

UA&P Student User Guide

How to access EmpowerED for the first time or
How to reset EmpowerED password

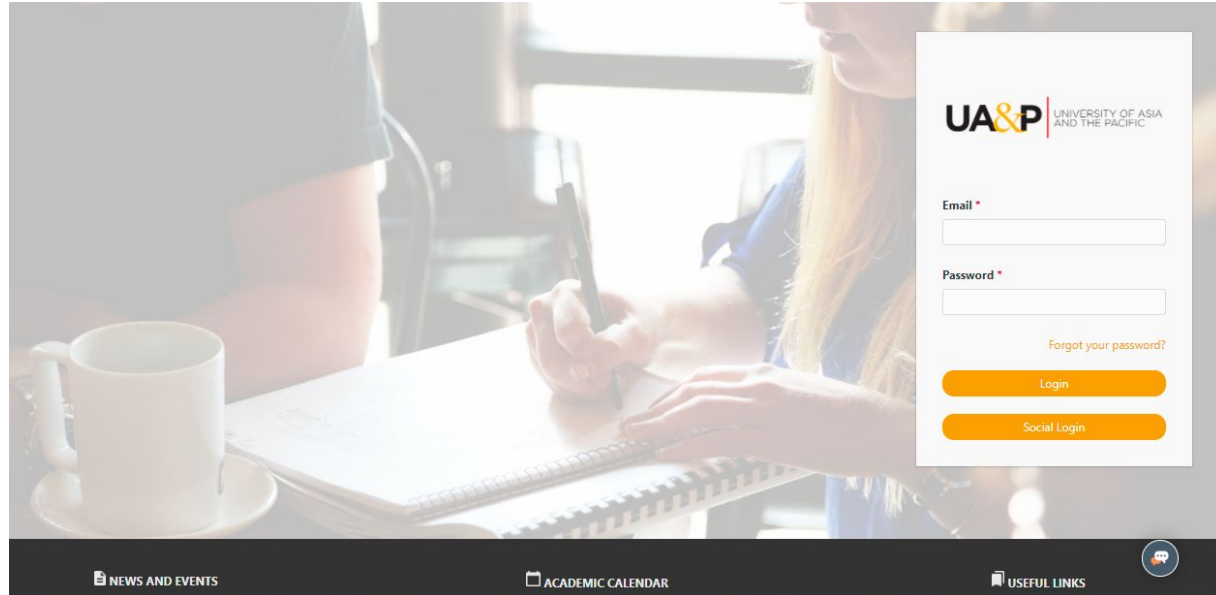
Quick reminders

- To ensure smooth access to the student portal (EmpowerED), please use a laptop and either Mozilla Firefox or Google Chrome as your browser.
- Make sure that you use your uap.asia email address to sign into EmpowerED.
- Make sure that you type your email in lowercase characters or small letters.
- For log in errors such as: “*Email address is not registered in the system*” or “*Email/password is invalid*” or other issues, please use the chatbox located at the lower right of the screen.

Instructions

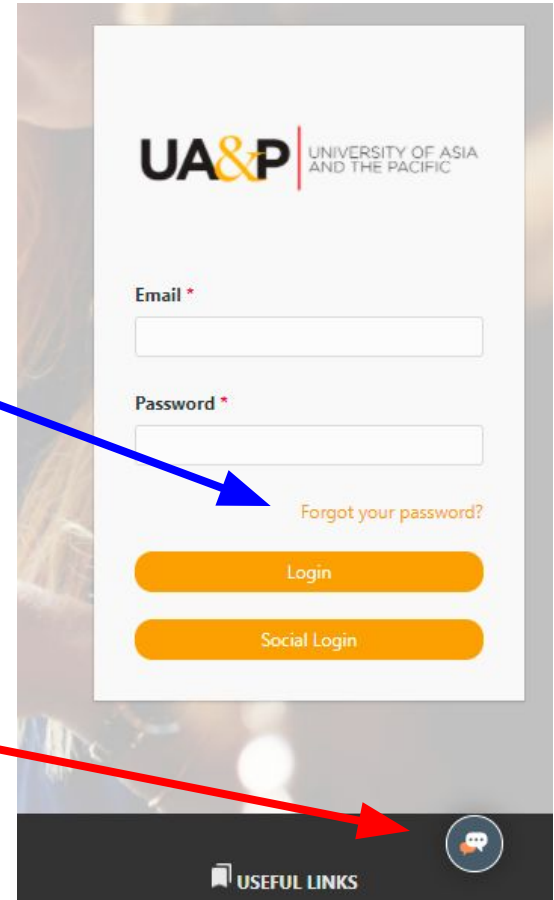
1. Launch the UA&P Student Portal website:

<https://prod-student.uap.asia/login>



2. If this is your first time entering the portal or if you simply need to reset your password, click on the **Forgot your password** link.

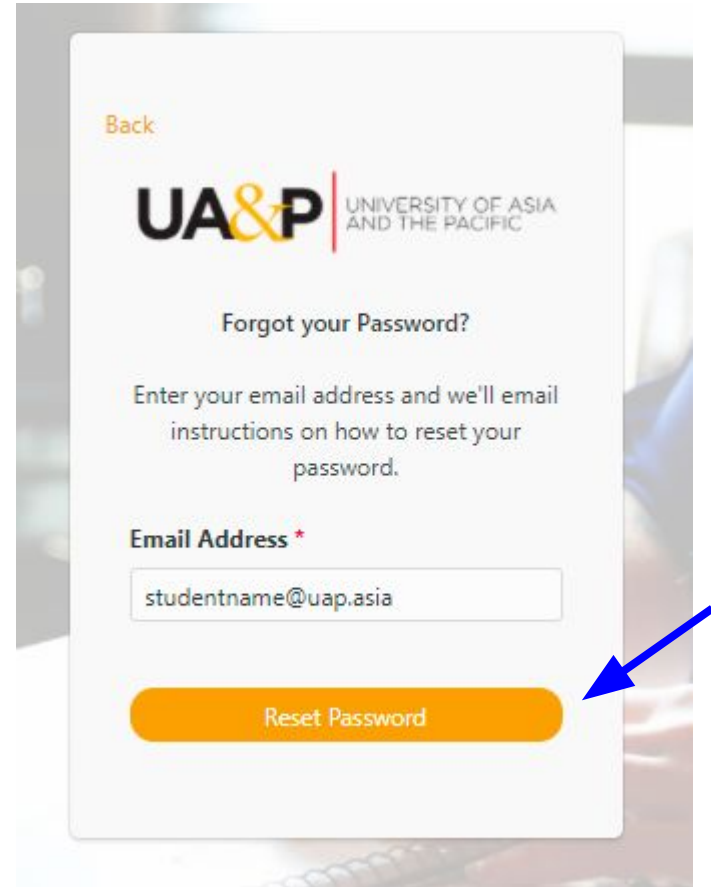
(!) For log in errors such as: “*Email address is not registered in the system*” or “*Email/password is invalid*” or other issues, please send us a message by clicking on the chat box located at the lower right of the screen.



The image shows a login page for the University of Asia and the Pacific (UA&P). The page features the UA&P logo at the top right, followed by the text "UNIVERSITY OF ASIA AND THE PACIFIC". Below the logo are two input fields: "Email *" and "Password *". A blue arrow points to the "Forgot your password?" link located below the password field. At the bottom of the page, there are two orange buttons: "Login" and "Social Login". A red arrow points to a chat box icon in the bottom right corner of the page. The text "USEFUL LINKS" is visible in the bottom left corner of the page.

3. Enter your uap.asia email address and click on the Reset Password button. Wait for about 10-20 minutes for the instructions to be sent to your university email.

If you do not receive any email instructions, try resetting again or check your spam folder or send us your concern via chat box or email us at **helpdesk@uap.asia**.



The image shows a mobile application interface for password reset. At the top left, there is a 'Back' link in orange. Below it is the UAP logo, which consists of 'UA&P' in a bold, sans-serif font, followed by a vertical line and the text 'UNIVERSITY OF ASIA AND THE PACIFIC'. The main heading is 'Forgot your Password?' in a dark grey font. Below this, there is a paragraph of text: 'Enter your email address and we'll email instructions on how to reset your password.' This is followed by a label 'Email Address *' in a dark grey font. Below the label is a text input field containing the placeholder text 'studentname@uap.asia'. At the bottom of the form is a large, rounded orange button with the text 'Reset Password' in white. A blue arrow points from the right side of the screen towards the 'Reset Password' button.

Back

UA&P UNIVERSITY OF ASIA
AND THE PACIFIC

Forgot your Password?

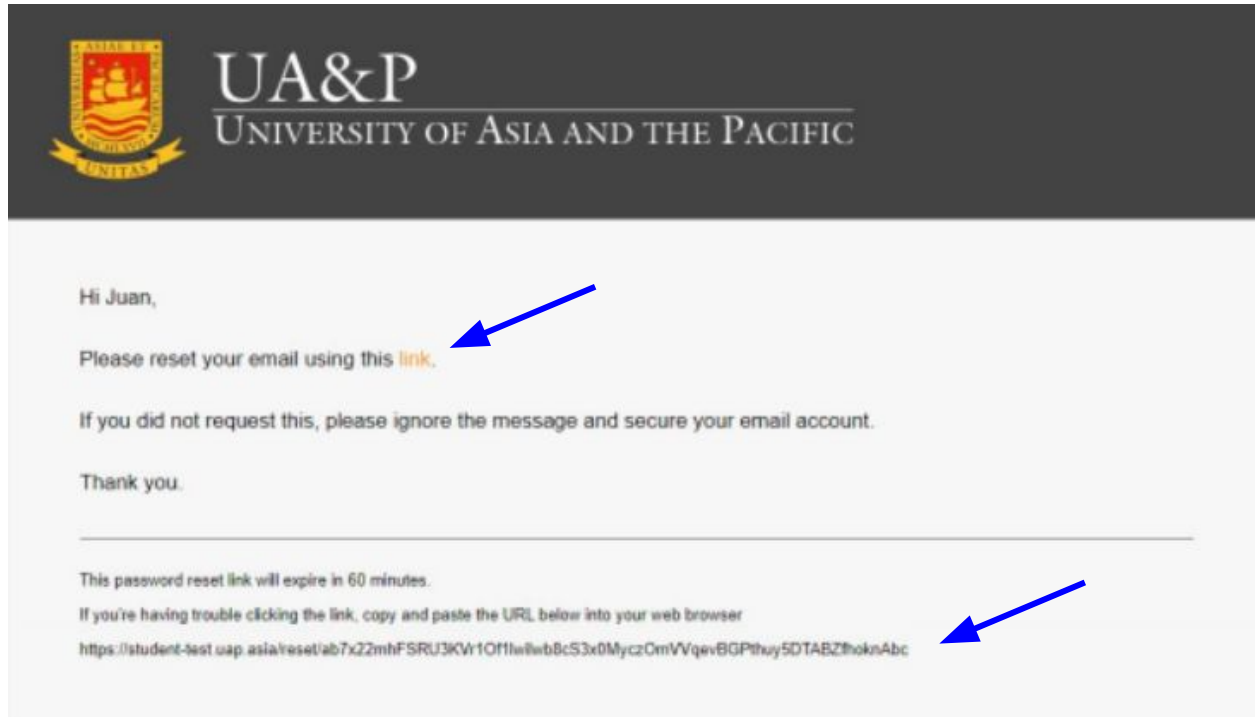
Enter your email address and we'll email instructions on how to reset your password.

Email Address *

studentname@uap.asia

Reset Password

4. Email instructions will be sent to your university email. Click on the link to reset your password or copy the URL link at the bottom of the message.
- (!) The password reset link will expire in 60 minutes.



5. You will be led to this form after clicking on the reset password link. Fill out the **New Password** and **Confirm Password**, and click on the **Change Password** button.



The image shows a mobile application interface for password reset. At the top, the UA&P logo is displayed next to the text 'UNIVERSITY OF ASIA AND THE PACIFIC'. Below the logo, the heading 'Reset your Password?' is centered. Underneath, the instruction 'Please enter your new password.' is shown. There are two input fields: the first is labeled 'New Password *' and the second is labeled 'Confirm Password *'. At the bottom of the form is a prominent orange button with the text 'Change Password'. A blue arrow points from the left side of the image towards this button.

6. The system will redirect you back to the landing page (<https://prod-student.uap.asia/login>). Please sign in using your uap.asia email and new password. Click the **Login** button.



The image shows a login form for the University of Asia and the Pacific (UA&P). The form is white and positioned on the right side of the screen. It features the UA&P logo at the top, followed by the text "UNIVERSITY OF ASIA AND THE PACIFIC". Below the logo are two input fields: "Email *" and "Password *". A link for "Forgot your password?" is located below the password field. At the bottom of the form are two orange buttons: "Login" and "Social Login". A blue arrow points to the "Login" button, and a black arrow points to the "Social Login" button. A text box with a red exclamation mark icon contains the instruction: "(!) Please ignore this **Social Login** button. Its function is still unavailable." The background of the entire image is a blurred photograph of a student with long blonde hair, wearing a blue shirt, sitting at a desk and writing in a notebook. A white mug is visible on the desk to the left. At the bottom of the image, there is a dark navigation bar with three items: "NEWS AND EVENTS" with a document icon, "ACADEMIC CALENDAR" with a calendar icon, and "USEFUL LINKS" with a book icon. A small circular chat icon is also present in the bottom right corner of the navigation bar.

(!) Please ignore this **Social Login** button.
Its function is still unavailable.

NEWS AND EVENTS ACADEMIC CALENDAR USEFUL LINKS

7. The system will launch the UA&P Student Portal/ EmpowerED Dashboard.

The screenshot displays the UA&P University of Asia and the Pacific Dashboard. The left sidebar contains navigation options: DASHBOARD (highlighted), ENROLMENT, PAYMENTS, PRINT REGISTRATION CERTIFICATE, and VIEW GRADES. The main content area is titled 'DASHBOARD' and features a 'STUDENT PROFILE' section. A blue arrow points to the 'STUDENT PROFILE' header with the text 'All details must be correct.' Below this, a student profile card is shown with fields for STUDENT INFO, YEAR LEVEL, PROGRAM, and SEMESTER / SCHOOL YEAR. A red arrow points to a circular Helpdesk chat icon in the bottom right corner of the dashboard.

(!) **Important:** Please check the accuracy of your **Student Profile** data. If there are errors, please send us a message via the chat box or helpdesk located at the lower right corner of the page or via email: helpdesk@uap.asia. Thank you.