



ATENEO DE MANILA UNIVERSITY
LOYOLA SCHOOLS
Office of the Associate Dean for Student and Administrative Services

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MEMO TO: Loyola Schools Students

FROM: [SGD] Marie Joy R. Salita
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SUBJECT: LS-One: Loyola Schools Virtual One Stop Student Services Hub

Welcome back LS Students! We missed you!

The past months have been surreal, haven't they? There have been challenges in many aspects of our lives. As such, all of us are invited to proceed with hope and courage as we face many new adventures. Furthermore, we are invited to go through this journey together as a caring community.

The coming school year will have many "firsts"; and there may be some bumps and hiccups along the way. Amid all the new things, we want to give you something familiar in your student life – student services. Yet even this familiar thing will come in a new form; and so, we bring you **LS-One**.

What is LS-One?

LS-One is the Loyola Schools Virtual One Stop Student Services Hub. As a Google based (GSite) **official Ateneo site**, it is a hub intended to help students maneuver around Loyola Schools - virtually for now. The site has sections that cover integral areas of student life - from academics to wellness and many things in between. There are sections with links that will lead you to the office that can best assist you with your query and concern. If you still need further assistance, there will be a virtual help desk where you can chat with "OSSo". As an additional feature, memos, announcements, and surveys will also be consolidated there for your quick and easy reference.

How do you access LS-One?

As the virtual student services hub for all LS undergraduate and graduate students, features of LS-One may be accessed using your **@obf.ateneo.edu** email accounts. Once logged on, you can more thoroughly navigate the site and use its features.

You may also send **email messages** to ls.one@ateneo.edu. Using the same email address, you may send **GChat messages** and chat with "OSSo" from **8:00am – 10:00pm on weekdays and 8:00am – 5:00pm on Saturdays**.

When will LS-One be accessible?

The beta version of LS-One will be accessible by Monday, **29 June 2020**. During that time, information with regard to registration will be front and center so you won't have to look too far for help with anything registration related. Then, by the start of Intersession, LS-One will be configured to help you navigate your "new normal" online student life.

Check the site out at <https://sites.google.com/ateneo.edu/ls-one> or alternatively, and for easier recall, you may use bit.ly/LS-One.

As a final reminder, in this new normal of online learning and interaction, please always remember to use your official **@obf.ateneo.edu** accounts to keep your online activities official and secure.

Thank you for your hopefulness and courage, dear students. We are with you. We are one.