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 [Login] button

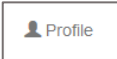Click "I forgot my username/password" to access the Username and Password Recovery page ⬜ Enter your Email Address used in SIS OR your Student Number
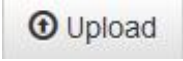
Click [Submit] and an instruction to change your password will be sent to your email address ⬜ Click the link from the Email sent to you to access the Page for Updating the Password

Type your desired password and click [Submit]
Login at http://odrs.pup.edu.ph/ur

2. Click [👤 Profile] menu to access your Profile

3. Click [⊕ Upload] 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 [▤ Requests] and verify if you have existing request with status: "For Receiving".

Otherwise, click [⊕ New Request] and Request for "1st Copy TOR + Diploma + Certificate of Graduation" Credentials.

6. Upload the required documents. Note: If the [📄 Requirements] button appeared under the "Action" column, you must submit the requirement/s.

7. Monitor your request by checking your registered email address or log in to your ODRS account for the updates.

8. Go to the Registrar's Office – Releasing Window once you have received a message that your request is ready for pick up and submit the original copy of the uploaded requirements upon claiming of the request.

Reminders:
1. On your ODRS profile, please upload the required photo. Check the requirements.
2. Once request is on process, clients cannot request unless the current request has been released.
3. Please read and check the requested document/requirements carefully to prevent error that may cause the delay on the processing of your request.