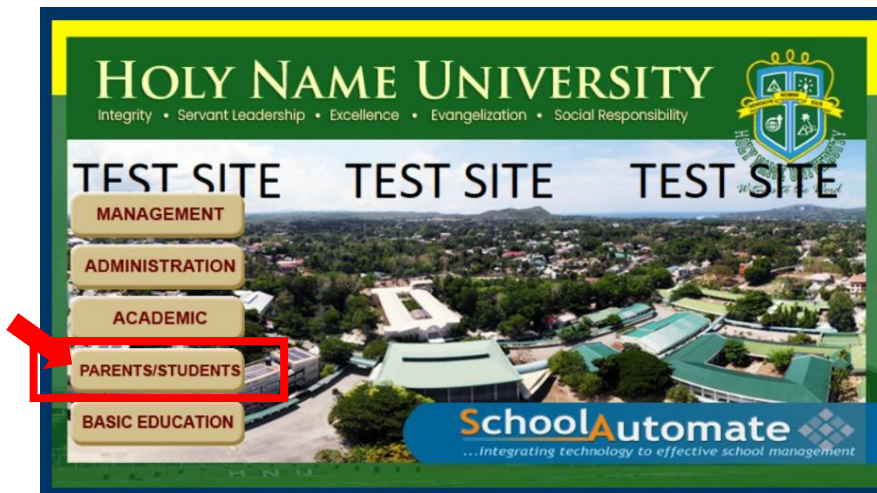
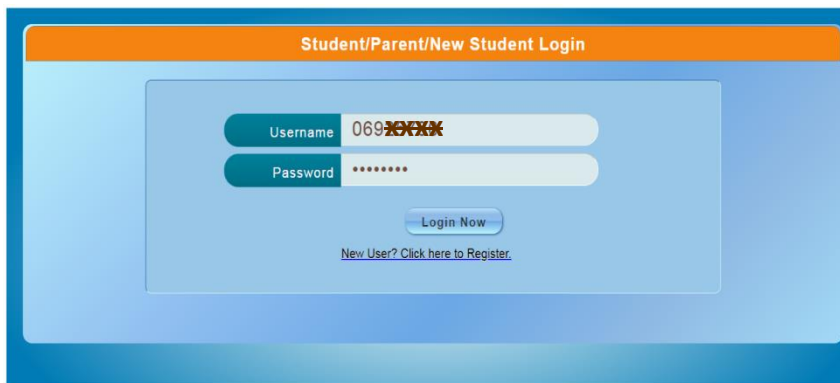


# SchoolAutomate Student Guide for Continuing Students

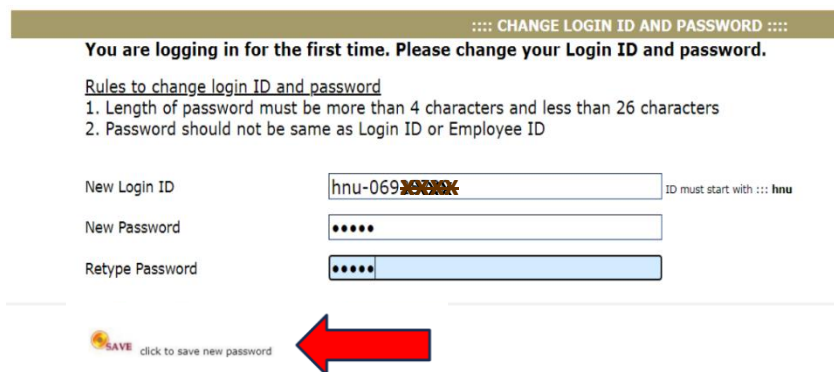
1. Open <https://hnu.schoolautomate.com> on your web browser.
2. Select the **PARENTS/STUDENTS** button on the homepage.



3. Login to your **SchoolAutomate** account using your **HNU MIS Student ID** as **username** and **password**, respectively. **Make sure you include the leading zero ('0') to your ID number, e.g., 069xxxxx.**



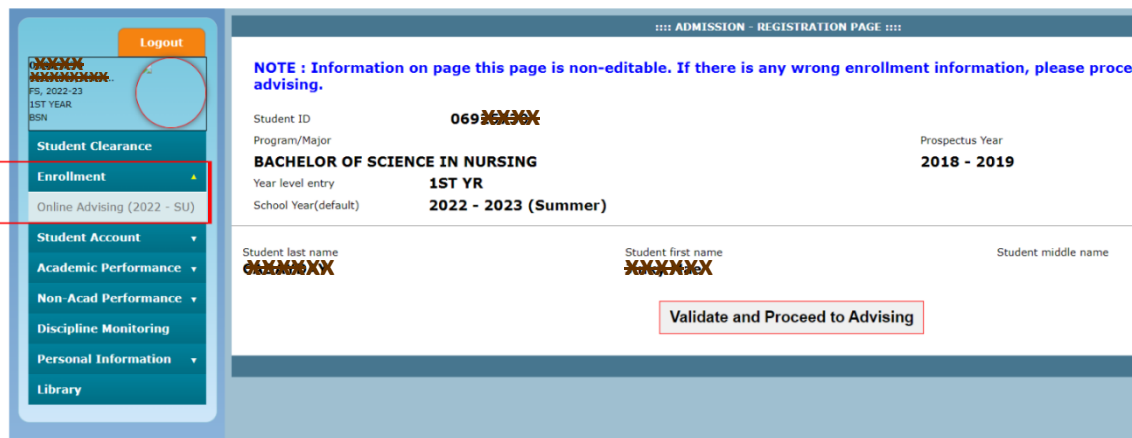
4. On the next page, take note of your new SchoolAutomate Login ID (**hnu-069xxxxx**). Type in your New Password and retype the same, then click **Save**.



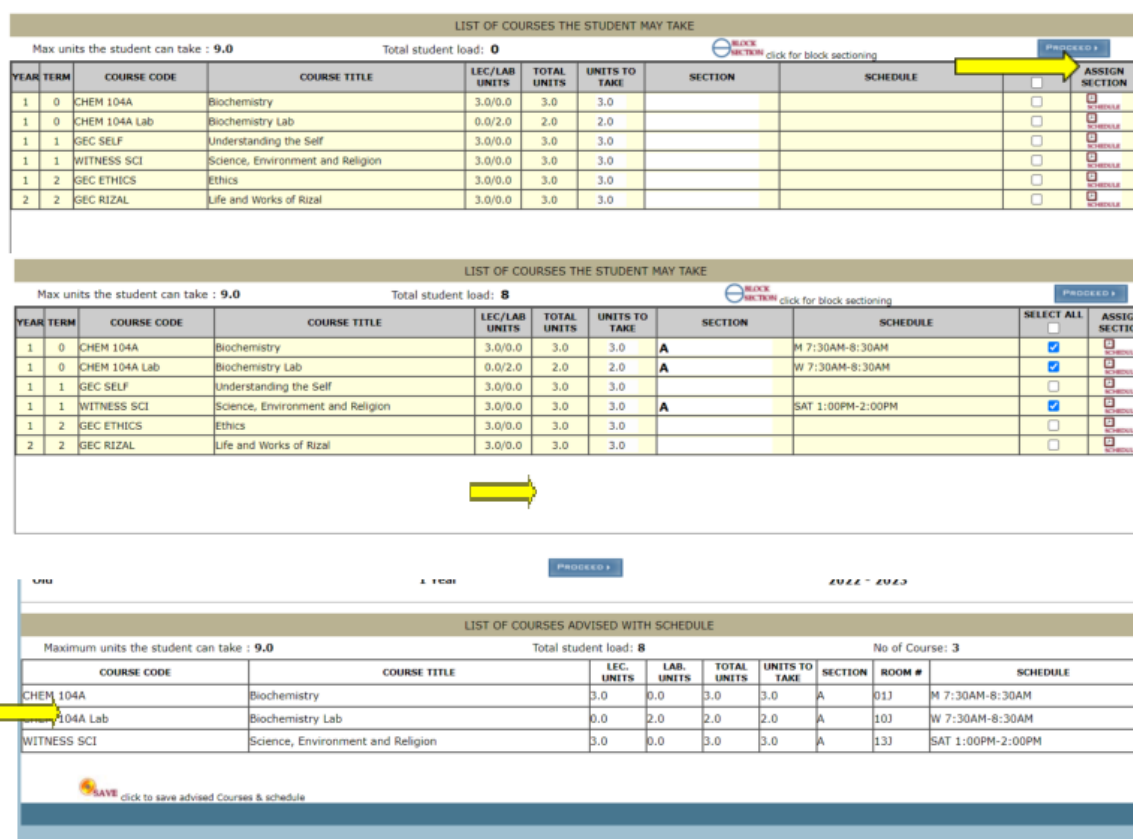
5. Login again in SchoolAutomate using your new username (**hnu-069xxxxx**) and **password**. If login is successful, proceed to the Teller.
6. Pay the **Registration Fee (Php 800.00)** at the **Teller**.
7. Proceed to the **Office of the Dean** for program advisement and for the **Dean** or **Program Head** to **Allow Online Advising**.

# SchoolAutomate Student Guide for Continuing Students

- Log in again to your SchoolAutomate and on the dashboard, click **Enrollment > Online Advising**. If the displayed student enrollment information has no corrections, click the **Validate and Proceed to Advising** button.



- On the next page, your dashboard displays the courses you can enroll. Select the course offering you want to enroll in and then select the section/schedule. Click **Save** to complete the enrollment.



Remember to click **Save** after selecting the course offering and section/schedule to complete your enrollment.

- 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**.

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](mailto:schoolautomate@hnu.edu.ph).