Login Procedures using Mastersoft

Faculty and Staff · https://usa.edu.ph/faqs/login-procedures-using-mastersoft/

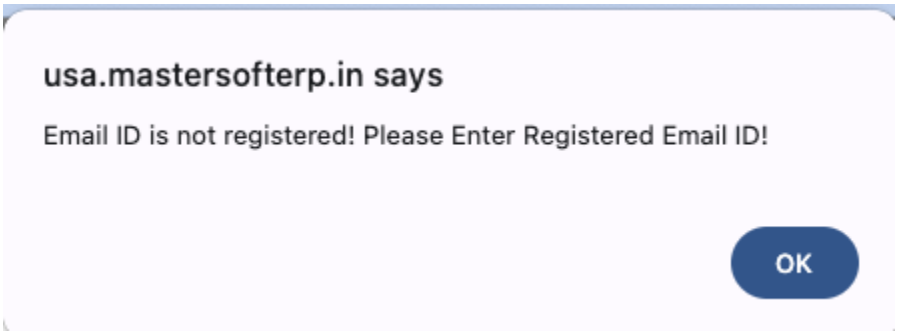
Step 1: Go to usa.mastersofterp.in

For first time login, please create a new password first before logging in.

Step 2: Forgot Password

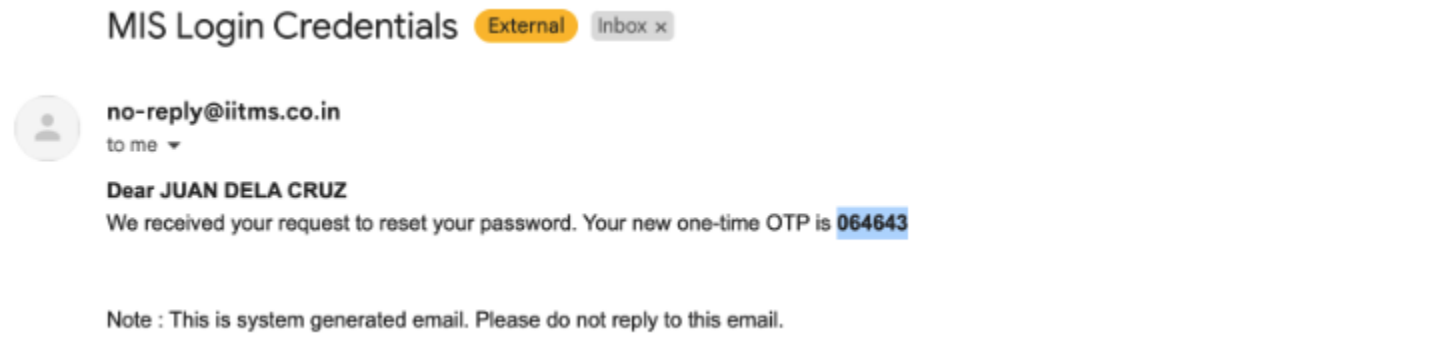
Simply click the link "Forgot Password" and enter your USA email address.

If error occurred: Please email ithelp@usa.edu.ph for proper assistance.



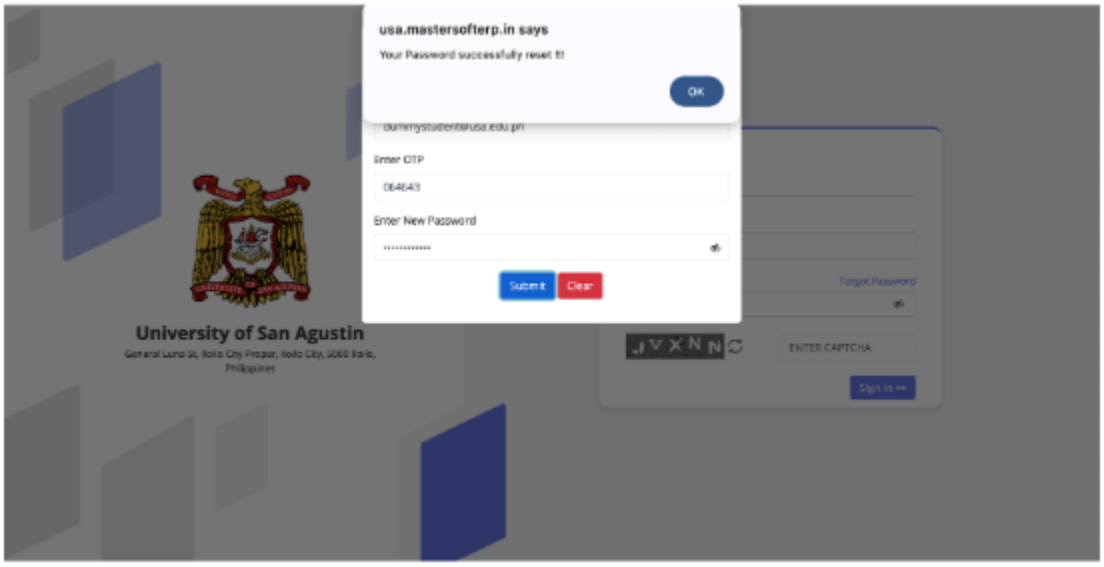
Step 3: Check your email inbox for the system generated OTP

To avoid confusion with the OTPs received, please delete the previous emails. Note: Never share your OTP, thus this step is only for demo purposes only.



Step 4: Enter OTP and Create New Password

If ever there is an error occurred upon creating your new password, make sure it consists of at least 1 Uppercase, lowercase letters, special character like (“@”), number and minimum password of 8 characters. Hit “OK” if the password has been created successfully



Step 5: Login your USA email as username and your newly created password

If error occurred: Please email ithelp@usa.edu.ph for proper assistance.