

## PRELIMINARY TASKS PRIOR TO BOSY UPDATING OF ENROLLMENT & LEARNER PROFILE

### DIVISION PLANNING UNIT

1. The Division Planning Unit in collaboration with the ICT Coordinator shall review the list of school users to ensure that all school heads including the newly appointed ones and those who have been transferred to another school are properly set up and provided with appropriate access rights in the system. Likewise access of outgoing school heads must be disabled in the system.
  - 1.1. School head accounts are identified with a "School Representative" user type in the EBEIS backend facility. Hence, to view all school head accounts for a specific division, select "School Representative" from the drop-down list of User Type, then click on "View" to update the user profile of a specific school head.
  - 1.2. For school heads who have been transferred to another school, the following procedures shall be followed:
    - 1.2.1. At the backend facility, retrieve the school head's existing user account which would be the username from his/her previous school assignment.
    - 1.2.2. View account profile in the Account Detail page, then change the School/Office Information data to his/her new school assignment.
    - 1.2.3. Advise the school head to log into the LIS using his/her existing username and password which would likely be a username bearing his/her former school id. After successfully logging into the LIS, he/she must change his/her username to his/her email account (preferably deped.gov.ph, if they have already registered in the DepEd email system) that uniquely identifies him/her. This automatically updates the school head's username in the EBEIS.
  - 1.3. For school heads with multiple school assignments, a request shall be made through the [listrackermain@gmail.com](mailto:listrackermain@gmail.com) to set up the school head's account to access his/her schools using only one account. The LIS Administration Group at the central office shall be responsible for setting up this account upon request.

### SCHOOL LEVEL REVIEW OF USERS AND LIST OF CLASSES

2. At the school level, the School Head and/or the designated School ICT Coordinator/LIS-EBEIS Coordinator shall review and update the list of class advisers for SY 2014.
  - 2.1. For the new Class Adviser personnel, a personnel record shall be created including a default user account. In the *interim*, new class advisers shall be created through the List of Classes-Set Adviser facility. After the personnel record is created, the personnel is assigned to the class and a default username in the format of school\_id + "\_" + initial letters of first name and middle name + last name + last 2 digits of current SY (e.g. Personnel Name is Maria Antonio Flores for school id 301265, the default username is 301265\_maflares14). A default password that is the same as the username is also created. The individual personnel may change his/her username and password. It is advised to use the individual's email account (preferably the deped.gov.ph, if he/she had been registered to the DepEd email system).
  - 2.2. User accounts of outgoing (separated or retired) Class Advisers and volunteer teachers shall be disabled.

- 2.3. As a system policy, volunteer teachers who were assigned as Class Advisers shall not be registered in the LIS. Classes that are being handled by a volunteer teacher must be registered under the name and account of the nationally funded school head/teacher-in-charge.
3. The School Heads in collaboration with their School ICT Coordinators shall review the list of classes and class advisers for the SY 2014-2015. Classes from the previous school year (i.e. SY 2013) have been imported to the new school year, SY 2014.
  - 3.1. Review the List of Classes with the section names, grade/s offering and assign the Class Adviser. Change class definition, remove class or add additional class to a grade level as necessary.
  - 3.2. In addition, if the class is part of a shifting schedule that is being implemented by the school, the appropriate data on shift (i.e. 1<sup>st</sup> Shift, 2<sup>nd</sup> Shift, 3<sup>rd</sup> Shift, 4<sup>th</sup> Shift) must be defined as an attribute of the Class.