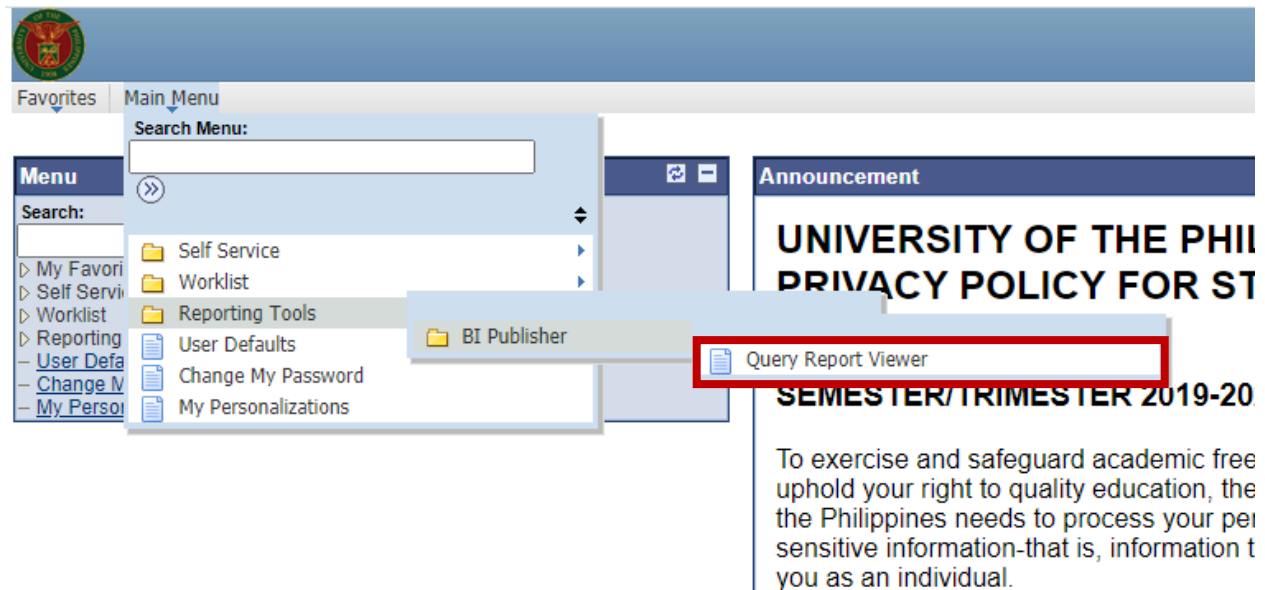


SAIS Guide for Students on How to Generate your Form 5 Certificate of Registration and EOR

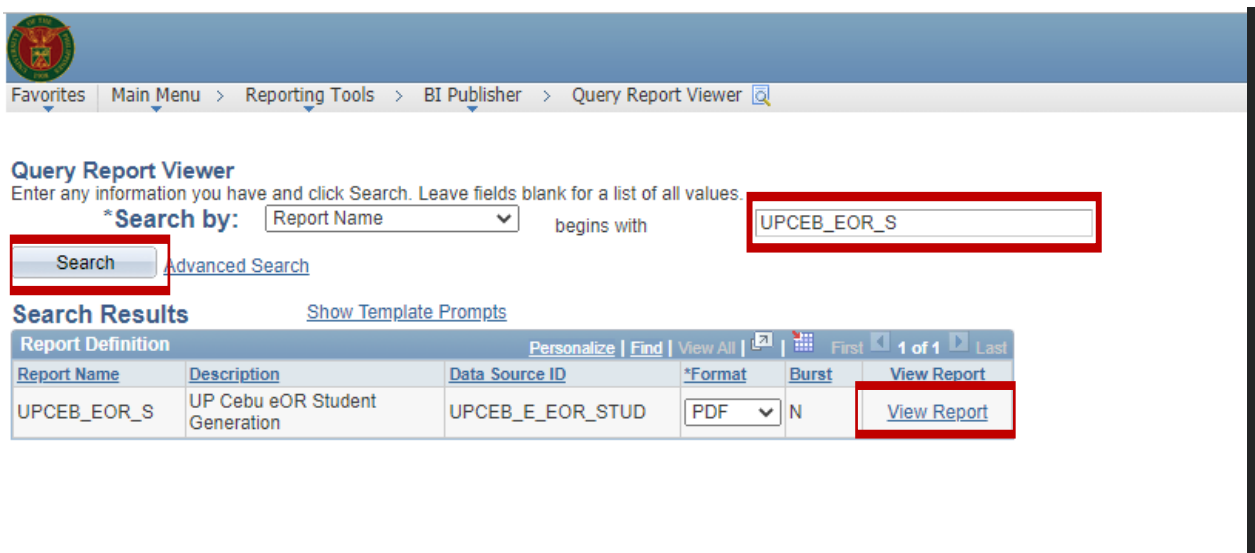
1 - How to view your Form5/EOR, Query Report Viewer


- Click Main Menu – Reporting Tools – BI Publisher – Query Report Viewer



2 - How to view your Form5/EOR, "UPCEB_EOR_S"

- On the Query Report Viewer page, click the 'Search' button.
- A search result will display, click 'View Report' link.



Note: A pop-up PDF file will be displayed in your computer showing your class schedule (see sample screenshot below) once the 'View Report' link is clicked. However, when a pop-up is blocked, the address bar will be marked Pop-up blocked . Click the Allow pop-ups to display the pop-up PDF file.