

# Guidelines for Report Cards Viewing

The report cards are available for online viewing. Please follow the instructions below.

## 1. How to access the Report Card

- Step 1** Must use device (computer/laptop/tablet) with internet access
- Step 2** Open device browser (Google Chrome, Firefox, IE/ Internet Explorer, etc)
- Step 3** Go to url <http://122.52.107.163/gis/>
- Step 4** Enter your username and password  
Username: student ID number (i.e. 2016-00123)  
Password: student date of birth (i.e. 2010-12-25)

- \* Please follow exact format, including the hyphen.
- \* Carefully check every character you type, no space.
- \* Student ID Number is found in your child's ID or old report card.
  
- \* If you are encountering a problem logging in, please email [sjaregistrar2017@gmail.com](mailto:sjaregistrar2017@gmail.com) with the following information:
  - > student name: Cruz, John Mark Reyes
  - > student id no: 2016-00123
  - > email address (student or parent): rcruz\_mommy@gmail.com
  - > birthdate: 2010-12-25
  
- \* Then wait for the school registrar to update the school record and reply to you to try again.
- \* On your first login, click "**Change Password**" and change your password right away.
- \* **Warning:** Do not use the same password as your sensitive personal account or bank details.

**Step 5** Click "Report Card"

- \* If you cannot view the report card, contact the **Finance Office**.

Email: [sjacashier@gmail.com](mailto:sjacashier@gmail.com)  
Landline: 281-5990 local 119

**Step 6** Press Ctrl + P to print

**2.** Parents who have unsettled accounts will not be able to view the report card. Please contact the finance office for inquiries.

## **3. Request of Original Report Card / Form 138**

Parents who would like to request for original report card / Form 138 may send an email to [sjaregistrar2017@gmail.com](mailto:sjaregistrar2017@gmail.com). The parents will be informed of the date of the issuance.