



Service Deck

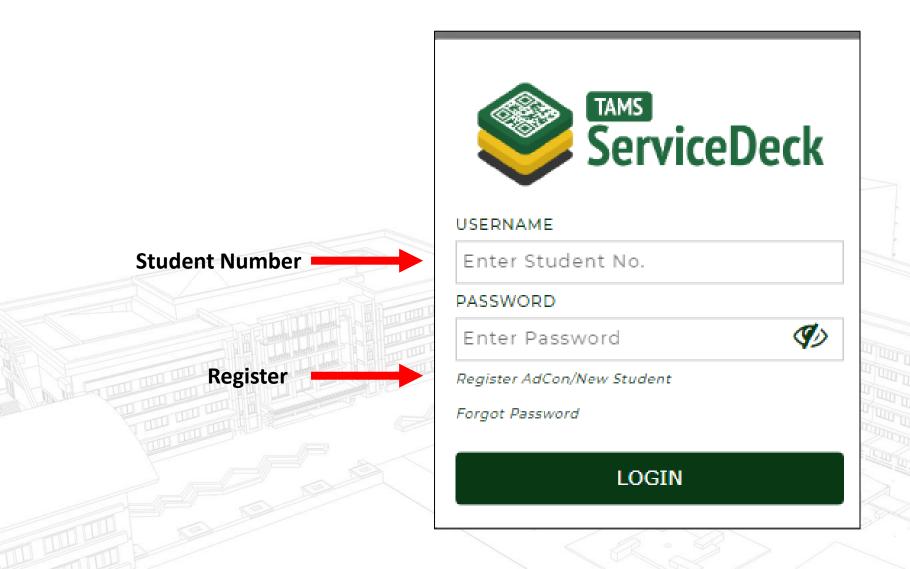
How to..

- Complete your Policy Agreements
- Update your Student Records
- Upload your e-ID picture
- Learning Modes

Tams Service Deck



(1) Log in to your Tams Service Deck using your **Student Number** and **Register**.

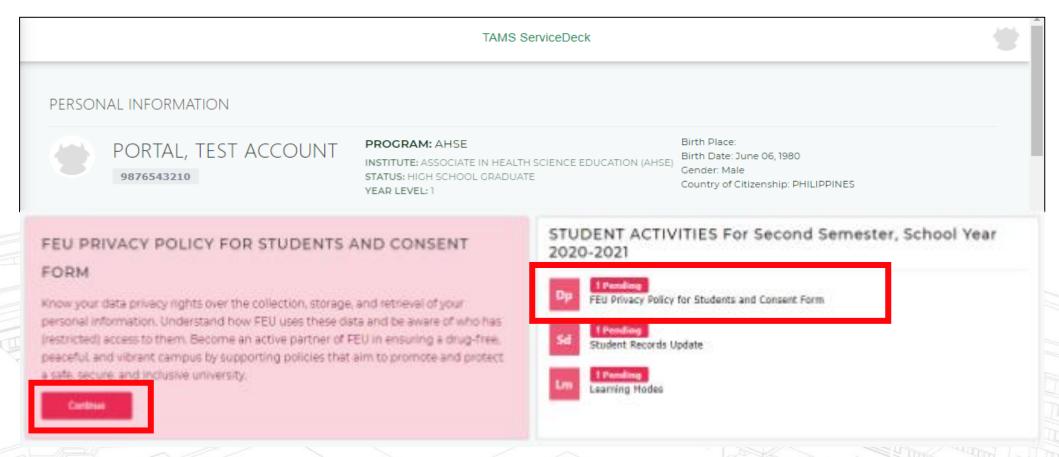


Policy Agreements



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(2) To read the Data Privacy Policy and its Consent Form, Statement and Undertaking on Membership in Accredited Organizations, Statement and Undertaking on New Policies, and Consent and Waiver for the Policy on Drugs, click *Continue*.



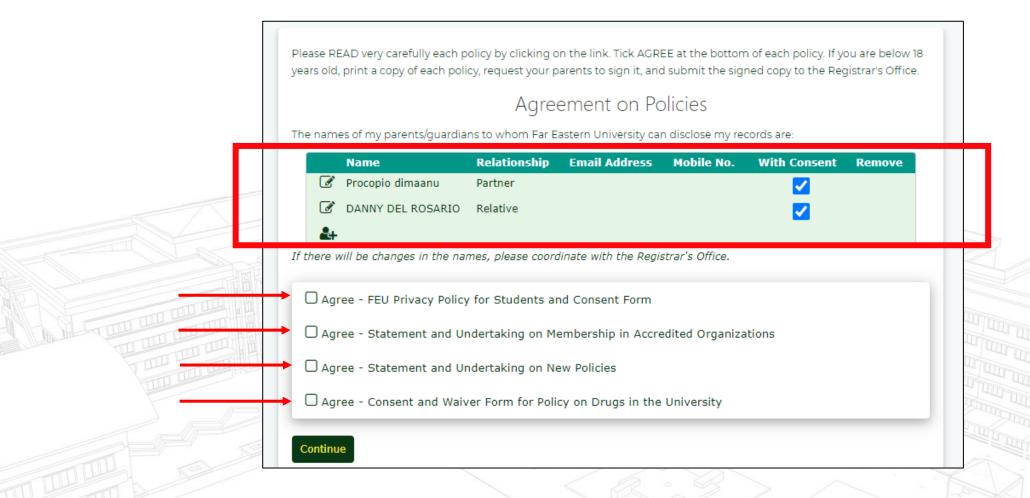
Policy Agreements



(3) Enter the information of parent/guardian to whom your FEU records may be disclosed. Otherwise, leave blank.

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(4) Click each link below to view the policy statement.



Policy Agreements



(5) Read carefully each policy and tick Agree at the bottom. Click Close.

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FEU PRIVACY NOTICE FOR STUDENTS

Far Eastern University is committed to protecting and upholding the rights of students, including their right to keep personal information private. In compliance with Republic Act 10173, otherwise known as the Data Privacy Act of 2012, and guided by the principles of transparency, legitimate purpose, and proportionality, this policy statement sets out the data-privacy rights of FEU students and describes the information that may be collected from them; the collection methods and timing of collection; the purposes for which the data may be used; the storage, transmission, and method of use of such data; the conditions under which data are shared with third parties; the data retention period; and the rules that govern the students' participation when they are asked to share their personal information.

1. Identity of the Process Owner

FEU Academic Services is the process owner of programs specified in Commission on Higher Education

Memorandum Order (CMO), 9 series of 2013 (The Enhanced Policies and Guidelines on Student Affairs and

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STATEMENT AND UNDERTAKING NEW POLICIES

I, <u>ACCOUN, TEST C., 20</u> years of age, and with residence and postal address at <u>Test No Test Street null null, null, null, AFGHANISTAN</u>, state that:

- 1. I am a student of Far Eastern University, with Student No 2037777777;
- I have read and understood the new FEU Policies (effective 1 June 2017), to wit: a) uniform, b) Identification Card,
 prohibited items, d) plagiarism, and e) violation of test-taking protocol, and I conform to and support said new policies, as stated in the Student Handbook;
- I recognize and accept that my continued stay in the UNIVERSITY is subject to compliance with said new policies, as well as the other existing policies and prescribed disciplinary rules and regulations of the UNIVERSITY; and
- 4. I undertake to adhere to the UNIVERSITY policies, rules and regulations during my entire stay at the UNIVERSITY

By ticking the Agree Box below, I warrant that I have read, understood all of the above provisions, and agreed with its full implementation.



Note: If you are below 18 years old, print this document and have it signed by your parent/guardian. Submit this signed document to the **Registrar's Office**.

With my conformity: ACCOUN, TEST C.

Printed Name and Signature of Parent / Guardian

Date

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STATEMENT AND UNDERTAKING (MEMBERSHIP TO ACCREDITED ORGANIZATIONS)

I, <u>ACCOUN, TEST C., 20</u> years of age, and with residence and postal address at <u>Test No Test Street null null,</u> <u>null, null, AFGHANISTAN</u>, state that:

- I am not a member of any organization operating within the University premises which is not registered with the Far Eastern University (hereinafter called the UNIVERSITY);
- For the duration of my stay in the UNIVERSITY, I shall not join and or shall not participate in any organization not recognized by the UNIVERSITY;
- I acknowledge and understand that my admission into the UNIVERSITY is a privilege and that the UNIVERSITY has the right and the authority to choose the persons or individuals that may be admitted as students of the UNIVERSITY;

4. I acknowledge and understand that the UNIVERSITY has likewise the authority to prescribe rules and

egulations governing nor ursuant to its right to ac rganizations whose exist chool campus;

recognize and accept tha rescribed disciplinary rulprorities or organizations rugs and substances, and estroy the integrity of th 4



CONFORMITY AND WAIVER (Policy on Drugs and Prohibited Substance)

I, ACCOUN, TEST C., 20 years of age, and with residence and postal address at Test No Test Street null null, null, null,

- 1. I am a student of Far Eastern University, with Student No. 2037777777;
- 2. I have read and understood the FEU Policy on Drugs and Prohibited Substance:
- 3. I conform to and support the said policy;
- 4. I recognize and accept that my continued stay in the UNIVERSITY is subject to compliance with the FEU Policy on Drugs and Prohibited Substance:
- With full knowledge of my rights under the law, I allow myself hereafter to be subjected to any drug or medical testing in accordance with the said policy;
- I shall not file any claim or action of whatever nature against FEU and/ or its officers after submitting myself to the drug or medical testing;
- 7. I shall abide by whatever decision rendered by the management in consonance with the results of the drug test.
- I am executing and submitting this Conformity and Waiver as a prerequisite of my admission/retention as a student of the UNIVERSITY.

By ticking the Agree Box below, I warrant that I have read, understood all of the above provisions, and agreed with its full implementation.



Note: If you are below 18 years old, print this document and have it signed by your parent/guardian. Submit this signed document to the Registrar's Office.
With my conformity:

Printed Name and Signature of Parent / Guardian

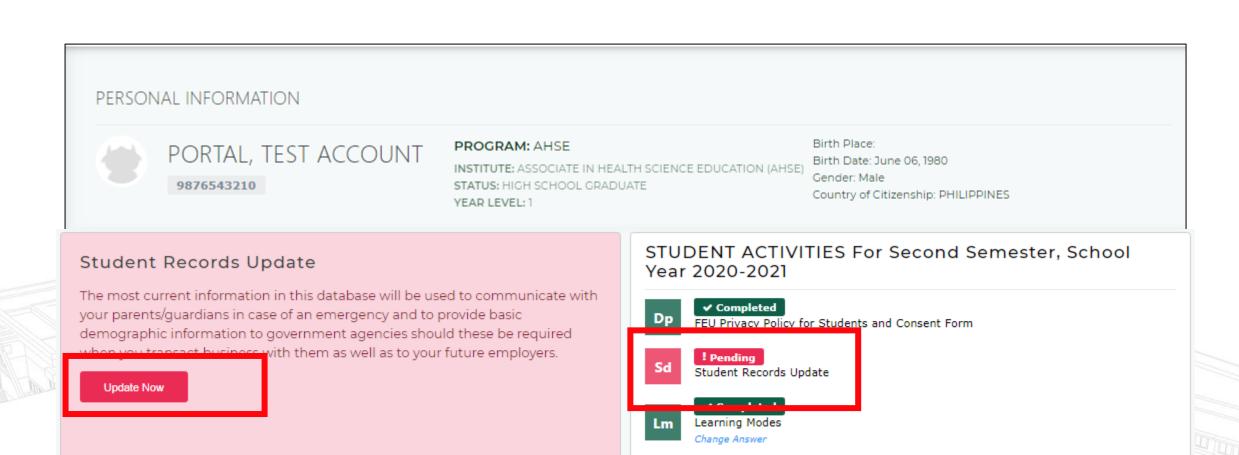
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Update Student Records



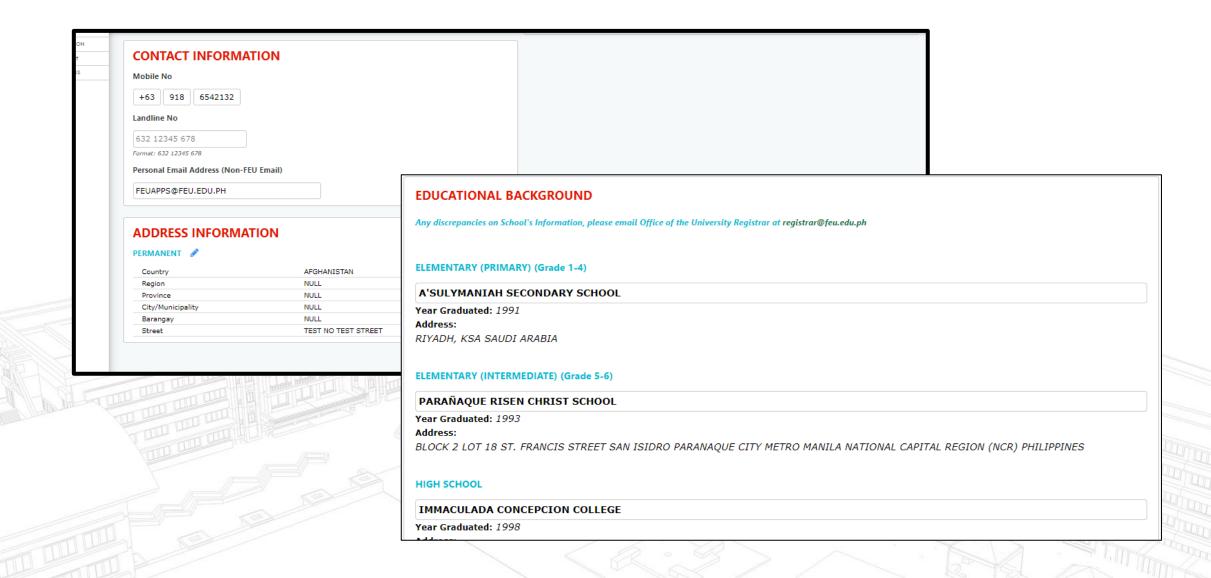
(6) To update your student records, click *Update Now*.



Update Student Records



(7) Select and edit the information you wanted to change (if any).



Upload e-ID Photo (only for new student this Semester whose first digits are 2021)



(8) Click Upload ID and select a photo that you would like to use for your e-ID photo card. Then, click Save.

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Electronic ID Photo

Upload ID photo only for those student numbers whose first digits are 2021. Photo will be used for the e-ID that will be emailed upon completion of all To-Do Lists in the Tams ServiceDeck.

ID Card Photo Requirements (See sample below):

- Mandmum file size: I MB

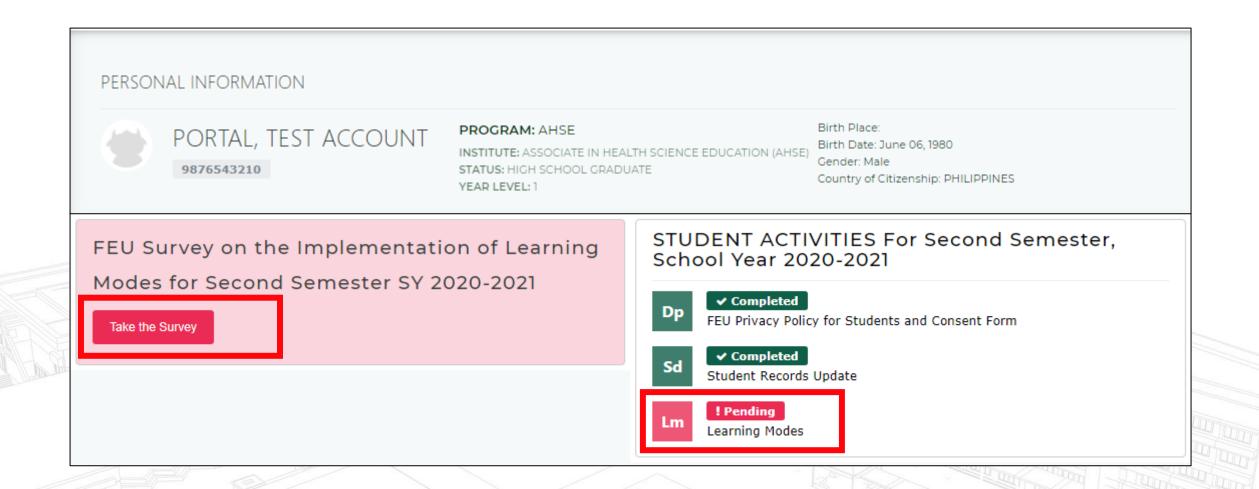
- Recent photo with white background.
- 2. Weer Smart Casual attire.
- Full face and shoulders shot, facing the camera.
- 4. Must be in color, JPEC(jpg) File Format (not blurry, grainy, or fuzzy).
- Do not wear dark glasses.
- Not enhanced in any way (for example, filters, photoshop etc.).
- Do not pub mit a pranned image or a photo of a photo.
- 8. Make sure there are no shadows over your face.
- 9. Religious headwear is allowed but it must not cover your face.

-Upload ID

Update Student Records



(9) Select preferred learning mode.



Mode of Learning Survey



(10) Select Mode of Learning: Time base

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FEU Survey on the Implementation of Learning Modes for Second Semester SY 2020-2021

- Mixed Online Learning (MOL)
- Asynchronous Online Learning (AOL)
- Total Analog Learning (TAL)

Expect an email from academicsen/ices@feu.edu.ph and answer the TAL Confirmation Form which has the mechanics on the dispatch of the USB. New guidelines are in place.



Mixed Online Learning (MOL)

- Recommended for all types of learners
- A mix of synchronous and asynchronous learning
- ☑ The Course Information Booklet (CIB) and the Complete Course Modules (CCM) will be made available to students via Canvas and One Drive respectively on the first day of class;
- Instructors to schedule synchronous meetings for 50-75% of scheduled class time;
- Synchronous meetings to be scheduled only for designated schedule.
- Student attendance checking will remain suspended
- Student has a stable internet connection



Asynchronous Online Learning (AOL)

- Recommended for independent learners with stable internet connections
- The Course Information Booklet (CIB) and the Complete Course Modules (CCM) available to students via Canvas and One Drive respectively on the first day of class;
- Synchronous classes are open to AOL students but they need not attend;
- Faculty will be available to students for consultations
- ☑ Student has moderate to strong internet speed; ideal for working students



Total Analog Learning (TAL)

- Recommended for independent learners with unstable internet connections
- ☑ The Course Information Booklet (CIB) and the Complete Course Modules (CCM) with instructions for the submission of assessments will be made available to students in analog form (USB) for delivery for students outside of Metro Manila and for pick up from FEU Manila for students from Metro Manila. Students who wish to use TAL need to write a letter of request explaining their circumstances which require analog learning material.
- Faculty will be available to students for consultations
- Student has limited to moderate internet speed; ideal for working students and those in areas with poor connectivity.

Arrangements for face to face classes for select courses may be made should face to face learning be allowed by the Commission on Higher Education (CHEd,

Close

Submit

Refresh

Mode of Learning Survey (Guidelines)



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The FEU Information Technology Services and the Academic Services introduce the Tams ServiceDeck, your additional online platform for a vibrant virtual life. This platform will keep a record of your personal information, key university policies that you must be aware of, links to surveys that aim to improve student support, information on payment options, and application links for graduation and scholarship. More features will be soon be activated to help you monitor your progress about co-curricular programs and services.

TO-DO LIST:

- O Update/Complete Student Information
- Read and conform to the updated university policies (e.g., Privacy Policy Statement, etc)
- Upload a photo for your e-ID* (especially for freshmen)

TO ACCESS:

You must have an activated FEU-assigned O365 email address.

You will be prompted to change your password during your first use of the ServiceDeck.

A code will be sent to your official FEU email. Use the code to access the service deck and nominate a new password.

imesYour e-ID will be emailed to you upon completion of the To-Do List.



Be digital smart! Always protect your digital footprints.

- 1. Login to Student Central if the password is not valid, email Helpdesk.
- Helpdesk will validate if the student already completed all the requirements in TamsServiceDeck.
- 3. If YES, password reset. If NO, the student will need to comply first with the requirements.
- 4. Login to TamsServiceDeck and answer the following: (Sequential)
 - 1. FEU Policy
 - 2. Student Records Update with Job Preference Survey (for graduating)
 - Mode of Learning (Time base period, results will be sent to Netsuite)
- 5. Once submitted, an email will be sent to student's FEU Mail regarding Student Central password.



Mode of Learning Survey (System Process)



Below is the business process flow.

