Lesson: HOW TO ACCESS THE REPORT CARD (AY 19-20) Using the SBU Microsoft Email

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	Grade Level	BitJLy
	Kinder to Grade 1	https://bit.ly/2BTdj1L
	Grade 2	https://bit.ly/2zmL0rE
	Grade 3	https://bit.ly/2MMcWse
	Grade 4	https://bit.ly/3cXSuz8
	Grade 5	https://bit.ly/2YmEvxA
	Grade 6	https://bit.ly/37kd2Ri
	Grade 7	https://bit.ly/37jD47g
	Grade 8	https://bit.ly/3dZ3cGY
	Grade 9	https://bit.ly/2C1Y9rn
	Grade 10	https://bit.ly/3dPFNHU
	Grade 11 Rizal	https://bit.ly/37l1pJG
	Grade 12 Rizal	https://bit.ly/2Yg80i1
	Grade 11 Manila	https://bit.ly/2XU4YUk
	Grade 12 Manila	https://bit.ly/2BYDEf4

STEP 1: Access the ONLINE STUDENT VERIFICATION link sent to you via:

- ✓ Parentline
- ✓ Genyo LMS
- ✓ SBU Rizal website \rightarrow www.sanbedarizal.edu.ph/faq

Purpose: This will register your email address and verify some details regarding your child/ children.

Once your account is verified, you will receive an email from bedistaportalk12.help@sanbeda.edu.ph containing the SBU Email account details of your child and instructions on how to access the Report Card.

STEP 2: Go to San Beda University Rizal website, www.sanbedarizal.edu.ph



STEP 3: Click SBU Mail

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Microsoft	
Sign in	
2015-00001@sanbeda.edu.ph	\geq
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

STEP 4: On the Sign in page, type the username following the format

StudentNo@sanbeda.edu.ph (refer to screenshot on the left)

Click Next

Microsoft	
← 2015-00001@sanbeda.edu.ph	n
Enter password	
Forgot my password	
	Sign in

Step 5: Type in the temporary password given to you

Click Sign in



Microsoft
2017-00089@sanbeda.edu.ph
Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.
C

Step 6: You will be required to update your password;

temporary password

NEW password

confirm NEW password



Step 7: You will be asked if you want to "Stay signed in?" Click **No**



Step 8: Click on Outlook





If you encounter this kind of error, (refer to screenshot below), simply type again on your web browser, **portal.microsoft.com** then press the Enter key

You should be directed on a similar screenshot in Step 7.







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You may claim the ORIGINAL/ PRINTED COPY of the Report Card at the Central Office

(Ground Floor, Angelo King Hall, SBU Taytay, Rizal).

We are currently observing social distancing measures in our campus, please set an appointment before going to school.

- Call us: **8-6609667**
- Email us: ibed_admin@sanbeda.edu.ph Send Cc. to principal_sec@sanbeda.edu.ph

To request for Transcript of Records (TOR), please send an email to **registrar.ibed@sanbeda.edu.ph** and include the ff. details:

- NAME OF STUDENT
- STUDENT NO.
- NO. OF COPIES
- PURPOSE
- DELIVERY OPTION (Pick-up / Courier) Note: Appropriate Fees will be charged for documents sent through Courier

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