



What is Science Mail?

The **Science Mail (@science.upd.edu.ph)** is an email service available to all currently enrolled students and employed faculty, and staff (whether regular, contractual or ICS (Individual Contract of Service) under the **University of the Philippines, College of Science**.

How to Request for Science Mail Account (STUDENTS)

- Send your request through CSRC Service Desk <https://servicedesk.science.upd.edu.ph> or send an email addressed to CSRC Program Director director.csrc@science.upd.edu.ph copy furnished Admin csrc@science.upd.edu.ph and Tech ict.csrc@science.upd.edu.ph
- Make sure to attach a copy/image of your UP-student ID and latest Form 5 in the email.
- The CSRC will verify your request, and respond or contact you regarding your Science Mail.

How to Request for Science Mail Account (EMPLOYEES)

- Send your request through CSRC Service Desk <https://servicedesk.science.upd.edu.ph> or send an email addressed to CSRC Program Director director.csrc@science.upd.edu.ph copy furnished Admin csrc@science.upd.edu.ph and Tech ict.csrc@science.upd.edu.ph
- Attach a copy of the official document such as: (UP I.D, Appointment Papers, or Contract) that will serve as proof of your employment in your UP campus/CU.
- The CSRC will verify your request, and respond or contact you regarding your Science Mail.

How to Request for Science Mail Account (OFFICES of ORG)

ONLINE:

For those requesting for Science Mail accounts for Offices or Organization, an official request letter is required. Said letter of request must be addressed to the CSRC Program Director, and the contents should indicate the following:

- the preferred username for the Science Mail account
- the person/staff assigned to manage the Science Mail account (kindly take note that there should be **only one (1)** person/staff assigned to be the manager of the requested Science Mail account)
- the **Science Mail** of the said person
- the purpose of obtaining said account
- endorsement of the head of unit (Head/Director of the main office/unit)





2-Step-Verification of Science Mail Account

- When you log in to your Science Mail account for the first time, you will be prompted to activate your **2-Step-Verification**. Make sure to complete this, and **do not** skip this step, as the 2-Step-Verification required for Science Mail accounts.

Set up your Science Mail Password Recovery

- Once you have your new Science Mail account, **immediately set up your password recovery options**.

How to Reset your Science Mail Password

- Please send a request to CSRC Technical Support Team at <https://servicedesk.science.upd.edu.ph> or Email at ict.csrc@science.upd.edu.ph