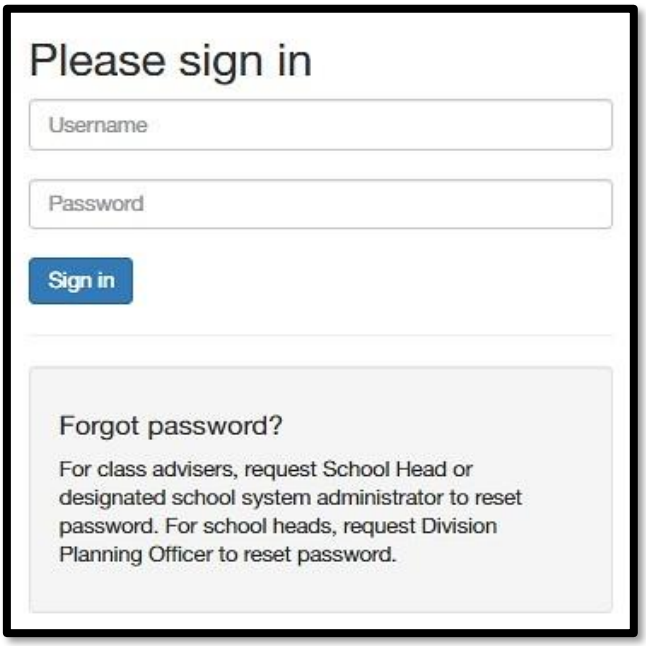
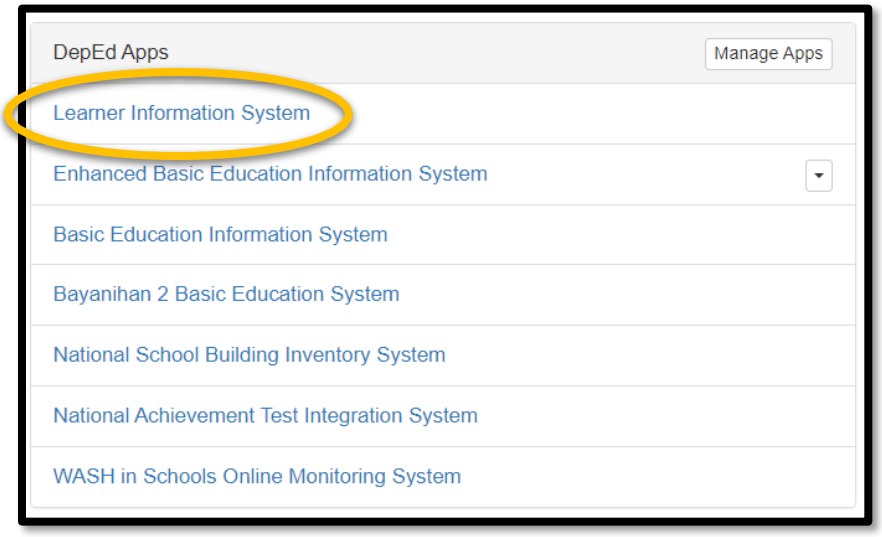
User Guide for Updating the Ethnicity of Indigenous Peoples

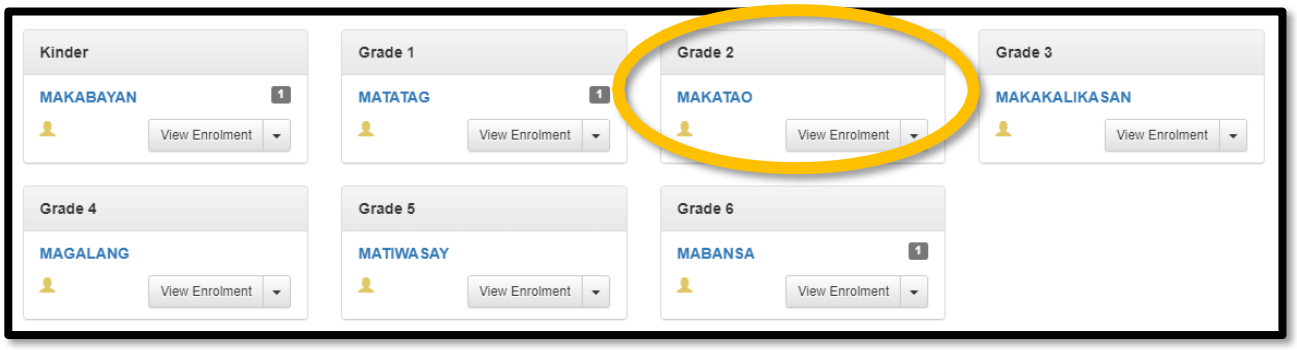
1.) Go to **LIS** website **http://lis.deped.gov.ph** and log in using the LIS **School Head/System Admin** account.



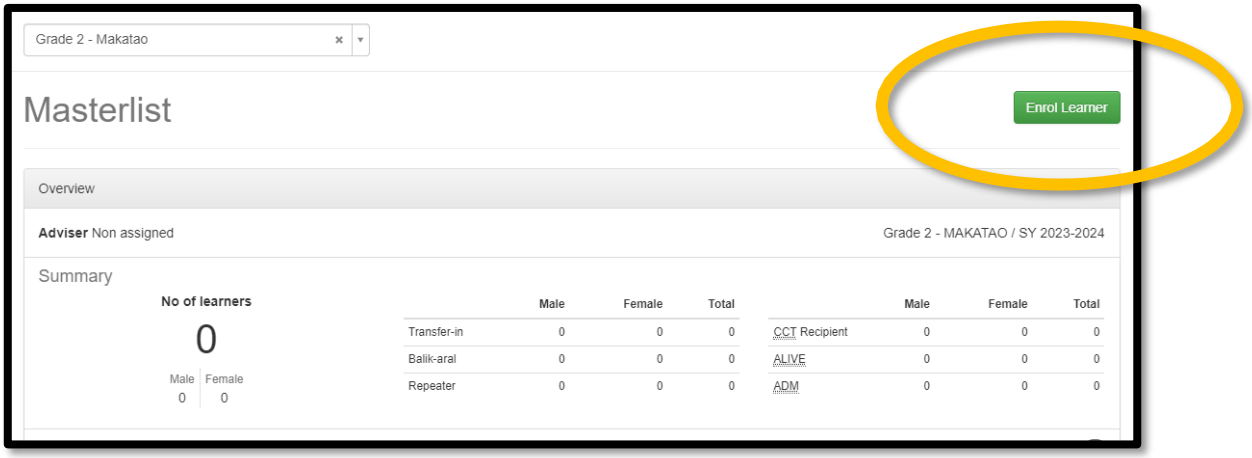
2.) Once logged in, click the **Learner Information System** link.



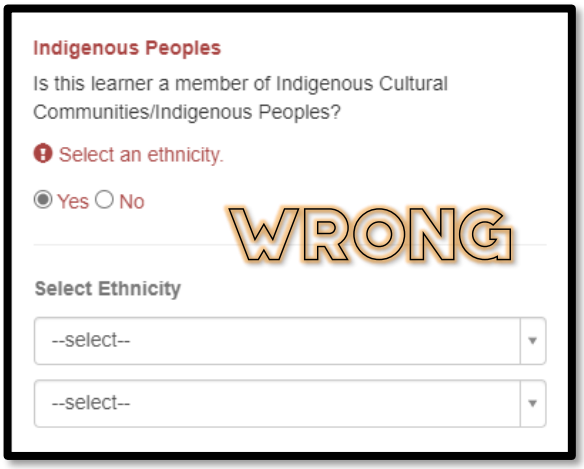
3.) Click the **"List of Classes"** link and select the Class of the learner to be enrolled.



4.) Click "**Enrol Learner**" button and follow enrollment procedure.



5.) Select the **"Indigenous Peoples".** If **"YES"**, choose the correct Ethnicity of learner/s and If **"NO"**, the dropdown menu will automatically be disabled. An error message **"Select an ethnicity"** will be displayed once YES radio button was selected but no selected ethnicity.



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6.) Click "**Enrol**" button. Once the learner is successfully enrolled, it shows the message "Learner enrolment saved".

7.) An icon will appear once the learner was tagged as IP and ethnicity has been selected.

For updating Ethnicity of enrolled IP learner

1.) Click the ***Profile*** tab.

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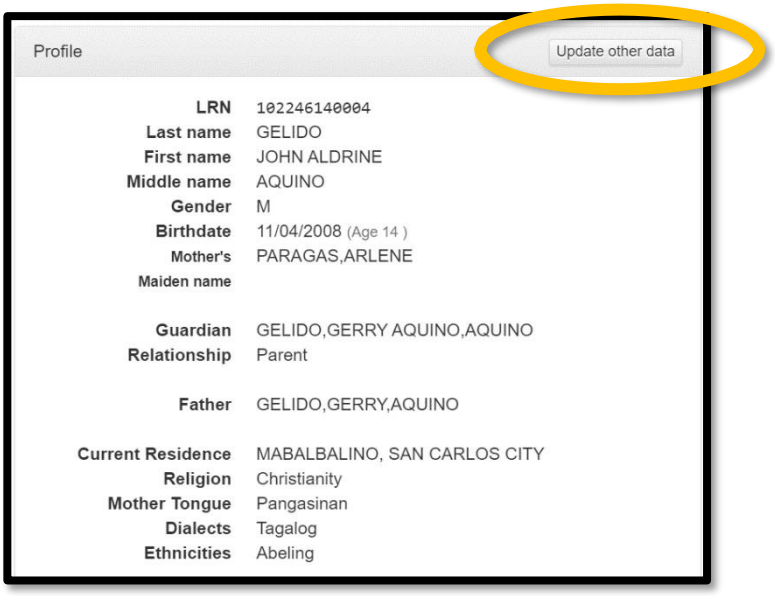
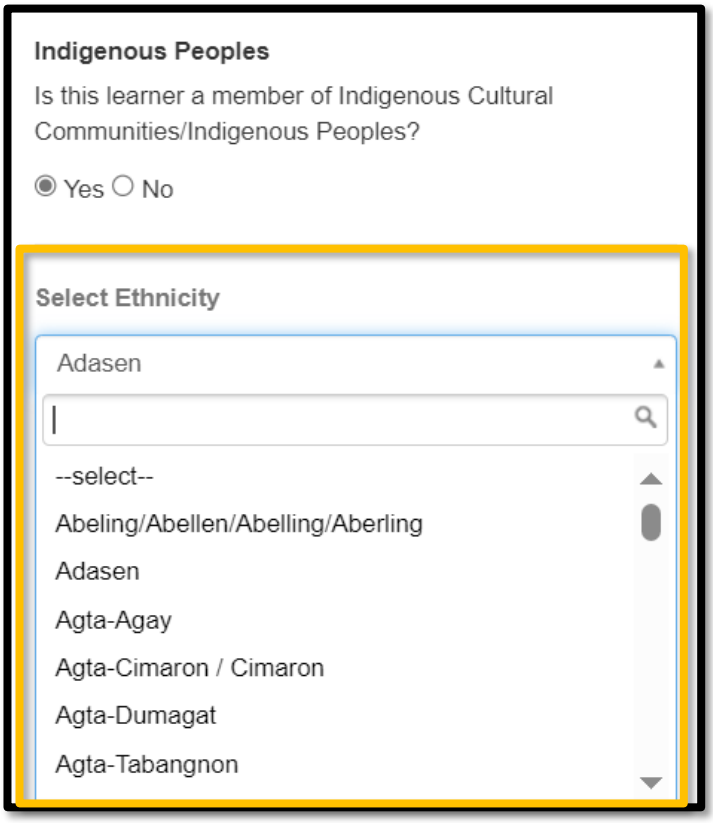
2.) Click ***Update other Data*** tab.



3.) Choose the **correct ethnicity** from drop down menu.



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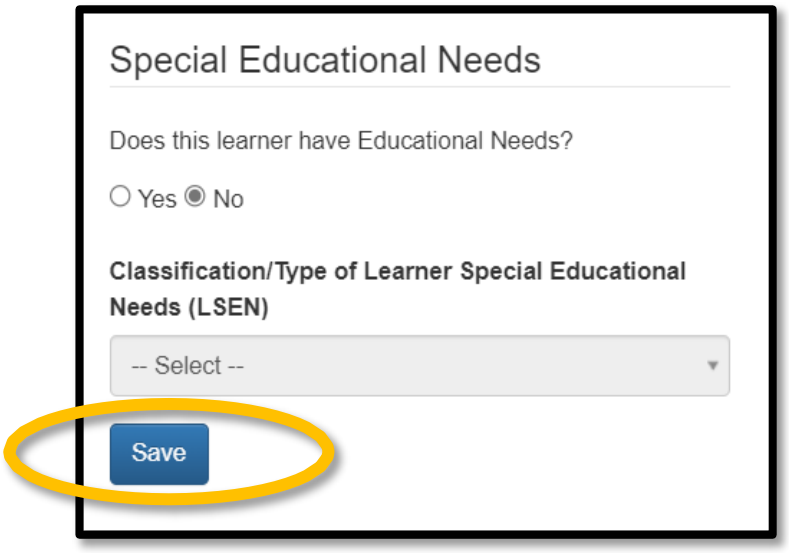
4.) Click ***Save*** button.



5.) The ethnicity of enrolled learner is now **updated**.

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