



THE NEW NORMAL TOOLKIT

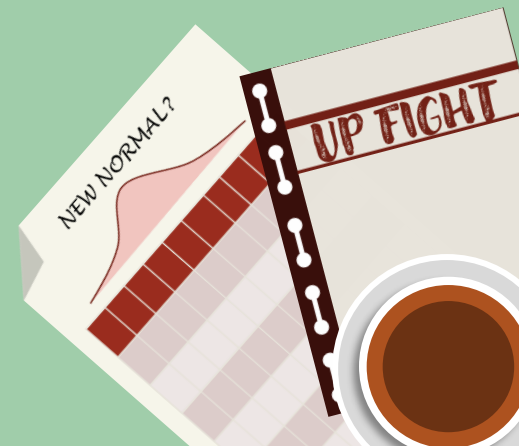
A LIST OF HELPFUL TOOLS/SERVICES

UP MAIL

- **UP Mail** (e.g. isko@up.edu.ph) is the official Gmail account of the UP System. It allows you to access the G-Suite subscription of the university.
- Students are strongly recommended to use their **UP Mail** for official transactions/communications within the university.
- For more information, visit **bit.ly/UPMailGuide**

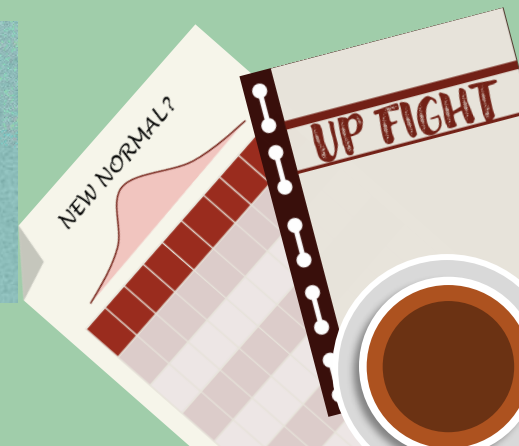
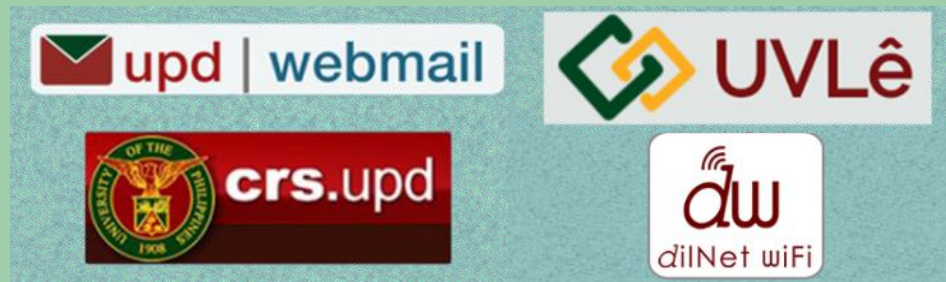


Prepared by UP School of Statistics



DILNET Account

- The **DilNet (Diliman Network) account** is a service available for UP Diliman constituents.
- It gives you access to the following services:
 - ✓ **UPD Webmail** – UPD email service
 - ✓ **CRS** – Computerized Registration System
 - ✓ **EZProxy** – off-site access to online library resources
 - ✓ **UVLê** – online learning management system
 - ✓ **DILNET Wifi** – in-campus WiFi for students, faculty, and staff



How to get your UP MAIL/DILNET account?

**Freshie? Get your
DILNET and UP MAIL
accounts in 2 easy steps!**



Once enrolled, fill out the form via
bit.ly/upd2020_dilnet_up



Upload the following requirements

- Photo of ID
- Selfie with provided ID
- Form5 or 5A

**step
1**

Processing time takes 1-2 working days, but may take longer depending on the volume of pending requests.

**step
2**

**Not a Freshie? Get your
DILNET and UP MAIL
accounts in ~~2~~ easy steps!**



Email us via
helpdesk@upd.edu.ph

Use the appropriate subject, e.g.:
"Request for DILNET and UP Mail Account"
"Request for DILNET Account"
"Request for UP Mail Account"



Attach the following requirements

- Photo of UP or Government ID
- Selfie with provided ID
- Form5 or Appointment Paper
- CRS Screenshot

**step
1**

Processing time takes 1-2 working days, but may take longer depending on the volume of pending requests.

How to recover your UP MAIL/DILNET account?

**Lost access? Recover your
DILNET or UP MAIL
accounts online!**

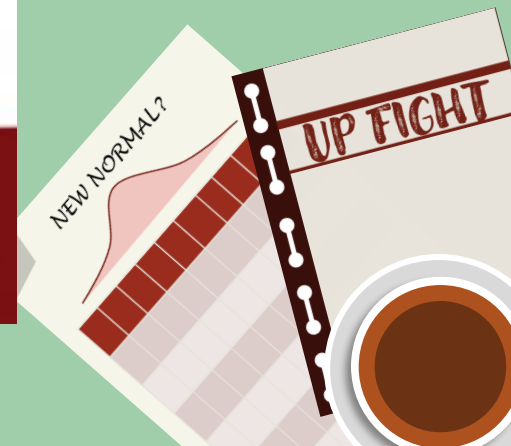


Attempt recovery via
accounts.upd.edu.ph
or email us with subject:
"Reset DILNET Account"



Request a reset via
bit.ly/upd_upmail_reset
For 2FA Backup codes, email us
with subject:
"Request for Backup Verification Code"

DILNET Processing time takes 1-2 working days, but may take longer depending on the volume of pending requests. **UP MAIL**

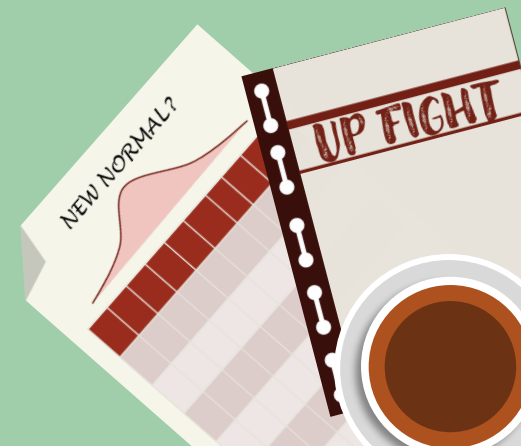


FREE OFFICE 365

- Enrolled students may avail the **free Office 365 Education**, which includes MS Excel, MS Word, MS PowerPoint, One Drive (1TB), etc.
- For more information, visit **bit.ly/UPOfficeGuide**
- To get your Office 365, simply fill out this form: **bit.ly/office365request**



Prepared by UP School of Statistics

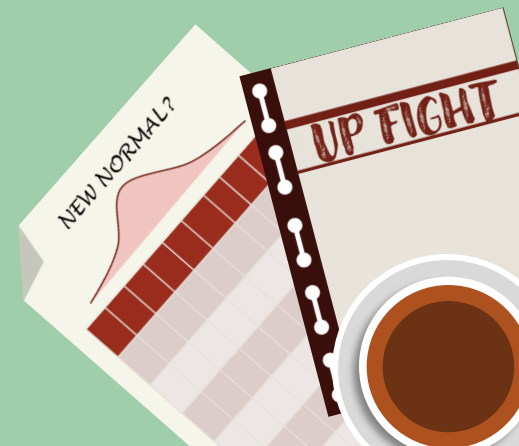


ZOOM for Education

- **Zoom** is a software with a cloud platform for audio and video conferencing, collaboration, chat, and webinars
 - ✓ Unlimited Meeting Time
 - ✓ Up to 300 participants
 - ✓ Cloud recording
- You can avail the University's Zoom subscription through your UP Mail account. For more information, visit **bit.ly/UPZoomGuide**



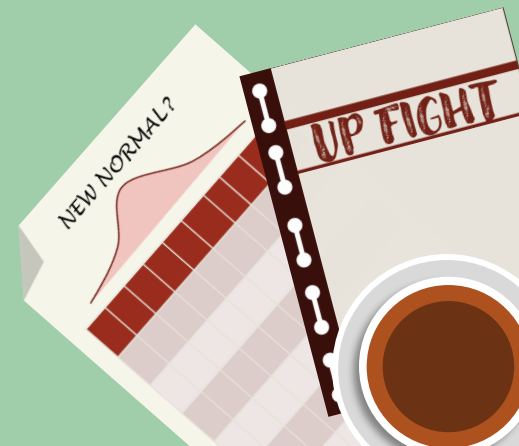
Prepared by UP School of Statistics



Other Perks!

Using your UP Mail account, you can also avail or access the following:

- ✓ Canva for Education
- ✓ Apple Education Pricing
- ✓ Spotify Student Discount
- ✓ Github Student Developer Pack



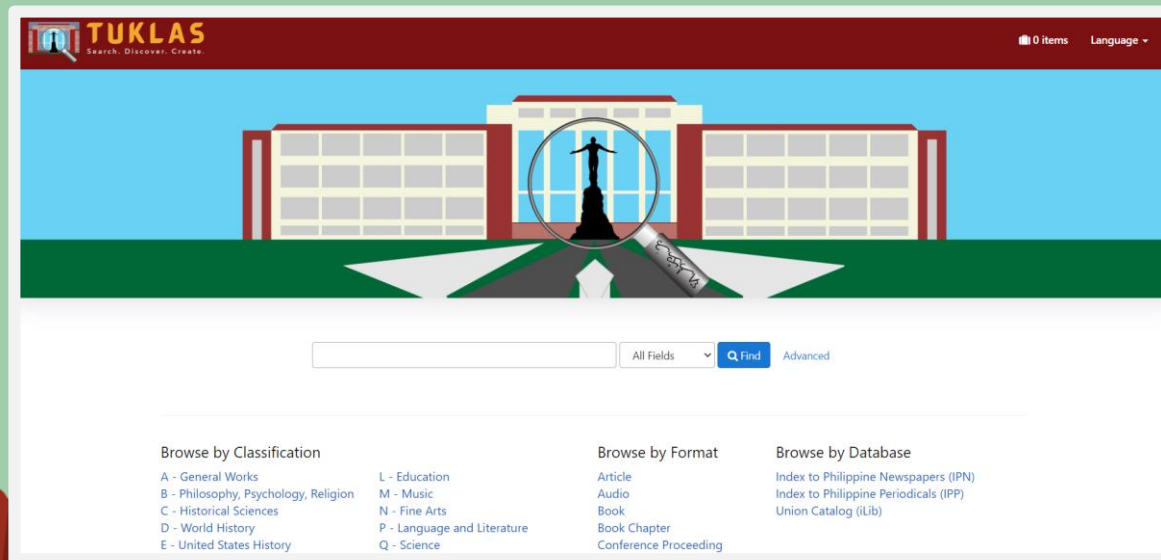
University Virtual Learning Environment

- The **University Virtual Learning Environment (UVLê)** is an online learning management system developed and offered in UP Diliman. Visit **uvle.upd.edu.ph** to access the site.
- How to use UVLê? Check the link below for an overview: **dilc.info/uvle101student**



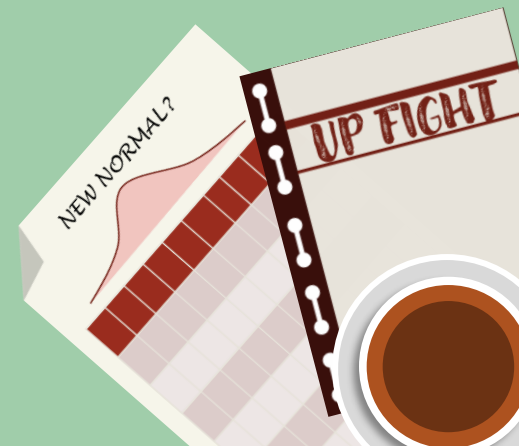
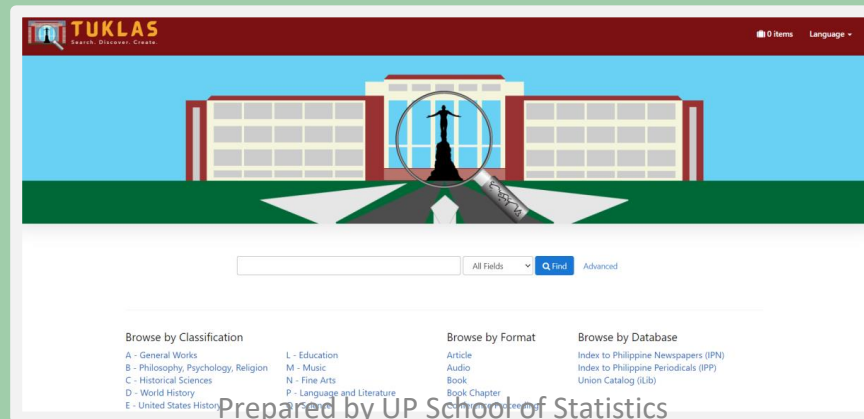
How to access library services?

- Use **Tuklas Discovery Service** (ds.mainlib.upd.edu.ph) to browse the collection of our libraries. It is a single search interface for finding books, academic journals, multimedia and electronic resources, newspapers and magazines.



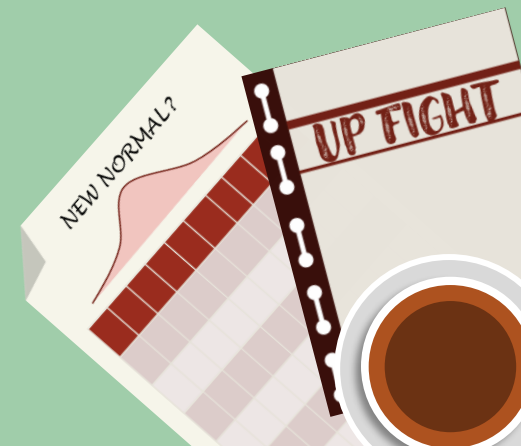
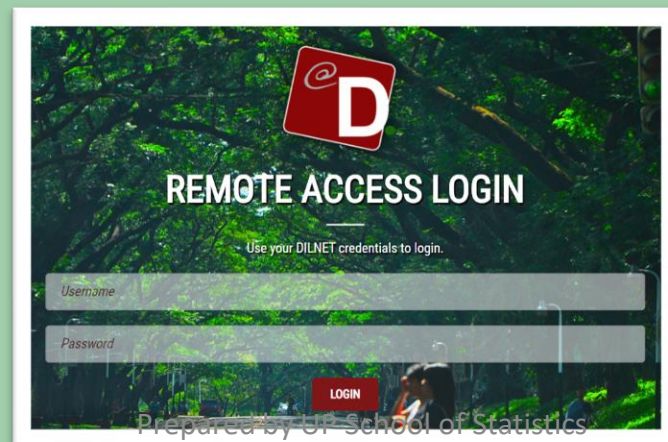
How to access library services?

- Teachers/students who need to borrow physical books from the Main Library are required to fill out a request slip, indicating time and date of pick up.
- Teachers/students who need to borrow physical books from UP STAT library must coordinate their request with our college librarians via email (**schoolofstat.library@gmail.com**). Pick-up of books can be scheduled every Monday and Wednesday 9:00 AM to 4:00 PM only.



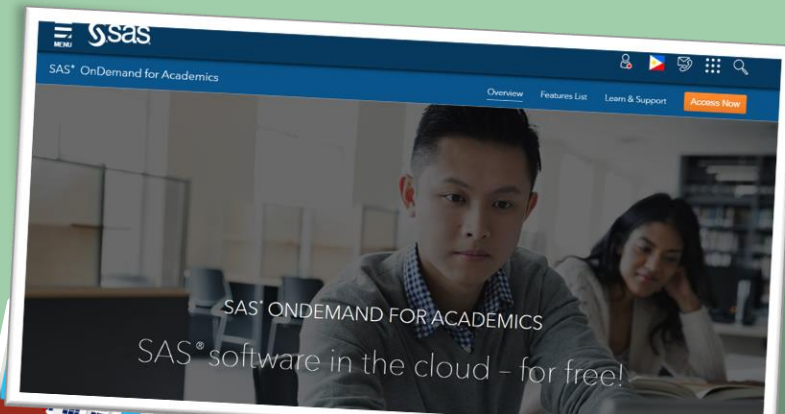
How to access library services?

- Electronic resources, such as journals and articles, ebooks, and other digital materials, may be accessed on-campus when connected to the UP Diliman Network (DiNet). Links to these electronic resources are found in the University Library website (**mainlib.upd.edu.ph**).
- When accessing off-campus, you may visit **ezproxy.upd.edu.ph** and log in using your DILNET account.
- For more information, go to **bit.ly/UPDLibraryGuide**



On Demand Stat/analytics Software

- If your class requires a statistics or analytics software, you may check **SAS On Demand for Academics** and/or **R Studio Cloud**. These will allow you to do data management or analytics exercises online via web/mobile browser. The free account will be enough for education purposes.



https://www.sas.com/en_ph/software/on-demand-for-academics.html

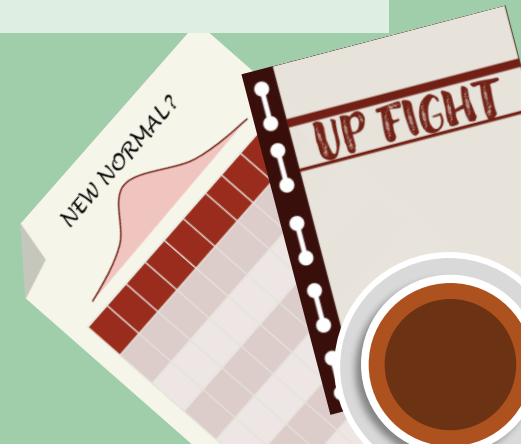


Do you need financial assistance?

- For financial assistance, scholarship, or student loan, you may contact the **Office of Scholarships and Grants**. You may send an email to the following addresses:
 - ✓ **Student Loan** - osgstudentloan.upd@up.edu.ph
 - ✓ **Scholarship** - osgscholarship.upd@up.edu.ph
 - ✓ **SFA Online/ST Discount/Adopt-a-Student/Student Assistant-Graduate Assistant** - sts.diliman@up.edu.ph
 - ✓ **Insurance** - osginsurance.upd@up.edu.ph
 - ✓ **DOST Scholarship** - updilimandostcoregroup@gmail.com

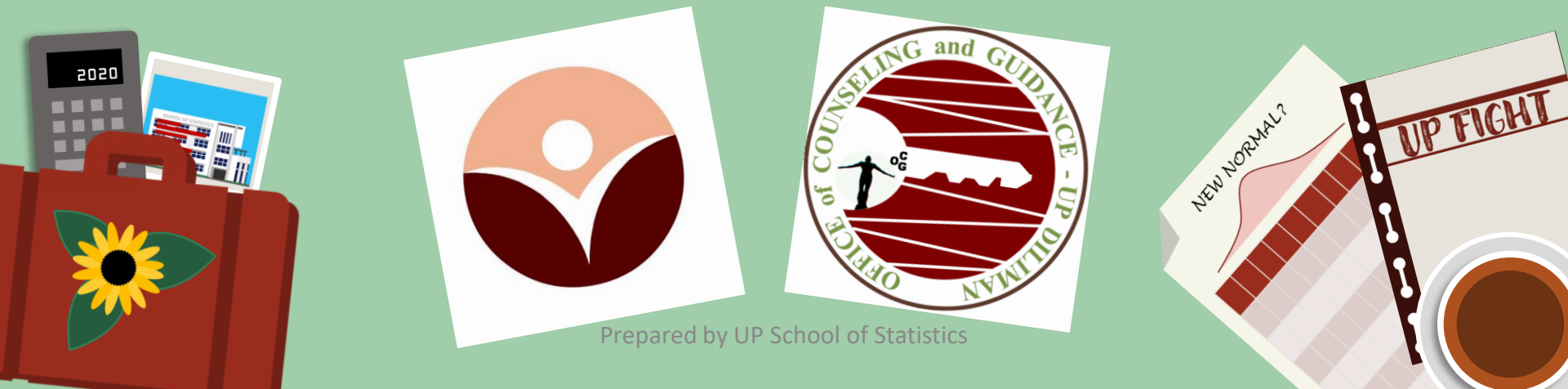


Prepared by UP School of Statistics



It's OK to not be OK...

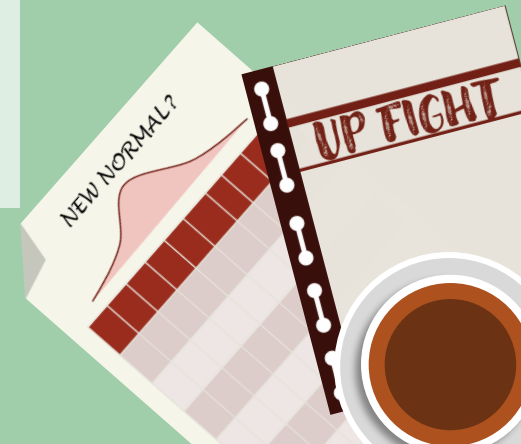
- **It's OK to not be OK.** If you are feeling lost, too much pressure, or unbearable anxiety this semester, you may contact the **UPD Psychosocial Services (PSYCSERV)** or **Office of Counseling and Guidance (OCG)** for assistance.
- For more details about their services, kindly check the official Facebook page of UPD PSYCSERV: **fb.com/updpsycserv**
- You may contact our guidance counselors through the official Facebook page of OCG: **fb.com/ocg.upd**



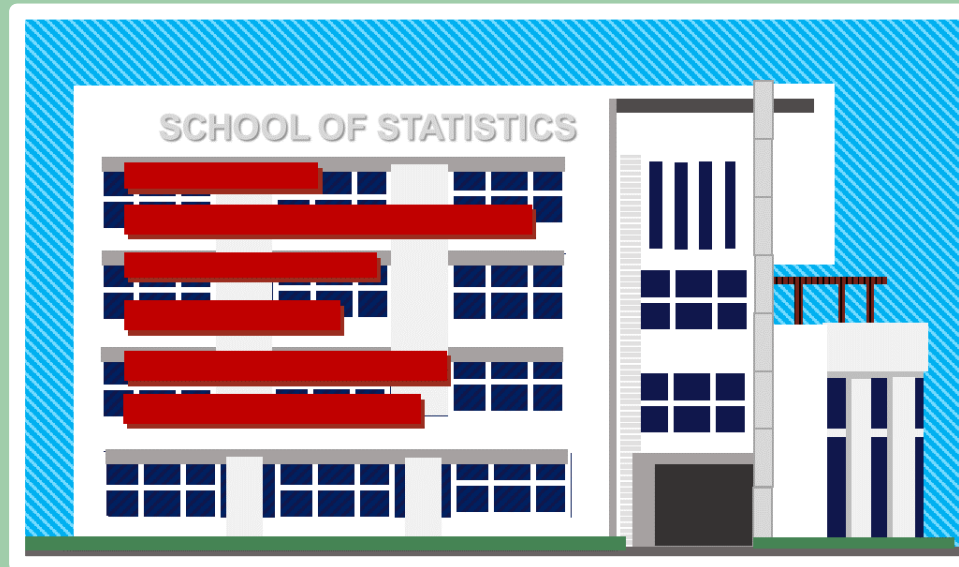
Tipid Data Promos



You may check the respective websites of service providers for affordable prepaid data packages (e.g. GoLearn, GigaStudy, FamLoad Study).



How to contact UP Stat?



- Direct line: **89280881** or Trunk line: **89818500 local 3503** – Monday to Friday 9:00 AM to 4:00 PM, except on holidays.
- If you have inquiries related to the graduate programs (e.g. application requirements, classes), please email the Office of the Director for Graduate Studies at **statgraduate.upd@up.edu.ph**.
- For other concerns, please email the Office of the College Secretary at **statsec.upd@up.edu.ph**.