

Applications Development

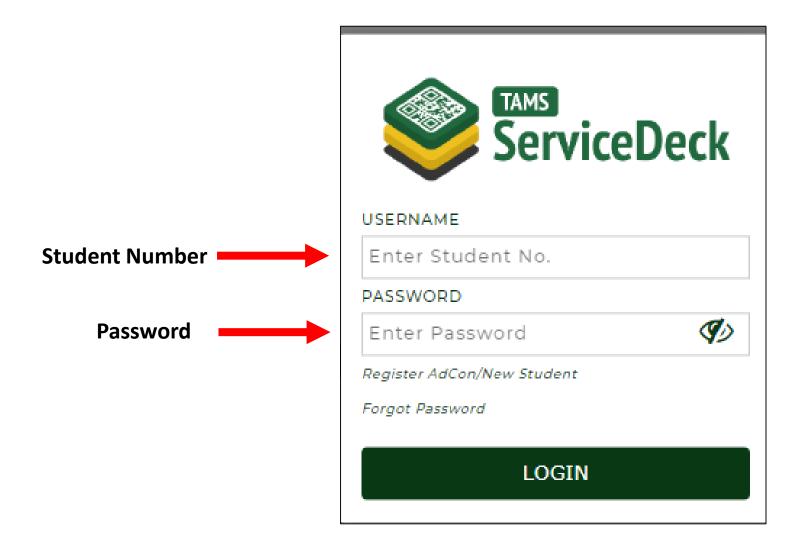


TAMS! Service Deck

How to
Access/Login

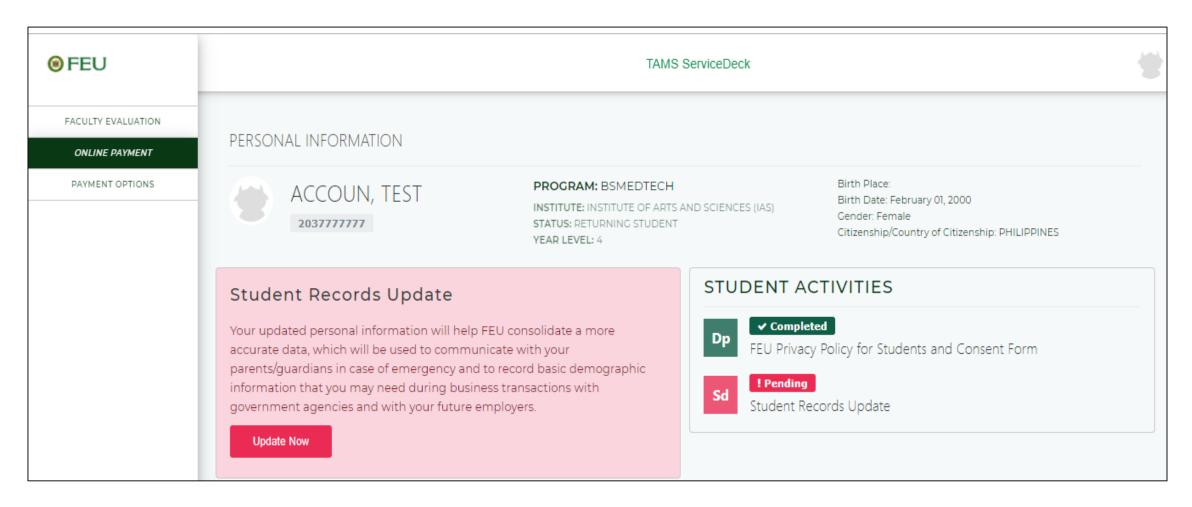
How to Access: TAMS Service Deck

(1) Enter your Student Number and Password



How to Access: TAMS Service Deck

(2) Once logged on, TAMS Service Deck page will be displayed.





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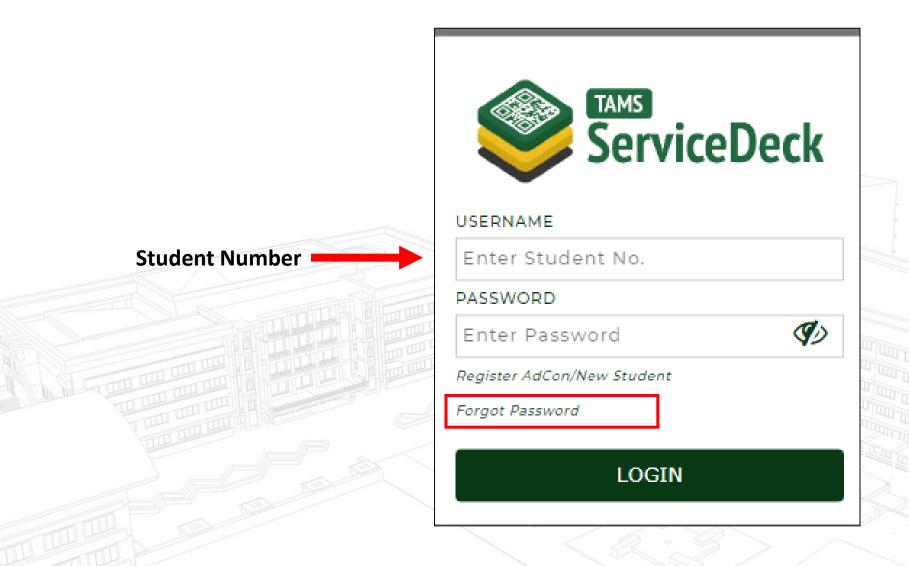
TAMS! Service Deck

How to Reset Password



(1) Enter your Student Number and click "forgot password".

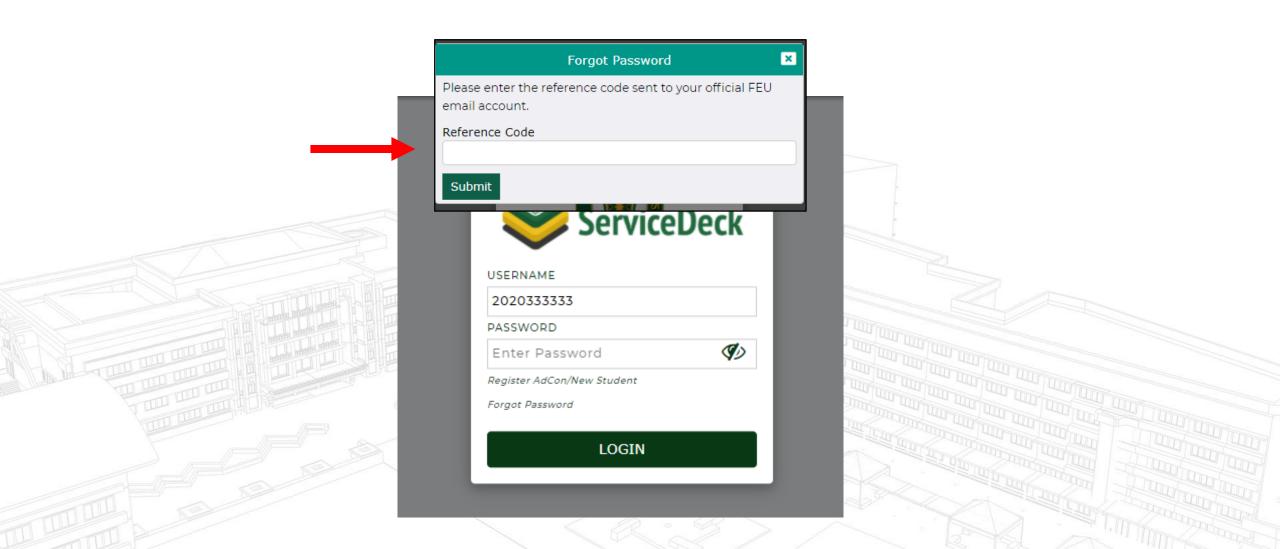
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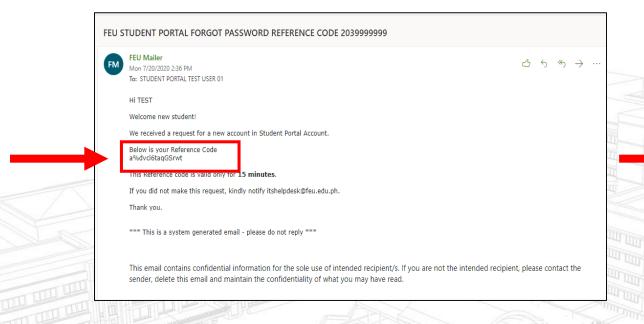
(2) The system will ask for the Reference Code sent to your Office 365 email account.



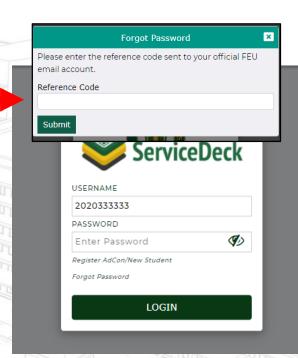


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(3) Check your Office 365 email account to view the reference code provided.



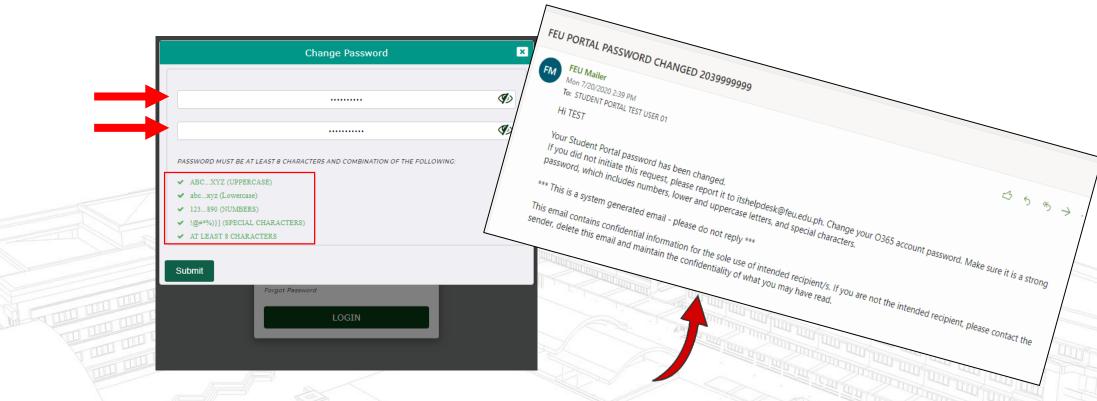
Note that reference code is valid for 15 minutes only, otherwise, you will try again to click "forgot password".





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(4) The system will automatically ask you to change your password using the required character combination.

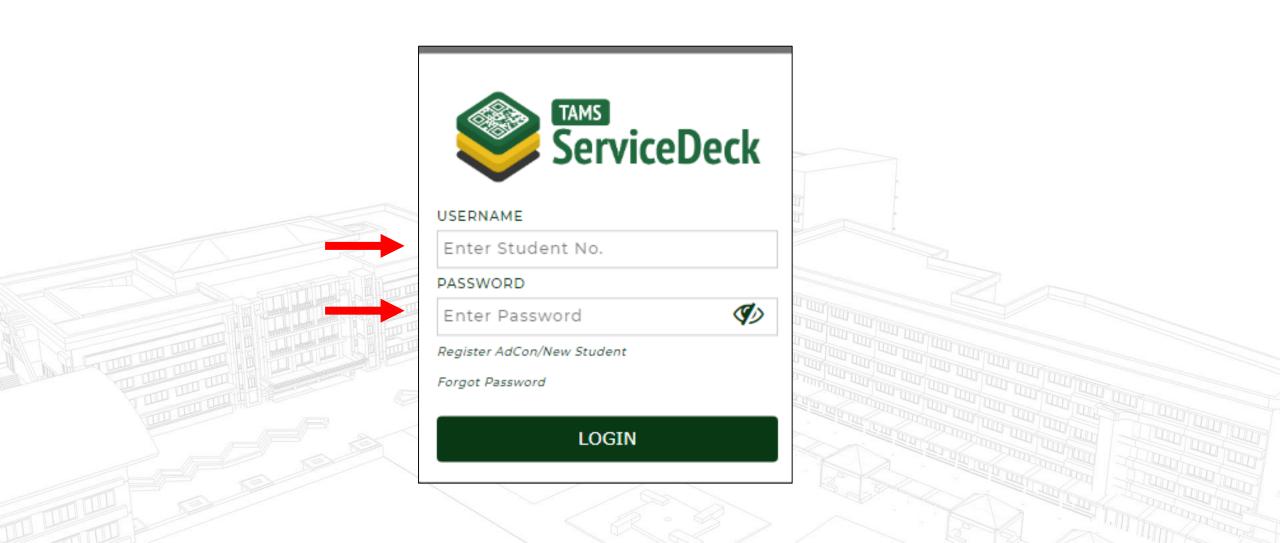


(5) Upon checking your password, an email notification will be sent to your Office 365 email account regarding password changed.



Applications Development

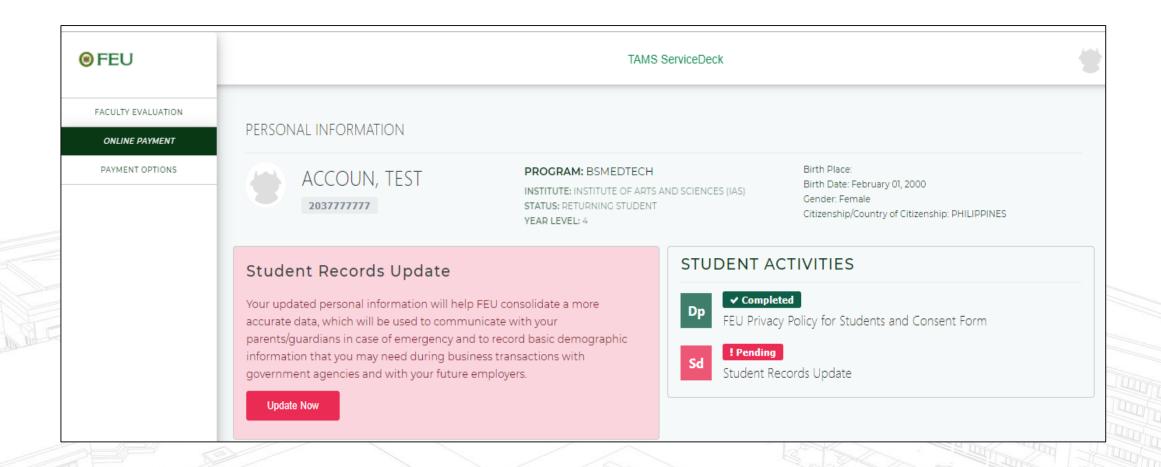
(6) You will ask again to log-on to the Service Deck using your Student Number and new Password.





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(7) Once logged on, TAMS Service Deck page will be displayed.







TAMS! Service Deck

FAQs

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Q: To do list in Tams Service Deck

A: Read and conform to the University Policies.

Update/Complete Student Information

Q: My reference code is not working.

A: Try to click forgot password and make sure to copy the code correctly.

Validity of code is 15 minutes.

Q: I didn't receive reference code.

A: Reference code will be sent to your Microsoft Office Outlook.

Kindly check focused and spam folder.

Q: My Account has been locked/deactivated.

A: For deactivated or locked account, kindly input username and click forgot password.

Q: How to reset password in Tams Service Deck?

A: For password reset or forgot password, Tams Service Deck has self-service feature for password reset.

Kindly input username and click forgot password.

Q: How to change information? (Birthdate, Name, Age, Gender, etc)

A: For change/edit information request, kindly email Registrar's Office at registrar@feu.edu.ph

Q: I can't upload files in Tams Service Deck.

A: Make sure to follow uploading requirements.

Reminders:

For JPEG file, make sure to use .jpg file name extension.

For documents, make sure the file size is 1MB or less than.