



UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY



Multimedia Center

10 October 2008

Dear UPOU students:

The website of the UP Open University is [www.upou.edu.ph](http://www.upou.edu.ph) or alternatively [www.upou.org](http://www.upou.org). In the home page you will find information about UPOU, including the latest news and activities.

As a UPOU student, it is important that you regularly check MyPortal: <http://myportal.upou.edu.ph> or <http://myportal.upou.org>. This site has all the announcements for currently enrolled students, as well as links to student tools.

On the upper right corner of this page, you will see links to information on online courses. The learning management system of the UPOU online courses uses the MOODLE (Modular Object Oriented Dynamic Learning Environment).

If you do not yet have MyPortal account:	If you already have MyPortal account from the previous semester:
<ol style="list-style-type: none"> <li>1. Click on <u>Moodle login</u>.</li> <li>2. Click on <u>Create new account</u> (under the login boxes).</li> <li>3. Enter your username, password, email address (twice to ensure accuracy of data) and other personal information.</li> <li>4. Check your registered email address for a confirmation message. This should be available within a few minutes. Be sure to check your Bulk mail folder too (because sometimes this message is classified as "spam" or unwanted mail). Some company/institution email services block messages from our site.</li> <li>5. Find your course title then enter your enrollment key (to be provided by Techsupport, but also available at Deans' offices and some Learning Centers).</li> </ol>	<ol style="list-style-type: none"> <li>1. Click on Moodle login.</li> <li>2. Use your username and password from the previous semester (no need to create a new account).</li> <li>3. Find your course title then enter your enrollment keys for new subjects (to be provided by Techsupport, but also available at Deans' offices and some Learning Centers).</li> </ol>

If you have any questions, please feel free to contact us:  
<http://myportal.upou.org/contacttechsupport.htm>.

We hope that you will have a rewarding semester!

**UPOU Techsupport**