Lesson: HOW TO ACCESS THE REPORT CARD (AY 19-20)
Using the SBU Microsoft Email

Grade Level	Bit.Ly
Kinder to Grade 1	https://bit.ly/2BTdj1L
Grade 2	https://bit.ly/2zmL0rE
Grade 3	https://bit.ly/2MMcWse
Grade 4	https://bit.ly/3cXSuz8
Grade 5	https://bit.ly/2YmEvxA
Grade 6	https://bit.ly/37kd2Ri
Grade 7	https://bit.ly/37jD47g
Grade 8	https://bit.ly/3dZ3cGY
Grade 9	https://bit.ly/2C1Y9rn
Grade 10	https://bit.ly/3dPFNHU
Grade 11 Rizal	https://bit.ly/37I1pJG
Grade 12 Rizal	https://bit.ly/2Yq80i1
Grade 11 Manila	https://bit.ly/2XU4YUk
Grade 12 Manila	https://bit.ly/2BYDEf4

STEP 1: Access the ONLINE STUDENT VERIFICATION link sent to you via:
- ✓ Parentline
- ✓ Genyo LMS
- ✓ SBU Rizal website → www.sanbedarizal.edu.ph/faq

Purpose: This will register your email address and verify some details regarding your child/ children.

Once your account is verified, you will receive an email from bedistaportalk12.help@sanbeda.edu.ph containing the SBU Email account details of your child and instructions on how to access the Report Card.

STEP 2: Go to San Beda University Rizal website, **www.sanbedarizal.edu.ph**

STEP 3: Click **SBU Mail**
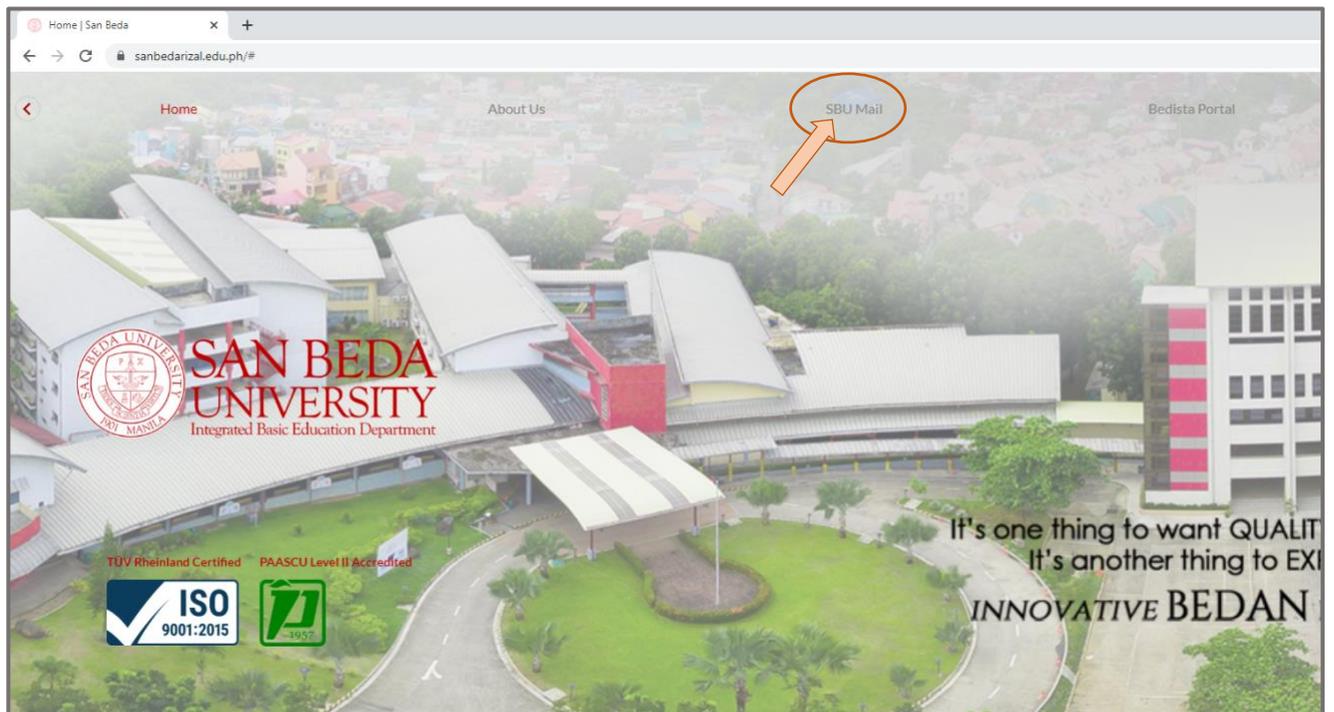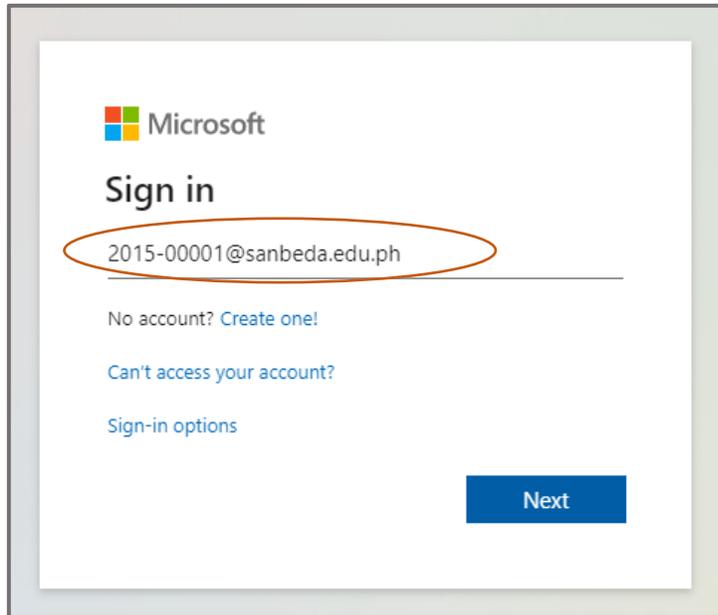
STEP 4: On the Sign in page, type the username following the format

StudentNo@sanbeda.edu.ph
(refer to screenshot on the left)

Click **Next**
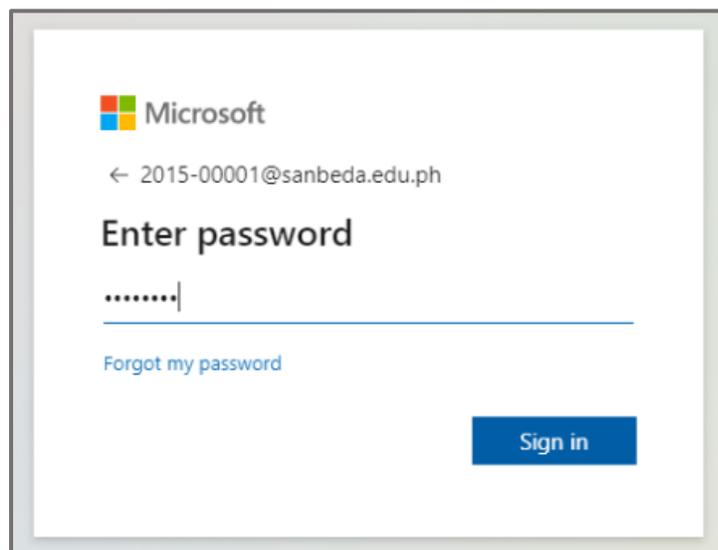
Step 5: Type in the temporary password given to you

Click **Sign in**
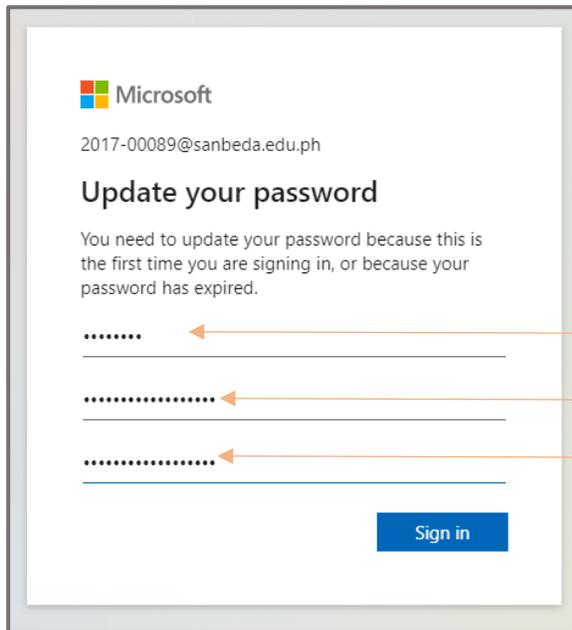
Step 6: You will be required to update your password;

temporary password

NEW password

confirm NEW password
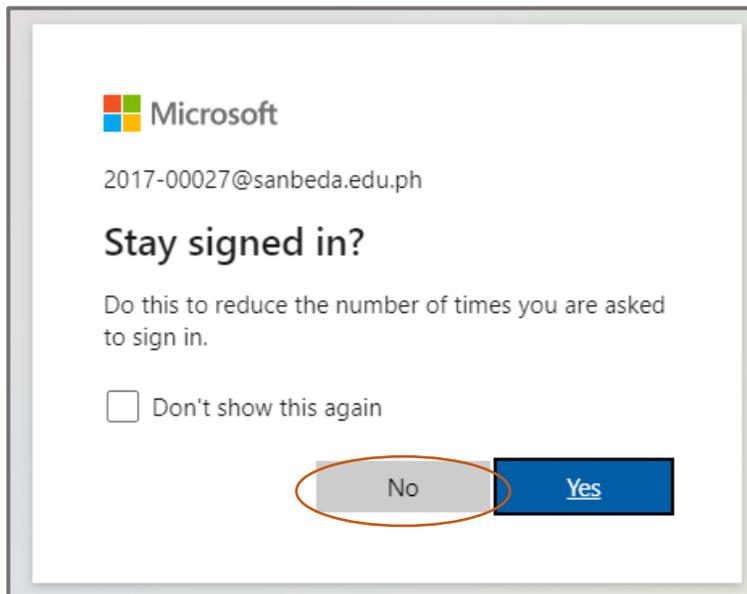
Step 7: You will be asked if you want to "Stay signed in?"
Click **No**

Step 8: Click on **Outlook**
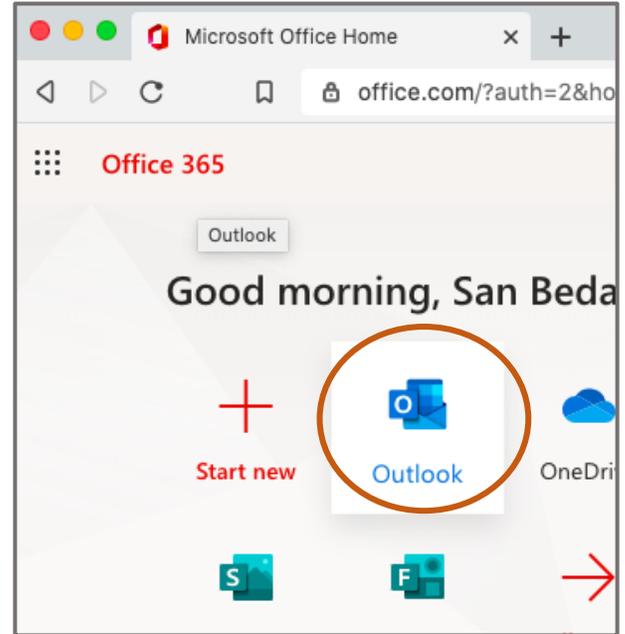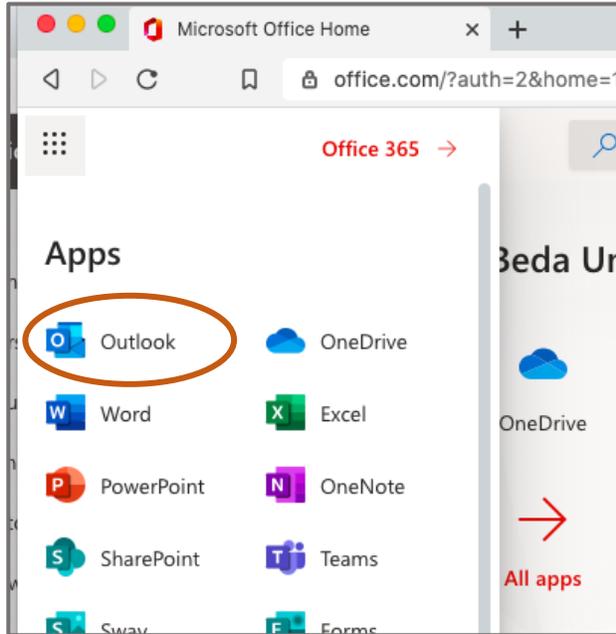
If you encounter this kind of error, (refer to screenshot below), simply type again on your web browser, **portal.microsoft.com** then press the Enter key

You should be directed on a similar screenshot in Step 7.
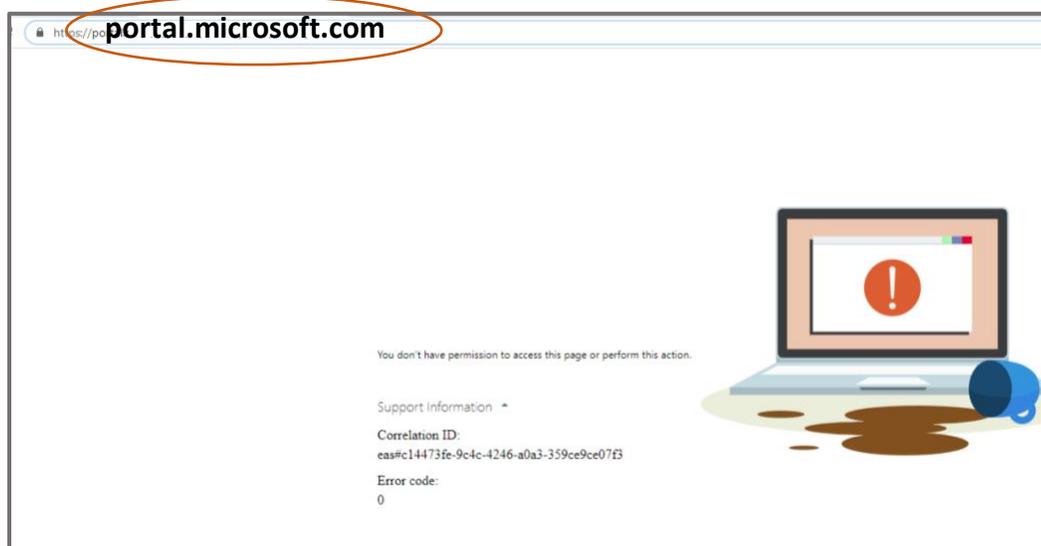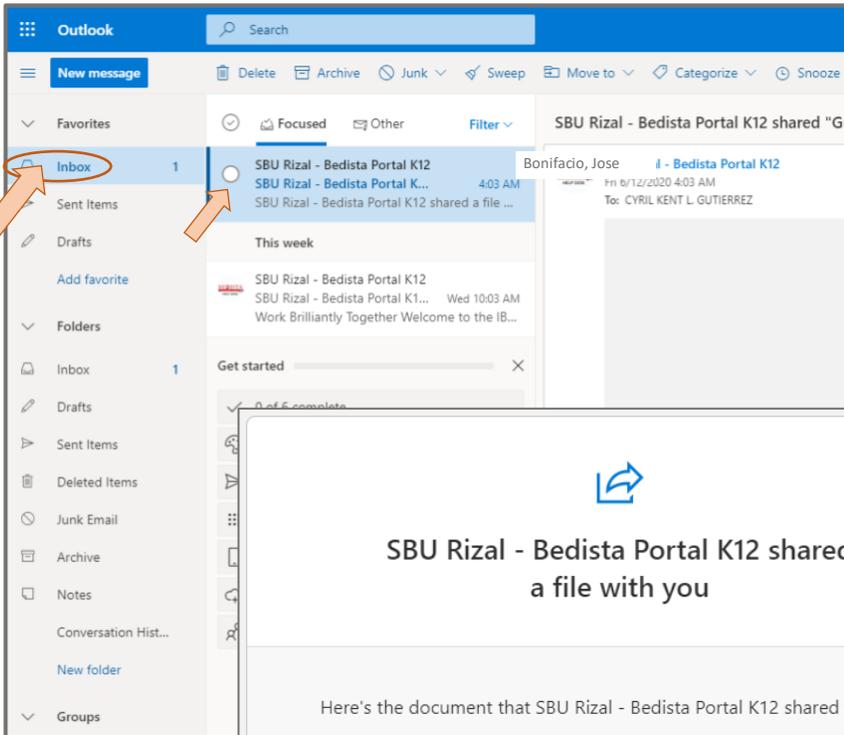
STEP 9: Click the email from **SBU-Rizal Bedista Portal K12**
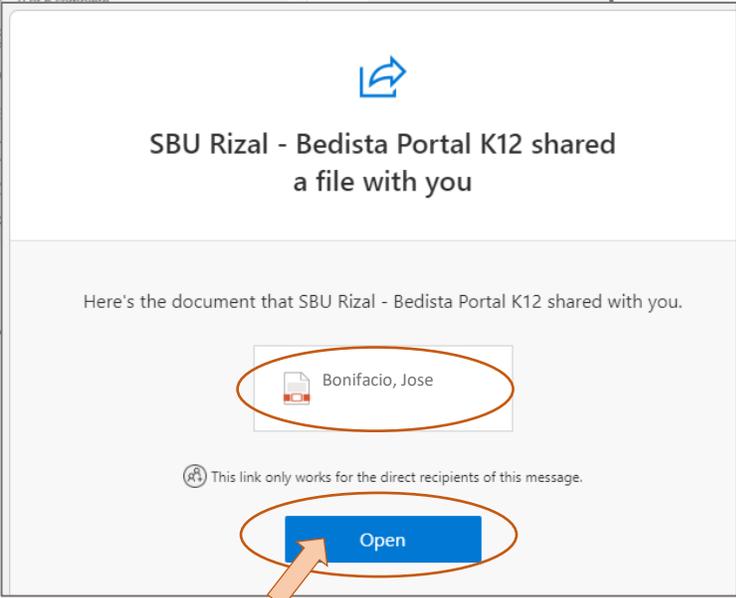
STEP 10: Click the name of your child or the **OPEN** button

Done!
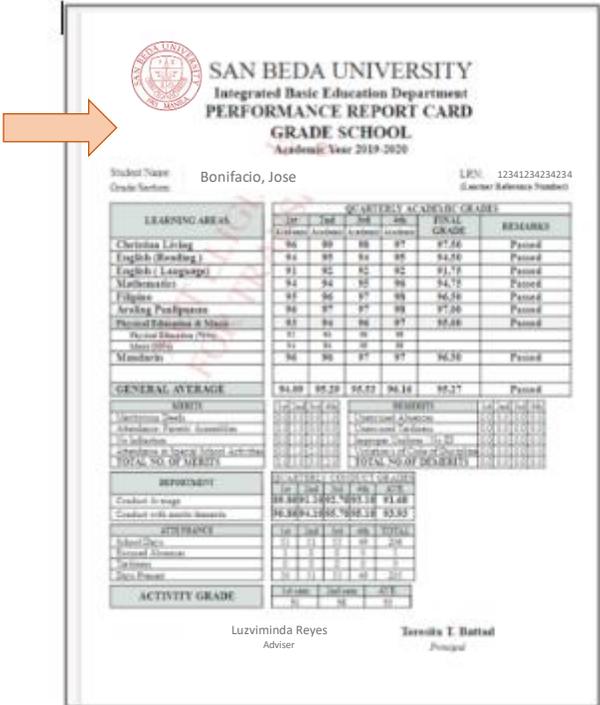
You may claim the ORIGINAL/ PRINTED COPY of the Report Card at the Central Office
(Ground Floor, Angelo King Hall, SBU Taytay, Rizal).

We are currently observing social distancing measures in our campus, please set an appointment before going to school.
- Call us: **8-6609667**
- Email us: **ibed_admin@sanbeda.edu.ph**
  Send Cc. to **principal_sec@sanbeda.edu.ph**

To request for Transcript of Records (TOR), please send an email to **registrar.ibed@sanbeda.edu.ph** and include the ff. details:
- NAME OF STUDENT
- STUDENT NO.
- NO. OF COPIES
- PURPOSE
- DELIVERY OPTION (Pick-up / Courier)
  Note: Appropriate Fees will be charged for documents sent through Courier

Information and Communications Technology Center