



# *Philippine School of Business Administration*

## *Graduate School of Business*

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November 19, 2018

DATE: November 19, 2018

TO: ALL STUDENTS OF PSBA-MANILA GSB (MBA, MBA-DRM, DBA)

FROM: RAMON IÑIGO M. ESPINOSA  
E-Learning System Coordinator

SUBJECT: 2ND SEMSTER AY 2018-2019 PSBA E-LEARNING SYSTEM  
ENROLLMENT

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All PSBA-Manila Graduate School of Business (GSB) students enrolled in the Second Semester of AY 2018-2019 should follow the proceeding instructions to enroll in the PSBA E-Learning System:

1. Send an email to the E-Learning System Coordinator at [inggo@psba.edu](mailto:inggo@psba.edu) using the email that you will use/are using for the E-Learning System.
  - a. For those who do not have a PSBA E-Learning System Account use the subject: **“Request for PSBA E-Learning System Account”**.
  - b. For those who already have a PSBA E-Learning System Account use the subject: **“AY 2018-2019 2<sup>nd</sup> Semester Subjects”**.
2. Include in your email the following details:
  - a. Your student number; and
  - b. A list of your enrolled subjects including the section this 2<sup>nd</sup> Semester.
3. Wait for a response within two (2) working days.

Please note that your accounts will not be created and/or you will not be enrolled in your Second Semester subjects if you do not follow the instructions above. This process is done to prevent incorrect email address and enrolled subject details in the E-Learning System.

For those who are enrolled for residency only, you may still request for your E-Learning System account to access the available online electronic resources by following the instructions above.