

**UNIVERSITY COMPUTER CENTER
CITIZEN'S CHARTER**

TYPE OF FRONTLINE SERVICE: Creation and Modification of DILNET Account

How to Avail of the Service: for Students

Step	Applicant/Client	Service Provider	Duration of Activity*	Person in Charge	Fees	Form
1	Fill out Application Form	-	2 minutes	*computer workstation*	-	Electronic form
2	Prepare requirements	Receive and review presented documents	1 minute	Rosendo Amansec	-	UP ID and Form 5
3	Receive account details	Print account details	2 minutes	Rosendo Amansec	-	Credentials slip

How to Avail of the Service: for Faculty or Employees

Step	Applicant/Client	Service Provider	Duration of Activity*	Person in Charge	Fees	Form
1	Prepare requirements	Receive and review presented documents	1 minute	Byron Maniquis	-	Govt. ID and Appointment Papers
2	Receive account details	Create then print account details	3 minutes	Byron Maniquis	-	Credentials slip
						<i>*under normal circumstances</i>

Optional: Change Password and set up Account Recovery

	Access and fill out details at accounts.upd.edu.ph		4 minutes		-	Electronic form
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