





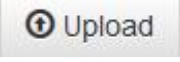
For Fresh Graduates

1. Login at <http://odrs.pup.edu.ph/ur> using your **Student Number** as Username and your **Birthday (YYYYMMDD)** as Password.

- OR recover your account:


- Click the  button
- Click “**I forgot my username/password**” to access the Username and Password Recovery page
- Enter your Email Address used in SIS OR your Student Number
- Click  and an instruction to change your password will be sent to your email address
- Click the link from the Email sent to you to access the Page for Updating the Password
- Type your desired password and click 
- Login at <http://odrs.pup.edu.ph/ur>

2. Click  menu to access your Profile

3. Click  button on the upper-right side of your profile to upload your photo.

4. Check your profile if correct and updated:

- ✓ Educational Attainment – Status should be “**Graduate**” and NOT “**Undergraduate**”
- ✓ Email Address

5. Click  and verify if you have existing request with status: “For Receiving”.

Otherwise, click  and Request for “1st Copy” Credentials.

6. Logout

7. Go to the Registrar’s Office – Receiving Window and submit the requirements