DETAILED ONLINE ENROLLMENT PROCEDURE

If this is your first time to access animo.sys during this enrolment period (13 to 21 November 2013):

a. *Please use either Google Chrome or Mozilla Firefox as your Internet browser.
   b. Please delete your cache:
      ° See instructions for Google Chrome users
      ° See instructions for Mozilla Firefox users

1. Log in to animo.sys.

   Step 1. In your Internet browser*, access animo.sys.dlsu.edu.ph
   Step 2. In the log-in page:
      a. For User ID, enter your ID Number.
      b. For Password, enter your MLS password.
      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.
      a. In the Add Classes – 1. Select classes to add page:
         1. In the Enter Class Nbr field, enter the Class Number you prefer.
         2. Click the Enter button.
      b. In the Add Classes – Select classes to add – Enrollment Preferences page:
         1. Click the Next button. The class you just added should be listed at the bottom of the page.
      c. In the Add Classes – 1. Select classes to add page [same page as in Step 3.1.a]:
         1. To add more classes, repeat from Step 1.a.1.
         2. If finished adding classes*, click the Proceed to Step 2 of 3 button.
            * Make sure that the classes listed at the bottom of the page is correct, before clicking the Proceed button.

   Step 2. Confirm classes.
      a. In the Add Classes – 2. Confirm classes page:
         1. To enroll in the enlisted classes, click the Finish Enrolling button.
         2. To revise the list of classes, click the Previous button, then repeat from Step 1.a.1.

   Step 3. View results.
      a. In the Add Classes – 3. View results page, click the My Class Schedule button.
      b. Your class schedule is displayed.