



TAMS


ServiceDeck

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**.



USERNAME

PASSWORD



[Register AdCon/New Student](#)

[Forgot Password](#)

LOGIN

Student Number



Register




Policy Agreements

(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**.

TAMS ServiceDeck

PERSONAL INFORMATION



PORTAL, TEST ACCOUNT
9876543210

PROGRAM: AHSE
INSTITUTE: ASSOCIATE IN HEALTH SCIENCE EDUCATION (AHSE)
STATUS: HIGH SCHOOL GRADUATE
YEAR LEVEL: 1

Birth Place:
Birth Date: June 06, 1980
Gender: Male
Country of Citizenship: PHILIPPINES

FEU PRIVACY POLICY FOR STUDENTS AND CONSENT FORM

Know your data privacy rights over the collection, storage, and retrieval of your personal information. Understand how FEU uses these data and be aware of who has (restricted) access to them. Become an active partner of FEU in ensuring a drug-free, peaceful and vibrant campus by supporting policies that aim to promote and protect a safe, secure, and inclusive university.

Continue

STUDENT ACTIVITIES For Second Semester, School Year 2020-2021

Dp	1 Pending FEU Privacy Policy for Students and Consent Form
Sd	1 Pending Student Records Update
Lm	1 Pending Learning Modes




Policy Agreements

- (3) Enter the information of parent/guardian to whom your FEU records may be disclosed. Otherwise, leave blank.
- (4) Click each link below to view the policy statement.

Please READ very carefully each policy by clicking on the link. Tick AGREE at the bottom of each policy. If you are below 18 years old, print a copy of each policy, request your parents to sign it, and submit the signed copy to the Registrar's Office.

Agreement on Policies

The names of my parents/guardians to whom Far Eastern University can disclose my records are:

Name	Relationship	Email Address	Mobile No.	With Consent	Remove
 Procopio dimaanu	Partner			<input checked="" type="checkbox"/>	
 DANNY DEL ROSARIO	Relative			<input checked="" type="checkbox"/>	
					

If there will be changes in the names, please coordinate with the Registrar's Office.

- ☐ Agree - FEU Privacy Policy for Students and Consent Form
- ☐ Agree - Statement and Undertaking on Membership in Accredited Organizations
- ☐ Agree - Statement and Undertaking on New Policies
- ☐ Agree - Consent and Waiver Form for Policy on Drugs in the University

[Continue](#)

Policy Agreements

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

1



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

3



STATEMENT AND UNDERTAKING NEW POLICIES

I, ACCOUN_TEST C, 20 years of age, and with residence and postal address at Test No Test Street null null, null, null, AFGHANISTAN, state that:

1. I am a student of Far Eastern University, with Student No 2037777777;
2. I have read and understood the new FEU Policies (effective 1 June 2017), to wit: a) uniform, b) Identification Card, c) 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;
3. 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.

☒ **I Agree**

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:

Close

2



STATEMENT AND UNDERTAKING (MEMBERSHIP TO ACCREDITED ORGANIZATIONS)

I, ACCOUN_TEST C, 20 years of age, and with residence and postal address at Test No Test Street null null, null, null, AFGHANISTAN, state that:

1. 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);
2. 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;
3. 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

regulations governing non-
pursuant to its right to acc
organizations whose exist
school campus;
recognize and accept the
prescribed disciplinary rule
priorities or organizations
rugs and substances, and
destroy the integrity of the

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, AFGHANISTAN, state that:

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;
5. 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;
6. 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.
8. 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.

☒ **I Agree**

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


Date:

Close

Update Student Records

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

PERSONAL INFORMATION



PORTAL, TEST ACCOUNT
9876543210

PROGRAM: AHSE
INSTITUTE: ASSOCIATE IN HEALTH SCIENCE EDUCATION (AHSE)
STATUS: HIGH SCHOOL GRADUATE
YEAR LEVEL: 1

Birth Place:
Birth Date: June 06, 1980
Gender: Male
Country of Citizenship: PHILIPPINES

Student Records Update

The most current information in this database will be used to communicate with your parents/guardians in case of an emergency and to provide basic demographic information to government agencies should these be required when you transact business with them as well as to your future employers.

Update Now

STUDENT ACTIVITIES For Second Semester, School Year 2020-2021

Dp

✓ Completed

FEU Privacy Policy for Students and Consent Form

Sd

! Pending

Student Records Update

Lm

Learning Modes

[Change Answer](#)

Update Student Records

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

CONTACT INFORMATION

Mobile No

+63

918

6542132

Landline No


632 12345 678

Format: 632 12345 678

Personal Email Address (Non-FEU Email)

FEUAPPS@FEU.EDU.PH

ADDRESS INFORMATION

PERMANENT 

Country	AFGHANISTAN
Region	NULL
Province	NULL
City/Municipality	NULL
Barangay	NULL
Street	TEST NO TEST STREET

EDUCATIONAL BACKGROUND

Any discrepancies on School's Information, please email Office of the University Registrar at registrar@feu.edu.ph

ELEMENTARY (PRIMARY) (Grade 1-4)

A'SULYMANIAH SECONDARY SCHOOL

Year Graduated: 1991

Address:
RIYADH, KSA SAUDI ARABIA

ELEMENTARY (INTERMEDIATE) (Grade 5-6)

PARAÑAQUE RISEN CHRIST SCHOOL

Year Graduated: 1993

Address:
BLOCK 2 LOT 18 ST. FRANCIS STREET SAN ISIDRO PARANAQUE CITY METRO MANILA NATIONAL CAPITAL REGION (NCR) PHILIPPINES

HIGH SCHOOL

IMMACULADA CONCEPCION COLLEGE

Year Graduated: 1998

Address:

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**.

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):



Maximum file size: 1 MB


1. Recent photo with white background.
2. Wear Smart Casual attire.
3. Full face-and-shoulders shot, facing the camera.
4. Must be in color, JPEG(jpg) File Format (not blurry, grainy, or fuzzy).
5. Do not wear dark glasses.
6. Not enhanced in any way (for example, filters, photoshop etc.)
7. Do not submit a scanned 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.

PERSONAL INFORMATION



PORTAL, TEST ACCOUNT

9876543210

PROGRAM: AHSE

INSTITUTE: ASSOCIATE IN HEALTH SCIENCE EDUCATION (AHSE)

STATUS: HIGH SCHOOL GRADUATE

YEAR LEVEL: 1

Birth Place:

Birth Date: June 06, 1980

Gender: Male

Country of Citizenship: PHILIPPINES

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

Take the Survey

STUDENT ACTIVITIES For Second Semester, School Year 2020-2021

Dp

✓ Completed

FEU Privacy Policy for Students and Consent Form

Sd

✓ Completed

Student Records Update

Lm

! Pending

Learning Modes

Mode of Learning Survey

(10) Select Mode of Learning: Time base

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 academicservices@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)



FEU
FUTURE-READY
LEARNING



TAMS
ServiceDeck

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:

- 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.

*Your 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.
2. 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)
 3. 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.

