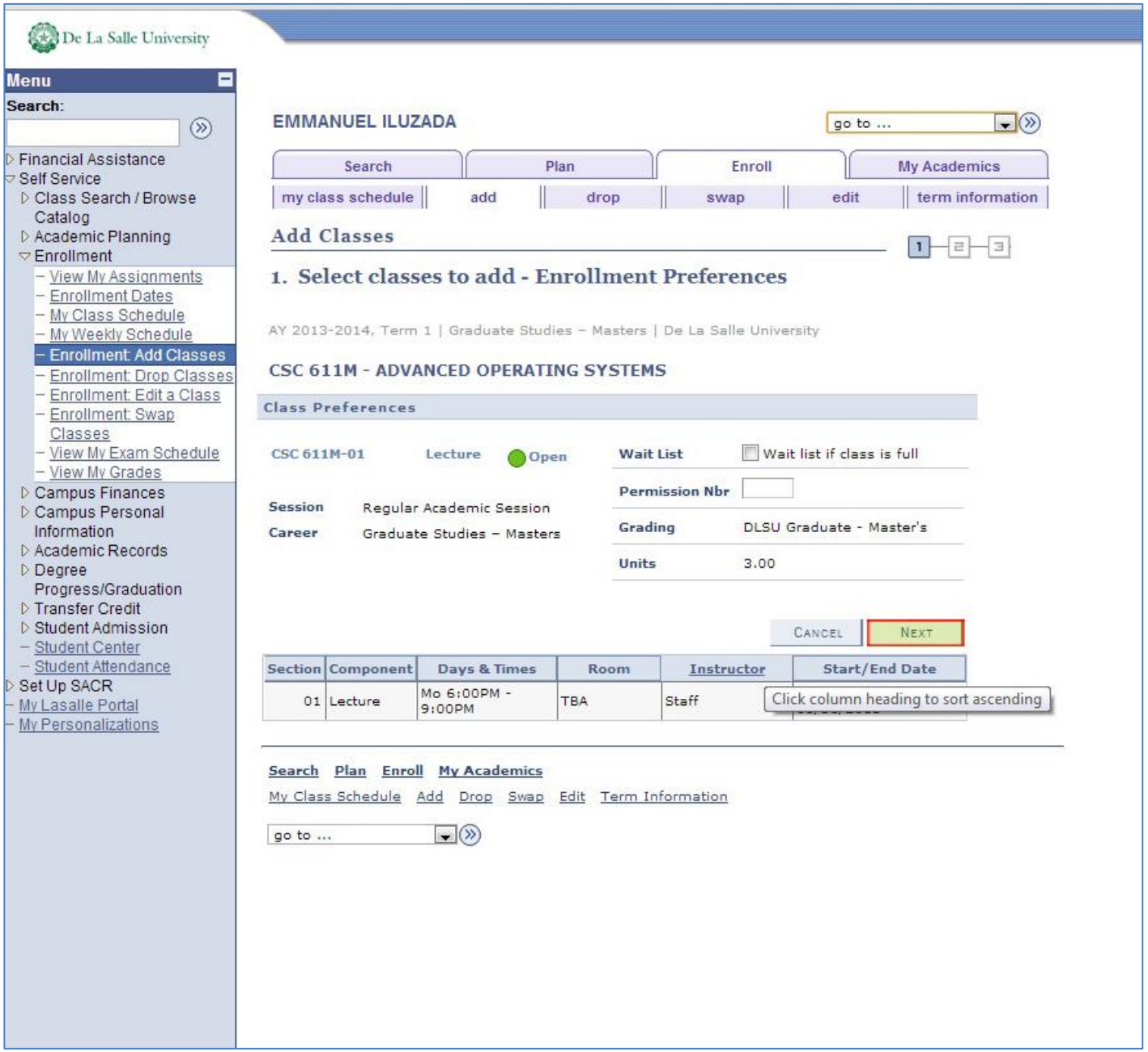
Step 1.a.2.b.2. If more sections are available than those displayed on screen (see area emphasized by the arrow), click the **View All Sections** option.



Step 1.a.2.b.3. Click the **Select Class** button of the section you prefer.



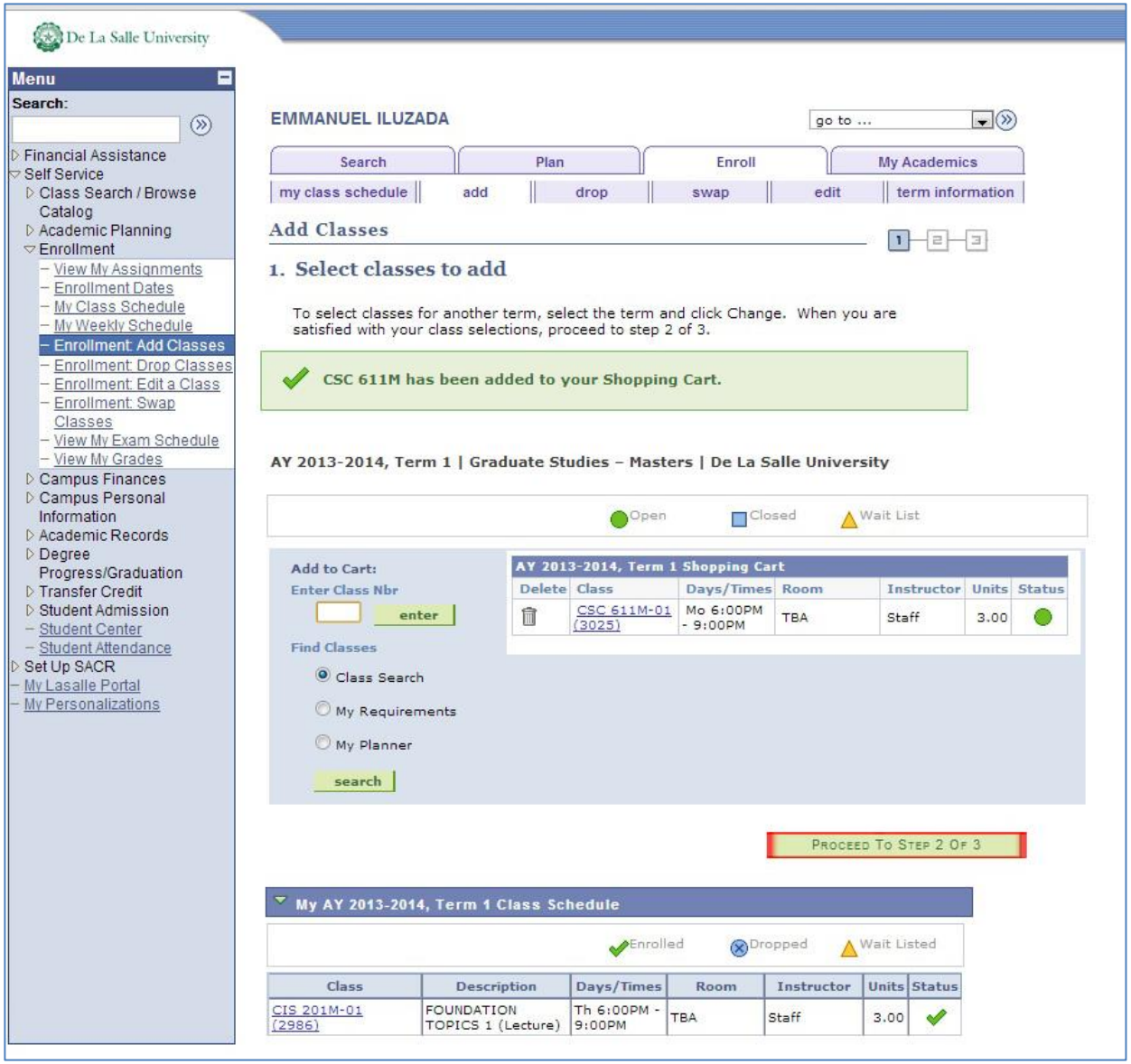
Step 1.a.3. In the **Add Classes – Select classes to add – Enrollment Preferences** page, click the **Next** button.



Step 1.b. In the ***Add Classes – 1. Select classes to add*** page:

Step 1.b.1. ***To add more classes***, **repeat from Step 1.a.1.**

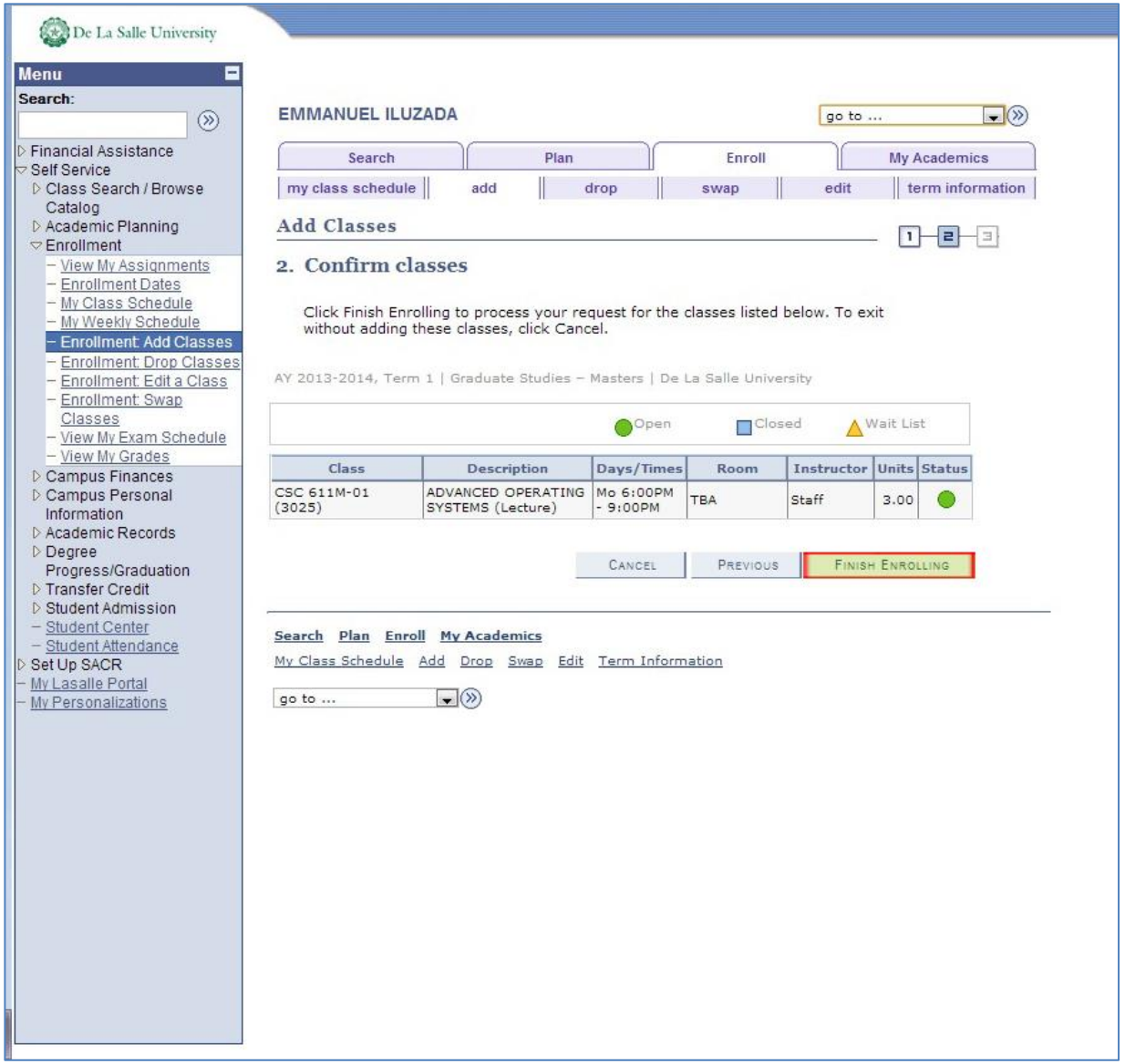
Step 1.b.2. ***If finished adding classes***, click the **Proceed to Step 2 of 3** button.



Step 2. Confirm classes.

Step 2.a. In the **Add Classes – 2. Confirm classes** page:

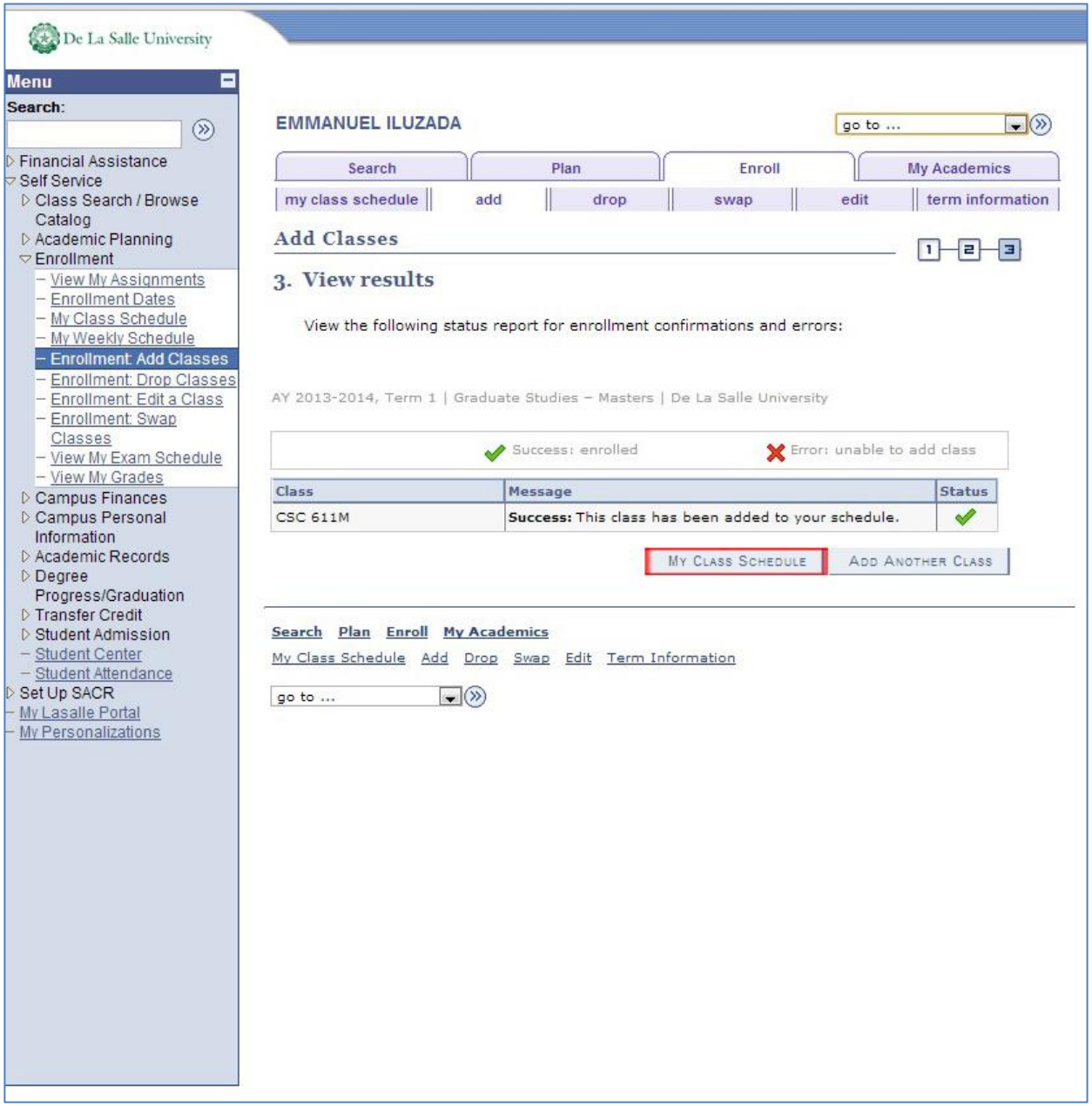
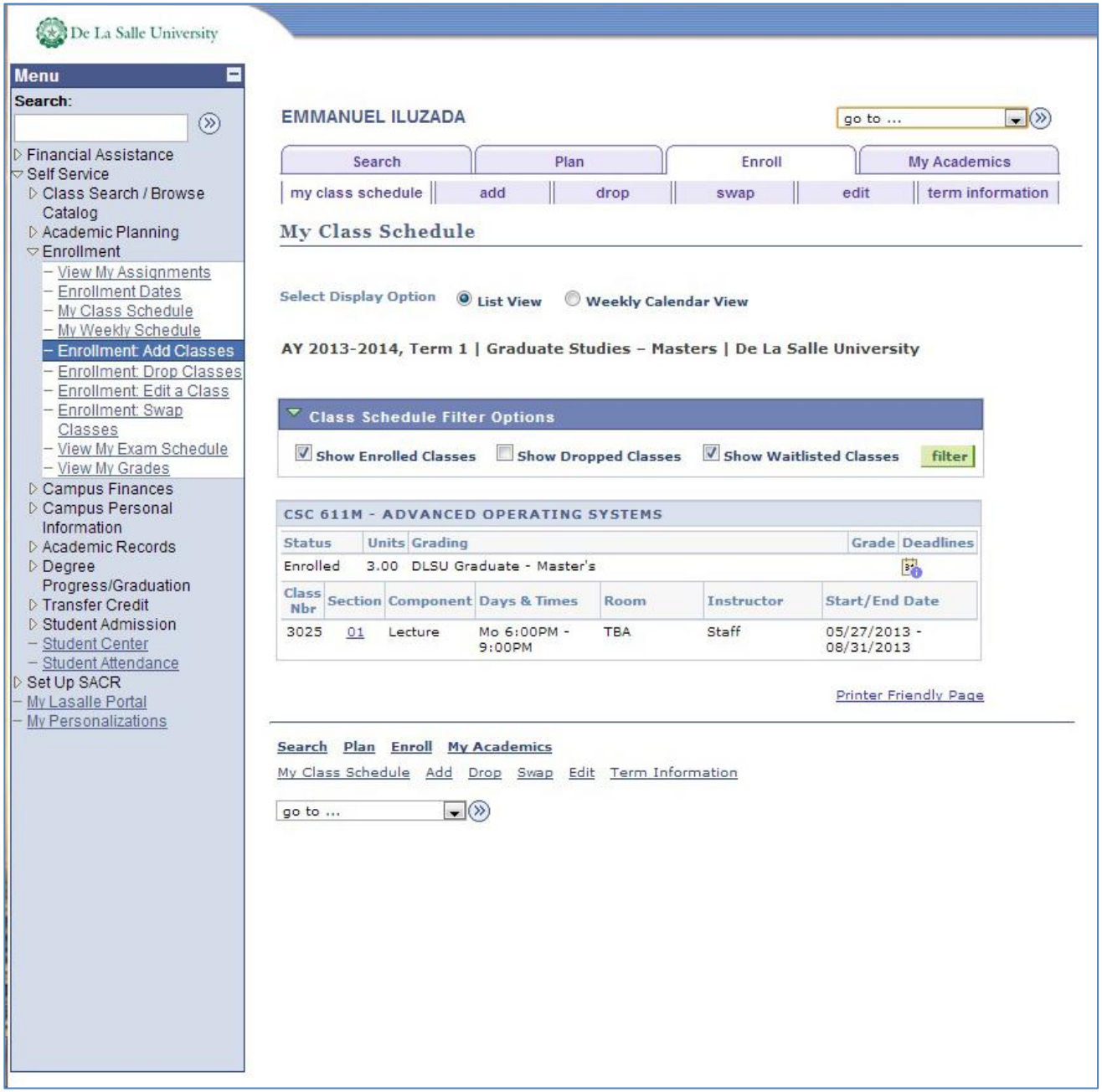
Step 2.a.1. To enroll in the enlisted classes, click the **Finish Enrolling** button.



Step 2.a.2. To revise the list of classes, click the **Previous** button. Repeat from Step 1.a.1.

Step 3. View results.

Step 3.a. In the **Add Classes – 3. View results** page, click the **My Class Schedule** button.



Step 3.b. Your class schedule is displayed.