

# UA&P EmpowerED

## User Guide for Accepted Applicants

Confirmation Fee and  
Tuition Fee Deposit Process

### Welcome to UA&P!

Here is a comprehensive guide to  
help you navigate through the  
University's Student Portal called  
**EmpowerED**.



Please check your personal email and look for a message from **UA&P Admissions** containing reminders and your login credentials for EmpowerED.

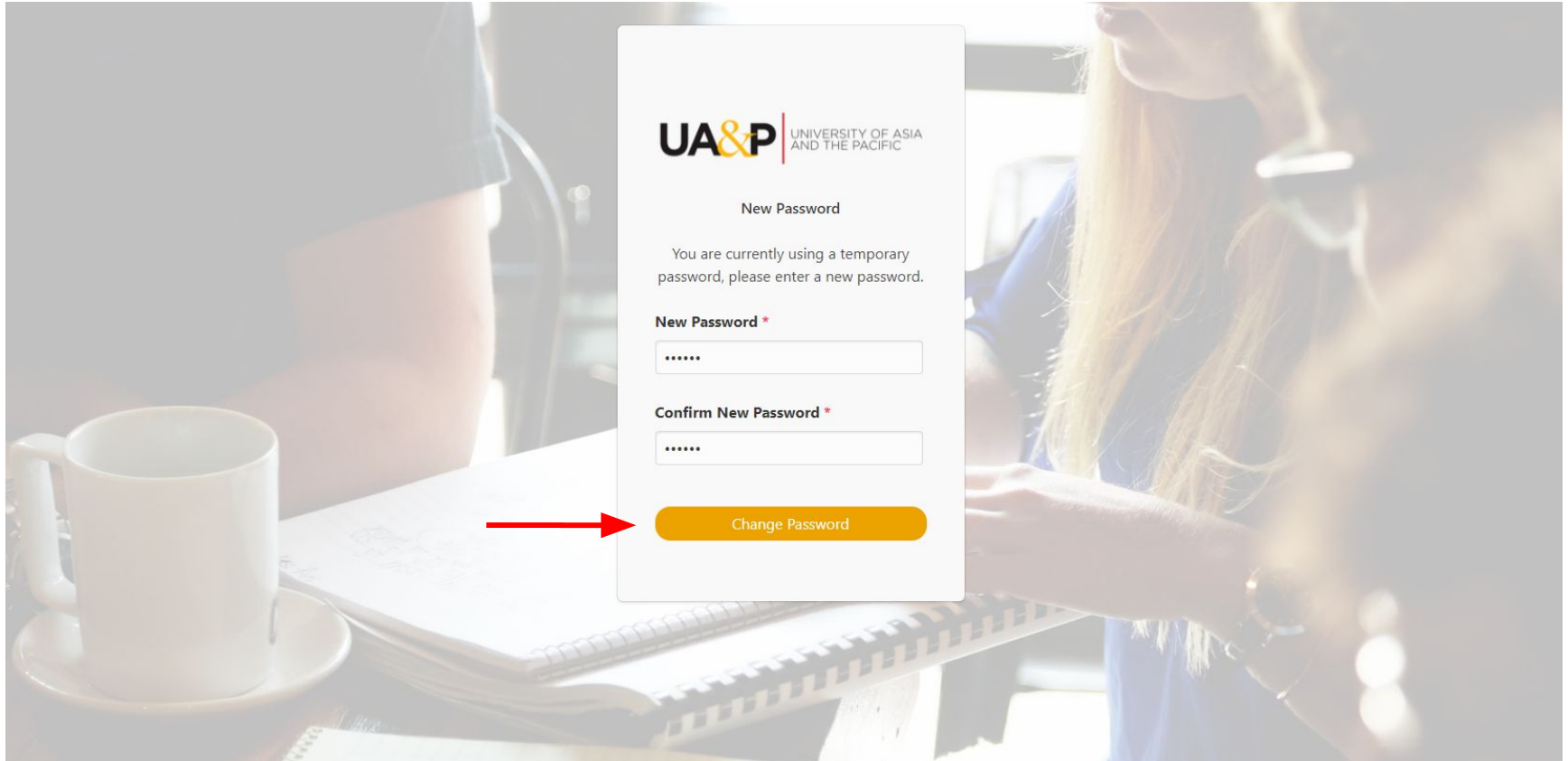
We strongly suggest that you use a laptop or desktop computer and Google Chrome or Mozilla Firefox as browsers for an optimal user experience.

Go to **EmpowerED** and enter using the **login credentials** that you received in your email. Click the **Continue** button.



Link to EmpowerED: <https://prod-student.uap.asia>

The system will automatically ask for a change in password. Fill in the **New Password** and **Confirm New Password**, and then click the **Change Password** button.



**UA&P** UNIVERSITY OF ASIA  
AND THE PACIFIC

New Password

You are currently using a temporary password, please enter a new password.

**New Password \***

.....

**Confirm New Password \***

.....

**Change Password**

You will be asked to log in again. Please use your new password. Click **Continue**.



- 1. Submission of Confirmation Requirements for Accepted Applicants**

After signing in, the system will launch the Applicant's Dashboard.

Click the **Upload Requirements** button.

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AND THE PACIFIC

DASHBOARD


PROFILE

PAYMENTS +

DOWNLOADABLE  
FORMS

DASHBOARD

APPLICANT PROFILE



APPLICANT INFO  
**DELA CRUZ,  
JUAN**  
220264  
[Admitted](#)

ACADEMIC LEVEL  
**1**

PROGRAM (1ST CHOICE)  
**BSA**  
BS in Accountancy  
  
PROGRAM (2ND CHOICE)  
**BSIT**  
Bachelor of Science in Information Technology

TERM / SCHOOL YEAR  
**1st Sem**  
2022-2023

ADMISSION PROCESS

✓

Submission of  
Application  
Requirements

✓

Admissions Verifies  
Applicant  
Requirements

✓

Payment of  
Application Fee

✓

Admissions Sets an  
Exam Schedule

✓

Take Entrance Exam

✓

Admissions  
Releases  
Admissions Status

7

Submission of  
Confirmation  
Requirements and  
Payment of  
Confirmation Fee

Submission of Confirmation Requirements and Payment of Confirmation Fee

Please submit your confirmation requirements.

SUBMIT REQUIREMENTS

Upload Requirements

REQUIREMENTS	STATUS	REMARKS
Acceptance Letter Acceptance Letter	<a href="#">For Uploading</a>	
Confirmation Form Confirmation Form	<a href="#">For Uploading</a>	

Empower ED by  
SEDI TECH

The system will launch the **Requirements** tab of the Applicant Profile.

You are expected to upload some required documents.

Use the **Click to Upload** button to select the file/s you need to upload.

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**PROFILE**

Personal Information Address and Contact Family Educational Background Scholastic Information Essay **Requirements** Source of Information

**Submitted Requirements**

Requirements	Files	Status	Actions
Acceptance Letter *	No file selected <a href="#">Click to Upload</a>	For Uploading	
Acceptance Letter			
Confirmation Form *	No file selected <a href="#">Click to Upload</a>	For Uploading	
Confirmation Form			
PNSOBC *	Birth Certificate... <a href="#">Click to Upload</a>	Approved	<a href="#">View File</a>
Photocopy of NSO/Municipal Birth Certificate	<input type="checkbox"/> Can't submit right now		
2x2 Picture *	2x2 Picture.JPG <a href="#">Click to Upload</a>	Approved	<a href="#">View File</a>
2x2 Picture	<input type="checkbox"/> Can't submit right now		

**Note:** Fields with an asterisks (\*) are required fields.  
Accepted file types includes document (pdf) and image (jpeg/jpg, png). File size is limited to 2MB per file only.

[BACK](#) [NEXT](#)



Once the requirements have been uploaded, the status will change from **For Uploading** to **Uploaded**. Click on the **Next** button.

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UNIVERSITY OF ASIA  
AND THE PACIFIC

DASHBOARD

PROFILE

PAYMENTS

DOWNLOADABLE  
FORMS

PROFILE

Juan Dela Cruz

Personal Information

Address and Contact

Family

Educational Background

Scholastic Information

Essay

Requirements

Source of Information

Submitted Requirements

Requirements	Files	Status	Actions
Acceptance Letter * Acceptance Letter	Acceptance Letter... <a href="#">Click to Upload</a>	Uploaded	<a href="#">View File</a>
Confirmation Form * Confirmation Form	Confirmation For... <a href="#">Click to Upload</a>	Uploaded	<a href="#">View File</a>
PNSOBC* Photocopy of NSO/Municipal Birth Certificate	Birth Certificate.JPG <a href="#">Click to Upload</a> <input type="checkbox"/> Can't submit right now	Approved	<a href="#">View File</a>
2x2 Picture* 2x2 Picture	2x2 Picture.JPG <a href="#">Click to Upload</a> <input type="checkbox"/> Can't submit right now	Approved	<a href="#">View File</a>

Note: Fields with an asterisks (\*) are required fields.  
Accepted file types includes document (pdf) and image (jpeg/jpg, png). File size is limited to 2MB per file only.

BACK

NEXT

On the next page,

1. Tick the checkbox/es which applies to you under **Source of Information**.
2. Tick the checkbox to certify that all submitted documents are accurate and valid.
3. Click the **SAVE** button to save the record.

*The system will inform the applicant of the successful transaction.*

**PROFILE**

Personal Information Address and Contact Family Educational Background Scholastic Information Essay Requirements **Source of Information**

**Source of Information**

How did you learn of UA&P? (Please pick at least one) \*

- ☐ Word of Mouth (Family/Friends)
- ☒ Website
- ☒ Social Media (Facebook/Instagram/Twitter/LinkedIn)
- ☐ School Visit/College Fair/Career
- ☐ Alumni
- ☐ Email Marketing
- ☐ Edukasyon.ph
- ☐ Others (Please specify):

☒ By checking this, you certify that the documents you have submitted are accurate and valid \*

**Note:** Fields with an asterisks (\*) are required fields.  
Accepted file types includes document (pdf) and image (jpeg/jpg, png). File size is limited to 2MB per file only.

**BACK** **SAVE**

## **2. Applicant Confirmation Fee Payment**

Click on **Dashboard** to take you back to the Applicant's Dashboard.

You will be able to process your confirmation fee payment thru the buttons:

A. Upload Proof of Payment

or

B. Online Payment  
(for Credit Card or Dragonpay)

The screenshot shows the UA&P Applicant's Dashboard. A red arrow points to the 'DASHBOARD' button in the left sidebar. The main content area displays the 'APPLICANT PROFILE' for DE LA CRUZ, JUAN, with an 'Admitted' status. Below this is the 'ADMISSION PROCESS' timeline, which includes steps from 'Submission of Application Requirements' to 'Submission of Confirmation Requirements and Payment of Confirmation Fee'. A red banner indicates that confirmation requirements were submitted and a confirmation fee must be paid. At the bottom, the 'PAYABLES' section shows a table with one entry: 'Admissions (1st Sem 2022-2023)' for an amount of P 10,000.00. A red arrow points to two buttons in the bottom right corner: 'Upload Proof of Payment' and 'Online Payment'.

**UA&P** UNIVERSITY OF ASIA AND THE PACIFIC **DASHBOARD**

**APPLICANT PROFILE**

**APPLICANT INFO**  
DE LA CRUZ, JUAN  
220264  
Admitted

**ACADEMIC LEVEL**  
1

**PROGRAM (1ST CHOICE)**  
BSA  
BS in Accountancy

**PROGRAM (2ND CHOICE)**  
BSIT  
Bachelor of Science in Information Technology

**TERM / SCHOOL YEAR**  
1st Sem  
2022-2023

**ADMISSION PROCESS**

Submission of Application Requirements | Admissions Verifies Applicant Requirements | Payment of Application Fee | Admissions Sets an Exam Schedule | Take Entrance Exam | Admissions Releases Admissions Status | 7 Submission of Confirmation Requirements and Payment of Confirmation Fee

**Submission of Confirmation Requirements and Payment of Confirmation Fee**

Confirmation requirements were submitted. Please pay your confirmation fee.

**PAYABLES**

	PARTICULARS	AMOUNT DUE	REMARKS
>	Admissions (1st Sem 2022-2023)	P 10,000.00	
	<b>TOTAL</b>	<b>P 10,000.00</b>	

**Upload Proof of Payment** **Online Payment**

EmpowerED by **SEBITECH**

## A. Upload Proof of Payment

Fill out the Upload Proof of Payment form.

Click the **SUBMIT** button.

Upload Proof of Payment

Proof of Payment Details \*

#	Reference No.	UA&P Bank Accounts	Amount	Payment Date	Actions
1	<input type="text" value="FV45687"/>	<input type="text" value="BPI"/> ▼	<input type="text" value="10,000"/>	<input type="text" value="2/14/2022"/>	Proof of Payment.jpg

Total Amount

Remaining Applicable Amount

Payment Details

Mode of Payment \*

▼

Date

	Particulars	Amount Due	Applied Amount	Balance	Term / School Year
<input checked="" type="checkbox"/>	Confirmation Fee	10,000.00	10,000.00	0.00	1st Sem 2022-2023

**Notes:** Fields with an asterisk (\*) are required fields.  
Accepted file types include document (pdf) and image (jpeg/jpg, png). File size is limited to 2MB per file only.

SUBMIT

CLOSE

## A. Upload Proof of Payment

The status of the proof of payment will be “Open Transaction”.

The School Admin will verify the submitted proof of payment, the status will be changed from “Open Transaction” to “Approved” once the School Admin approves the transaction.

Refresh the page to check the status of the uploaded proof of payment.

**Note:** Please wait for your payment to be confirmed within 3 to 5 working days.

UA&P  
UNIVERSITY OF ASIA  
AND THE PACIFIC

DASHBOARD


PROFILE

PAYMENTS +

DOWNLOADABLE  
FORMS

DASHBOARD

APPLICANT PROFILE



APPLICANT INFO  
**DELA CRUZ,  
JUAN**  
220264

Admitted

ACADEMIC LEVEL  
1

PROGRAM (1ST CHOICE)  
**BSA**  
BS in Accountancy

PROGRAM (2ND CHOICE)  
**BSIT**  
Bachelor of Science in Information Technology

TERM / SCHOOL YEAR  
**1st Sem**  
2022-2023

ADMISSION PROCESS

Submission of Application Requirements

Admissions Verifies Applicant Requirements

Payment of Application Fee

Admissions Sets an Exam Schedule

Take Entrance Exam

Admissions Releases Admissions Status

Submission of Confirmation Requirements and Payment of Confirmation Fee

Submission of Confirmation Requirements and Payment of Confirmation Fee

Payment has been submitted, please wait for your payment to be confirmed within 3-5 working days.

PAYABLES

Upload Proof of Payment

Online Payment

	PARTICULARS	AMOUNT DUE	REFERENCE
>	Admissions (1st Sem 2022-2023)	P 10,000.00	Ref No: FV45687 / Bank: BPI <div>Open Transaction</div>
TOTAL		P 10,000.00	

Empowered by  
SEBITECH

## B. Online Payment via Credit/Debit Card

Fill out the **Online Payment** form.

Select **Credit/Debit Cards  
(Visa/Mastercard Cards)** in  
the **Payment Channel**

Click the **PAY NOW** button

*The applicant will be  
asked to log in to the  
applicant's online banking  
to continue the payment  
process.*

Online Payment

Amount \*

10,000

Email \*

juan.delacruz@gmail.com

Remaining Applicable Amount

0.00

Payment Channel \*

Credit/Debit Cards (Visa/Mastercard Cards) ▼

	Particulars	Amount Due	Applied Amount	Balance	Term / School Year
<input checked="" type="checkbox"/>	Confirmation Fee	10,000.00	10,000.00	0.00	1st Sem 2022-2023

Card Type \*

Local ▼

Additional processing fee of Php185.00 will be added to your payment.

Billing Information

Address Line 1 \*

Address Line 1

City \*

City

Country \*

Philippines ▼

State/Province \*

State/Province

Zip/Postal Code \*

Zip/Postal Code

PAY NOW

## B. Online Payment via Dragonpay

Fill out the **Online Payment** form.

Select from the list under the **Dragonpay channel** in the **Payment Channel**

Click the **PAY NOW** button

*The applicant will be asked to follow the payment instruction provided by Dragonpay.*

Online Payment

Amount \*

10,000

Email \*

juan.delacruz@gmail.com

Remaining Applicable Amount

0.00

Payment Channel \*

BDO Internet Banking

	Particulars	Amount Due	Applied Amount	Balance	Term / School Year
<input checked="" type="checkbox"/>	Confirmation Fee	10,000.00	10,000.00	0.00	1st Sem 2022-2023

Use your BDO Online Banking account to perform an Instapay transfer.  
Additional processing fee of Php25.00 will be added to your payment.

PAY NOW



After successfully paying the confirmation fee, the applicant should receive via their personal email the following:

1. a confirmation email from the University of Asia and the Pacific;
2. an email from The Google Workspace Team regarding the activation of the applicant's new uap.asia email account (within 3 business days) - please see instructions on how to activate your uap.asia email [here](#); and
3. an acknowledgement email from the UA&P ICT Helpdesk with instructions on how to enter EmpowerED using the applicant's new uap.asia email account.

Sample screenshots of the aforementioned emails will be shown in the following pages.

# 1. Confirmation email from the **University of Asia and the Pacific**



UA&P  
UNIVERSITY OF ASIA AND THE PACIFIC

Dear Juan Dela Cruz,

We have received your confirmation requirements. You may now proceed to enrollment.

Please expect a separate email from UA&P regarding the activation of your [uap.asia](mailto:uap.asia) email address and instructions on accessing the UA&P Student Information System.

For further inquiries regarding confirmation and enrollment, contact the Registrar's Office at [registrar@uap.asia](mailto:registrar@uap.asia)

Thank you.

UA&P Admissions Office

2. an email from **The Google Workspace Team** regarding the activation of the your new uap.asia email account; and
3. an acknowledgement email from the **UA&P ICT Helpdesk** with instructions on how to enter the student portal using your new uap.asia email account.



Hello and Welcome to the UA&P Student Portal!

Here is the link to UA&P Student Information System, EmpowerED: <https://prod-student.uap.asia/login>

Your account is now updated. Kindly try to log in using your [uap.asia](#) email account (all in lowercase letters) or reset your password by clicking the 'Forgot your password' link from the login page.

Google has sent you a notification on your [uap.asia](#) email address.

We recommend that you use Mozilla Firefox or Google Chrome to access the portal.

Please refer to your e-admissions kit for enrollment guidelines and videos on how to use the EmpowerED System portal: <https://www.welcomedragons.com/>

Let us know if you encounter a problem by sending an email to [helpdesk@uap.asia](mailto:helpdesk@uap.asia) or clicking on the Jitbit Chatbox.

Thank you.

ICT Help Desk

# REMINDERS

1. Activate your new uap.asia email. (Instructions [here](#))
2. Now that you have your uap.asia email, if at any point in time you logged out **EmpowerED**, you must login again with your new uap.asia email address.
3. You get to keep your old EmpowerED password.

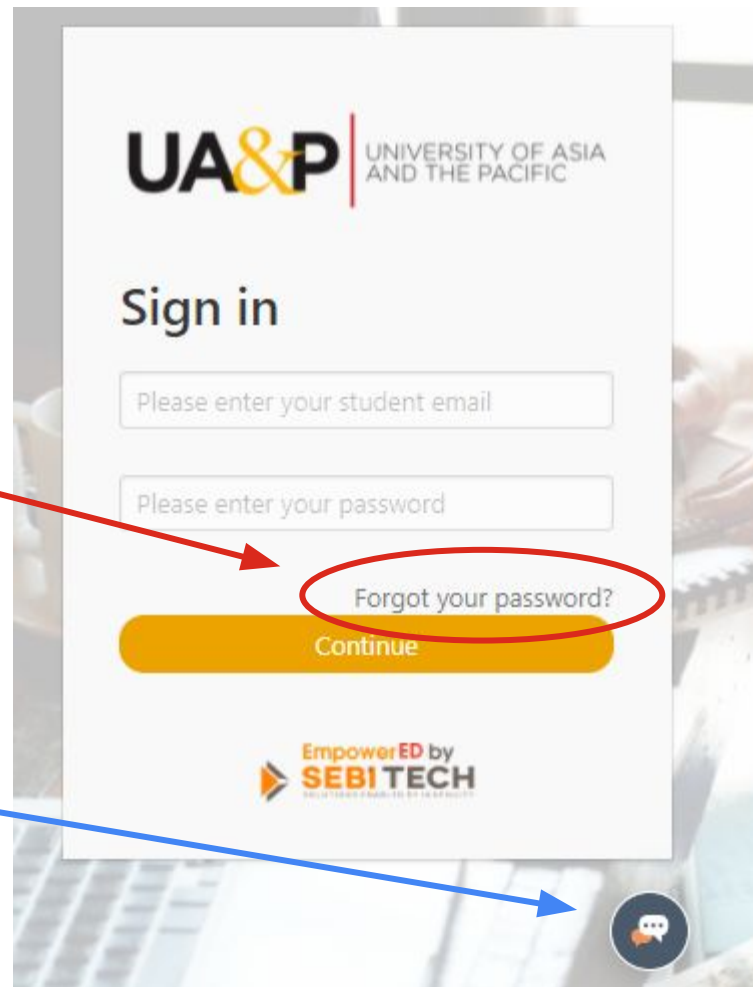
**Please note** that your EmpowerED password does not necessarily mean that you have the same password as your personal or university email password.

### What if I forgot my password?

Feel free to change it by clicking on the “Forgot your password?” link on the login page and following instructions sent to your new university email.

### Still have issues?



Let us know by sending an email to [helpdesk@uap.asia](mailto:helpdesk@uap.asia) or by clicking on the jitbit chatbox.



### **3. Tuition Fee Deposit Payment**

Go to the **EmpowerED** Student Portal  
<https://prod-student.uap.asia>

Enter your **UA&P** email address  
and password.  
Click the **Continue** button.



**Sign in**

[Forgot your password?](#)

**EmpowerED by SEBI TECH**  
THE STUDENT EMPOWERED BY TECHNOLOGY

# The system will launch the Student's Dashboard

UA&P

UNIVERSITY OF ASIA  
AND THE PACIFIC

DASHBOARD

ENROLLMENT

PAYMENTS

+


PRINT  
REGISTRATION  
CERTIFICATE

VIEW GRADES

Juan Dela Cruz

DASHBOARD

STUDENT PROFILE



STUDENT INFORMATION

DELA CRUZ,  
JUAN

220264

Not Enrolled

GRADE LEVEL

1

STRAND

BSA

BS in Accountancy

TERM / SCHOOL YEAR

2nd Sem

2021-2022

ENROLLMENT PROCESS

1

Select Classes

2

Select Payment Scheme

3

Assessment of Fees

4

Payment

5

Print Registration Certificate

Select Classes

You are not officially enrolled this 2nd Sem 2021-2022.

LIST OF CLASSES

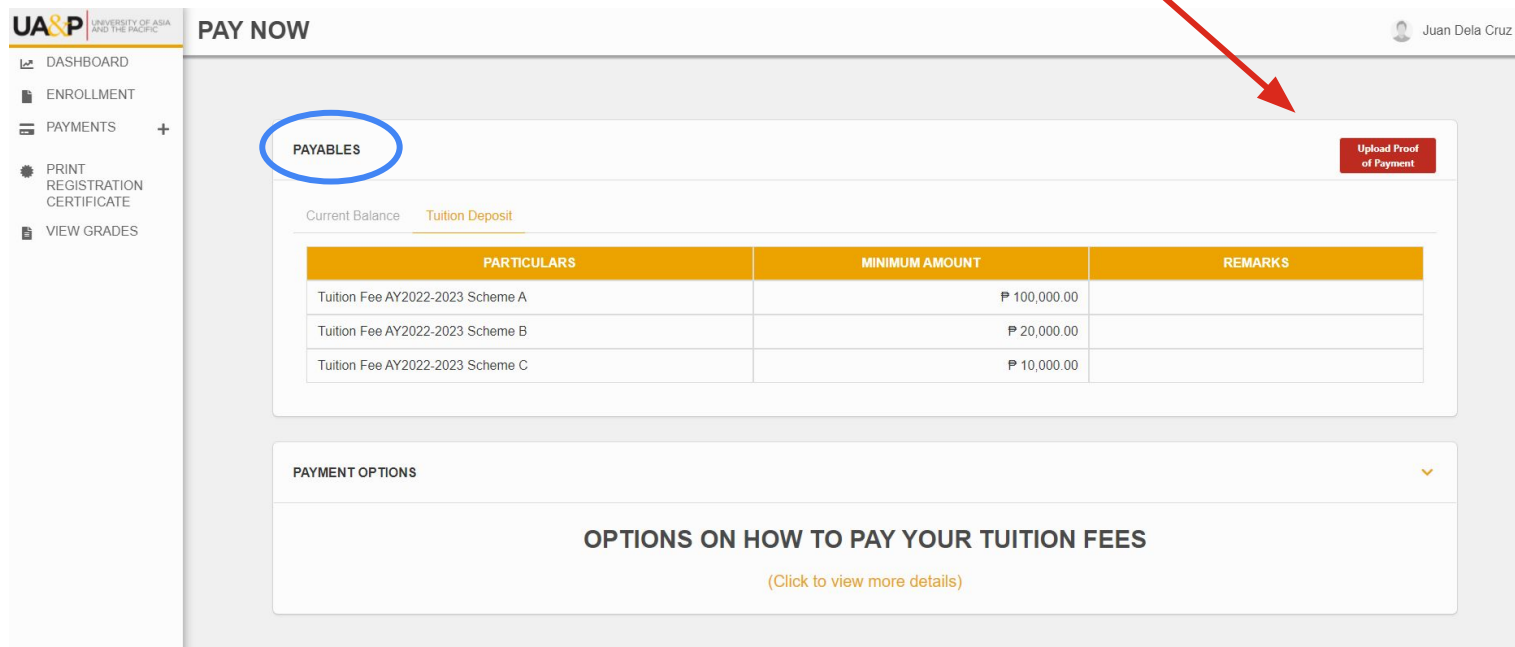
2nd Sem 2021-2022

EmpowerED by  
SEBI TECH



Scroll down to see your PAYABLES.

Click the **Upload Proof of Payment** button to upload your proof of payment.



**UA&P** UNIVERSITY OF ASIA AND THE PACIFIC

**PAY NOW**

Juan Dela Cruz

**PAYABLES**

Current Balance Tuition Deposit

PARTICULARS	MINIMUM AMOUNT	REMARKS
Tuition Fee AY2022-2023 Scheme A	₱ 100,000.00	
Tuition Fee AY2022-2023 Scheme B	₱ 20,000.00	
Tuition Fee AY2022-2023 Scheme C	₱ 10,000.00	

**PAYMENT OPTIONS**

**OPTIONS ON HOW TO PAY YOUR TUITION FEES**

(Click to view more details)

Upload Proof of Payment

**Important Note:** Fees reflected are indicative rates. Tuition fee adjustments, if any, shall reflect in the assessments page of your EmpowerEd Dashboard by **September 2022**.

The system will display the Upload Proof of Payment form

Fill out the Upload Proof of Payment Form completely and click the **SUBMIT** button.

Upload Proof of Payment

Proof of Payment Details \*

#	Reference No.	UA&P Bank Accounts	Amount	Payment Date	Actions
1	FG45762	UNIONBANK	100,000	2/14/2022	Proof of Payment.jpg.JPG

Total Amount

100,000.00

Remaining Applicable Amount

0.00

Payment Details

Mode of Payment \*

Bank Transfer

Date

02/14/2022

Paying For

☐ Current Balance

☒ Tuition Deposit

	Particulars	Minimum Amount	Applied Amount
<input checked="" type="checkbox"/>	Tuition Fee AY2022-2023 Scheme A	100,000.00	100,000.00
<input type="checkbox"/>	Tuition Fee AY2022-2023 Scheme B	20,000.00	0.00
<input type="checkbox"/>	Tuition Fee AY2022-2023 Scheme C	10,000.00	0.00

Notes:

- Accepted file types include PDF, Image (.jpg, .png)
- File should not exceed 2mb.

SUBMIT

CLOSE

The system will close the Upload Proof of Payment form and will display your PAYABLES with the uploaded proof of payment.

1. The status of your uploaded proof of payment will automatically be “Open Transaction”.
2. The School Admin will verify the submitted proof of payment. Once verified, the status of your proof of payment will be changed to “Approved”.

Refresh the page to check the status of the uploaded proof of payment.

**Note:** Please wait for your payment to be confirmed within 3 to 5 working days.

The screenshot displays the 'PAY NOW' section of a web application. At the top, a green notification box states: 'You have successfully submitted proof of payment. The administrator needs to verify your uploaded file. This may take awhile, please come back on the next business day. Thank you.' Below this, a red button labeled 'Upload Proof of Payment' is visible. The main content area is titled 'PAYABLES' (circled in blue) and contains a table with the following data:

PARTICULARS	MINIMUM AMOUNT	REMARKS
Tuition Fee AY2022-2023 Scheme A	P 100,000.00	Ref. No: FG45762 / Bank: UNIONBANK <a href="#">Open Transaction</a>

Below the table, there is a section titled 'PAYMENT OPTIONS' with a dropdown arrow. Underneath, a box titled 'OPTIONS ON HOW TO PAY YOUR TUITION FEES' contains a link: '(Click to view more details)'.

**You are all set.**

Watch out for official UA&P announcements.

Check your **EmpowerED** Student Portal to:

- (1) view your list of subjects and class schedules,
- (2) settle your outstanding balances or view your payment history, and
- (3) print your Registration Certificate  
by **August 2022**.

**Welcome home, Dragon!**