# Department of Education

# User Accounts Management System
# User's Manual

## Version 1.1

# Revision History

| Date | Version | Description | Author |
|------|---------|-------------|--------|
| 6/24/2014 | 1.0 | Initial UAMS Version 1.0 User Manual | R.Cruz |
| | 1.1 | Updated UAMS Manual | E. Ignacio |

# Table of Acronyms

| | |
|------|-------------------------------|
| LIS | Learner Information System |
| UAMS | User Accounts Management System |
| UIS | Unified Information System |
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# 1. Getting Started

To access the User Account Management System, type "http://lis.deped.gov.ph/uis/login"[1] at the address or location bar of a web browser, then press Enter.

This will connect you to the UIS login page. Enter your username and password, then click the "Sign In" button.

A successful login will direct the user to the main page that provides access to the following:

- *My Accounts* allows the updating of a logged-in user's own personal record, username and password.

- *Administration* provides the facility for personnel with "Administrator" role to manage the user accounts of personnel in the office or school that his/her level of authorization is allowed. For example, a division administrator will be able to create, access and update the account of system users in his/her division. Whereas a school head and a designated school administrator will be able to create, access and update the account of system users in his/her school only.

- *Account context* displays the active office/school selected among those that the user is currently engaged with. Current role/s per office/school is also displayed when active.

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[1] In the interim, the UAMS shall be lodged in the LIS environment, hence accessed using the url lis.deped.gov.ph.

# 2. Manage Accounts –Division Level
## 2.1. Manage My Account

Click on My Account in the main page of the User Accounts Management System to update your own account and personal record.
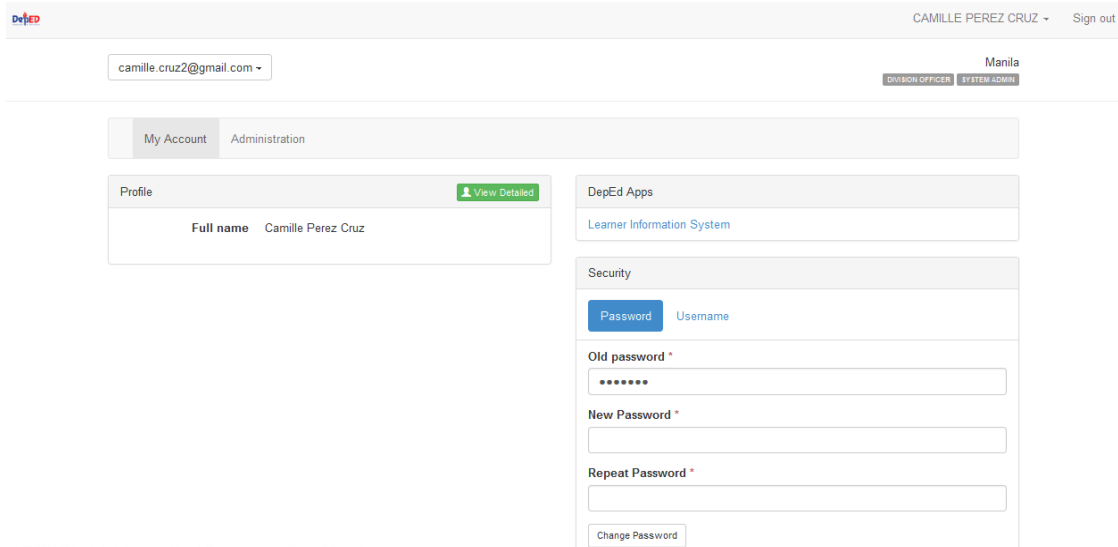


**Figure 2.1-1 My Account page**

**To change your current or default password**, click on the Password link under Security (see *Figure 2.1-2 My Account password change*) located at right side of the page. Type in the correct Old Password and the new password under the New Password and Repeat Password input boxes. Click "Change Password" to commit the password change. A successful change of password is confirmed by the message "Password changed".
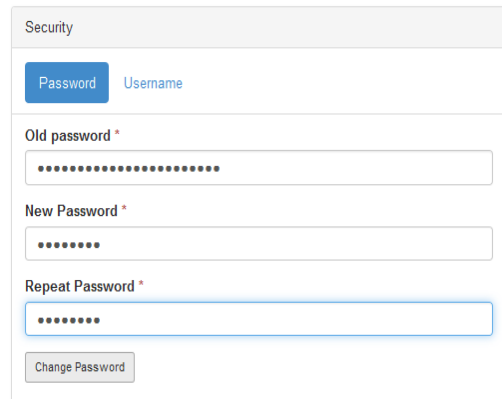


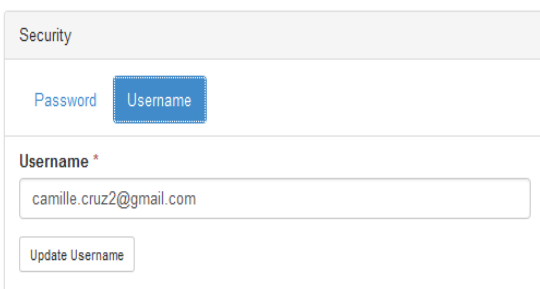**Figure 2.1-2 My Account password change**



**Figure 2.1-3 My Account username change**

**To change your current or default username**, click on the Username link under Security then type in the new username and click "Update Username". A successful username update is confirmed by the message "Username updated".

**To update your personal details**, click on the View Detailed link under the Profile located at the left side of the page (see *Figure 2.1-1 My Account Page)*. The Personal Details page is displayed (see *Figure 2.1-4 My Account - update personal profile page* ).

Click on "Update" to display personal data and update relevant fields ensuring that prescribed data formats are followed.

Click on "Save Updates" to commit changes to personal data.



Figure 2.1-4 My Account - update personal profile page

## 2.2.      Add new personnel record

Before a user is allowed access to any of the application systems, his/her personnel record must be retrieved first and then associated with his/her user account.

To add a new personnel record, click on Administration tab in the Main page.

Then click on the Manage Personnel link to display the Personnel Lookup page (see *Figure 2.2-1 Personnel Lookup page*).

**Figure 2.2-1 Add New Personnel Record - Personnel Lookup page**

First, do a specific search by personnel's username or tin number to determine if a record already exists in the database.

If you are not aware of the user's username or tin number, click on "By Name" link on the right side of the page to search user by his/her name.

If the search was done by name and the system returned too many results, the admin should input middle name and birth year to make the search more specific.

If the record exists, select the specific personnel record in the search result displayed, update personnel data and click Save Updates.

If the record does not exist, a message shall be displayed; "Record not found". Click on the "No, this is correct." link if you are sure that what you have entered is correct (see *Figure 2.2-2 Add New Personnel Record - Create New Record*). A verification message shall appear to ensure that you have key in the correct data. Click on the "New Record" link to enter new personal data then click Create button to finalize record creation.



**Figure 2.2-2 Add New Personnel Record - Create New Record page**

## 2.3.    Create New account

After adding a new record for personnel, the admin should assign a username under the "Create Account" panel (*see Figure 2.2-2 Create New Account*) to be used for login. The username given by the admin shall be the user's default password for the system. The personnel can change his login details by updating his account under the "Security" panel (see *Figure 2.1-3 My Account username change*).



**Figure 2.3-1 Create New Account**

## 2.4.    View and Search Users

To search and view profile of specific personnel in the division, district and school, go to the Administration page. Select the office/location from the division drop-down list located at the left side of the Personnel panel.

**To search for a specific username or tin number in the division**, Click on the "Manage Personnel" link, a new window shall be displayed for Personnel Lookup page where you can enter specific username or tin number of your personnel (see *Figure 2.4-1 Personnel Lookup page*).



**Figure 2.4-1 Personnel Lookup page**

**To search a user by personal name in the division**, Click on the "Manage Personnel" link, a new window shall be displayed for Personnel Lookup page. Click on the "By name" link on the right side of the panel to search a user by his/her specific name (see *Figure 2.4-1 Personnel Lookup page*).

If the search was done by name and the system returned too many results, the admin should input middle name and birth year to make the search more specific.

**To list all users and/or search a specific user in a school or district**, first select the office/location from the division drop-down list located at the left side of the Personnel panel.
The system displays a link to the list of users of specified district or school.

Personnel

Manila Public Schools ▾

≡ List all Personnel in 136461 - Legarda Elementary School
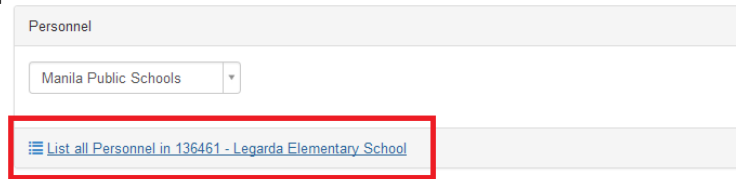
**Display User Profile**

From the list of users displayed (see *Figure 2.4-2 List of users' page*), click on the icon opposite the name of the personnel whose profile you want to view.
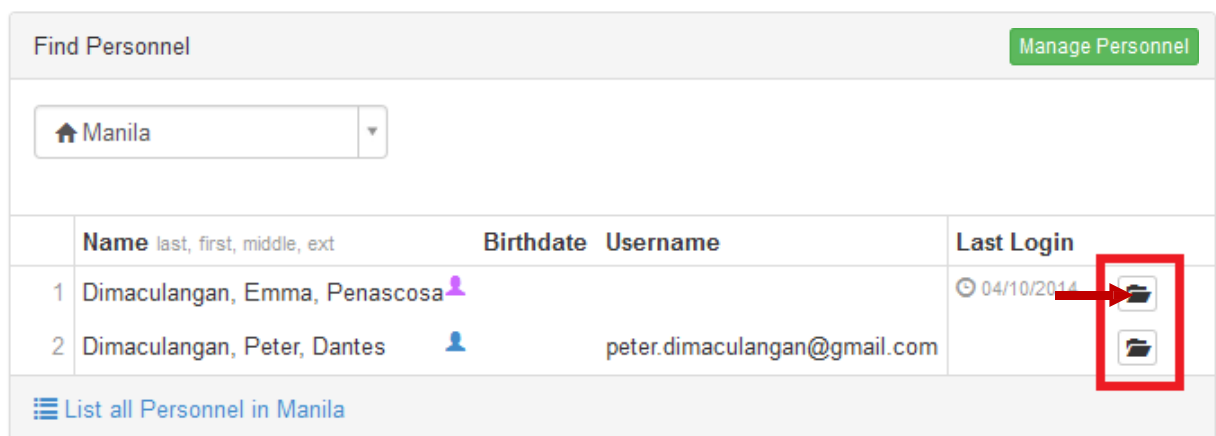
# Personnel Manila

Find Personnel — Manage Personnel

🏠 Manila ▾

| | Name last, first, middle, ext | Birthdate | Username | Last Login | |
|---|---|---|---|---|---|
| 1 | Dimaculangan, Emma, Penascosa | | | 🕓 04/10/2014 | 📂 |
| 2 | Dimaculangan, Peter, Dantes | | peter.dimaculangan@gmail.com | | 📂 |

≡ List all Personnel in Manila

**Figure 2.4-2 List of users page**

## 2.5.    Edit/change personnel profile, reset password and lock account of other users

Go to Administration page and retrieve the specific personnel record and/or user account to be updated. Refer to section 2.4 on searching and viewing users.

Click the Update button to edit personal data. On the same page, you may reset the password or lock the account on the "Account Maintenance" panel to prevent the user from accessing the school's record – this is in cases where the personnel is transferred to or is separated from the school.

On the "Access List" panel, admin can add role by clicking on the "Add role" drop-down list located at the right side of the section. The admin can remove the user's current role too by clicking on "x" button (see *Figure 2.5-1 View and update personal data and user account*).

Figure 2.5-1 View and update personal data and user account

After clicking the Update button, the Update Personnel page is displayed as in *Figure 2.5-2 Update personnel page*. Update data on this page then click Save Updates button to commit changes made to the personnel record.

> **i** When a personnel and a user account had already been created in the system, the personnel him/herself can update his/her personal data and change username and password by accessing the My Account facility (refer to 2.1).



Figure 2.5-2 Update personnel page

## 2.6.    Set up an Administrator account

An Administrator account is set up at the division level to manage user accounts of division personnel, district personnel and school heads.

To set up an administrator account, go to the Administration page.

Select the district or school to add the account, then enter specific school ID or school name (see *Figure 2.6-1 Select District and School*).  Click the link at the bottom of the personnel's panel to display the list of users of specified district or school.
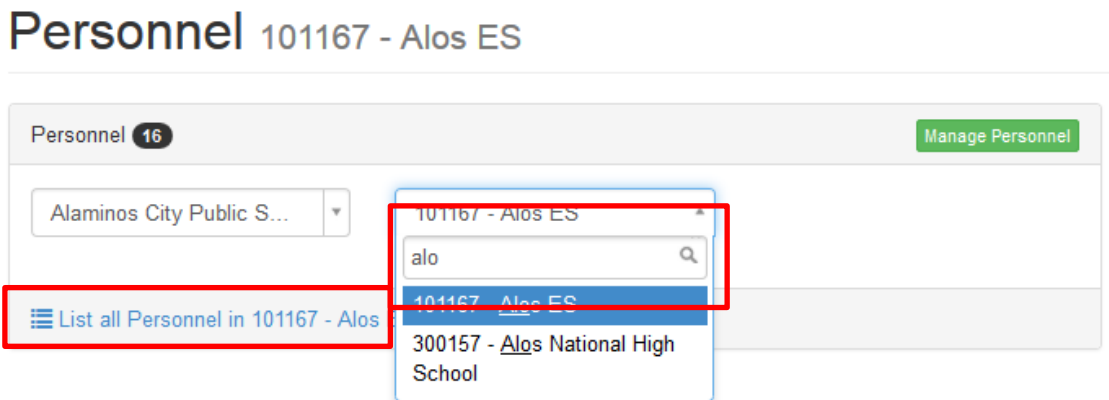


**Figure 2.6-1 Select District and School**

Click on the icon opposite the name of the personnel whose profile you want to add the administrator account (see *Figure 2.6-2 Add Admin Account*). A new window shall appear displaying Personnel detail page.
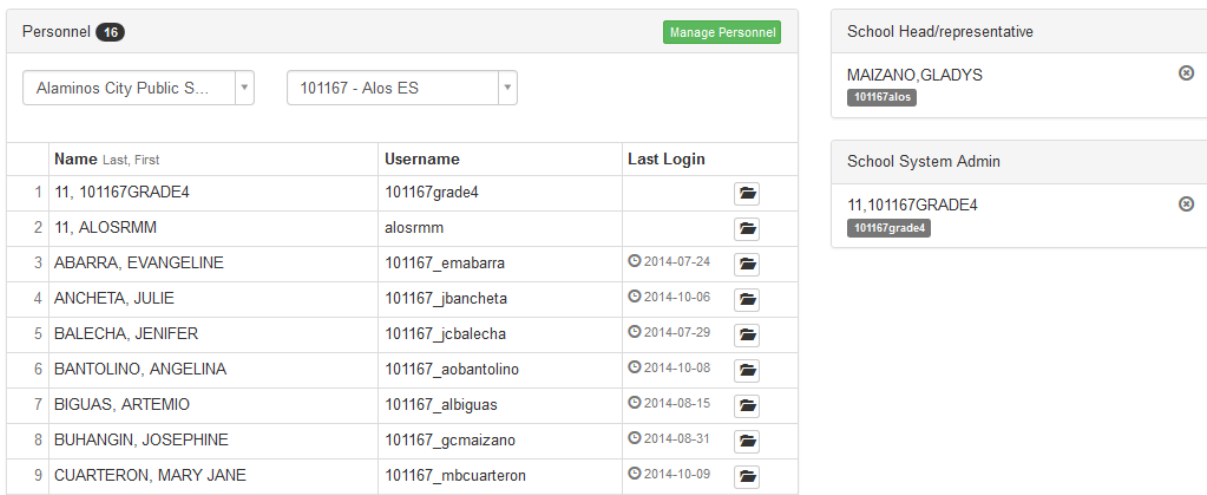


**Figure 2.6-2 Add Admin Account**

On the Access List panel, select "Division or School System admin" on the "Add role" dropdown to assign administrator role to the user (see Figure 2.6-3 Add System Admin Role).
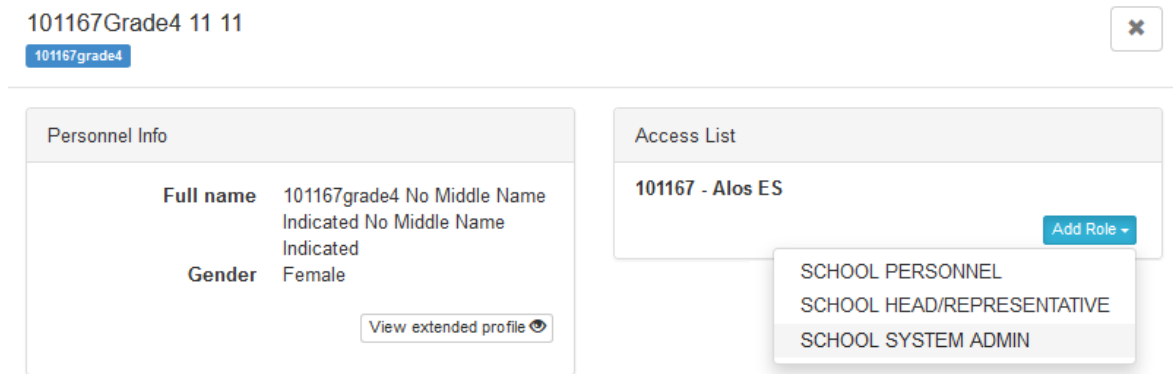


**Figure 2.6-3 Add System Admin role**

## 2.7.    Assign/remove School Head account

In assigning a "school head" role to personnel, his/her personnel record must first be created in the system. Refer to Section 2.2 for adding new personnel.

Note that the role for "school head" is exclusive, thus it can only be assigned once for every school.

To assign personnel the "school head" role, go to the Administration page and select the school of assignment. Select user from the list of personnel of that school and view his/her details by clicking the icon opposite. Refer to *Figure 2.6-1 Select  District and School* and *Figure 2.6-2 Select user's account to add role.*

On the Access List panel, select "School Head/Representative" to assign role to the user. Refer to *Figure 2.7-1 Set school head*
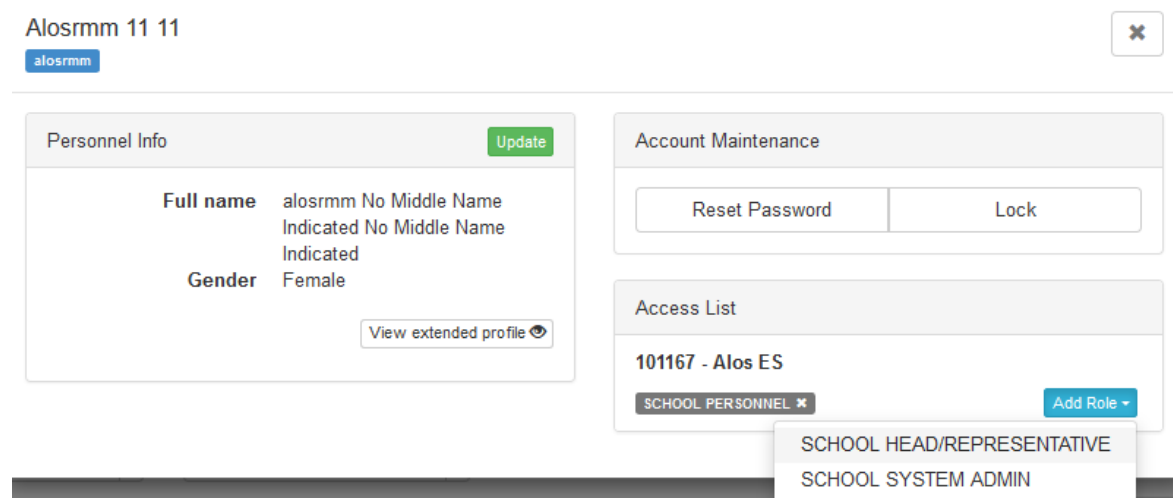


**Figure 2.7-1 Set school head**

After selecting "school head", the role automatically displays on the user's access list panel (*see Figure 2.7-3 Confirm school head assignment – Personnel Detail Page*) and on the School Head/Representative panel on your administration page (*see Figure 2.7-2 Confirm school head assignment – Administration Page*).
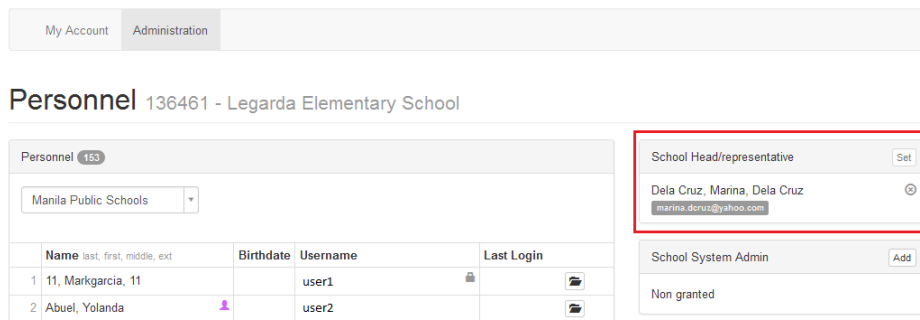
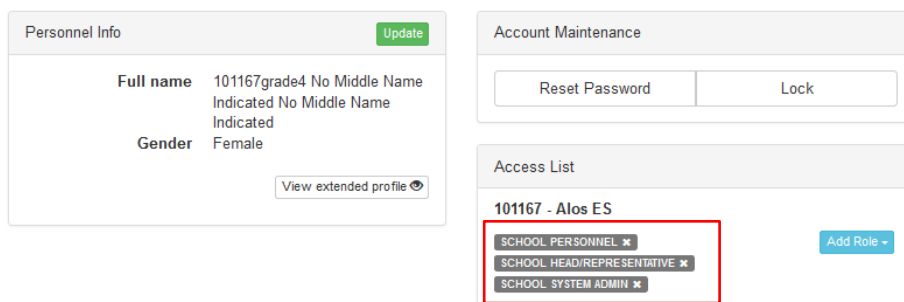**Figure 2.7-2 Confirm school head assignment – Administration Page**

**Figure 2.7-3 Confirm school head assignment – Personnel Detail Page**

To set up a school head with multiple school assignment, perform all steps defined in this section (section 2.7), starting with the search and/or creation of personnel record to the "**Set-**ting" or assignment of personnel as "school head/representative" of selected school.

When a user with multiple assignment logs into the system, he/she must first select the school from the drop-down list (see *Figure 2.7-4 Select school from multiple school assignments*) before proceeding to the selection of application system to work on.
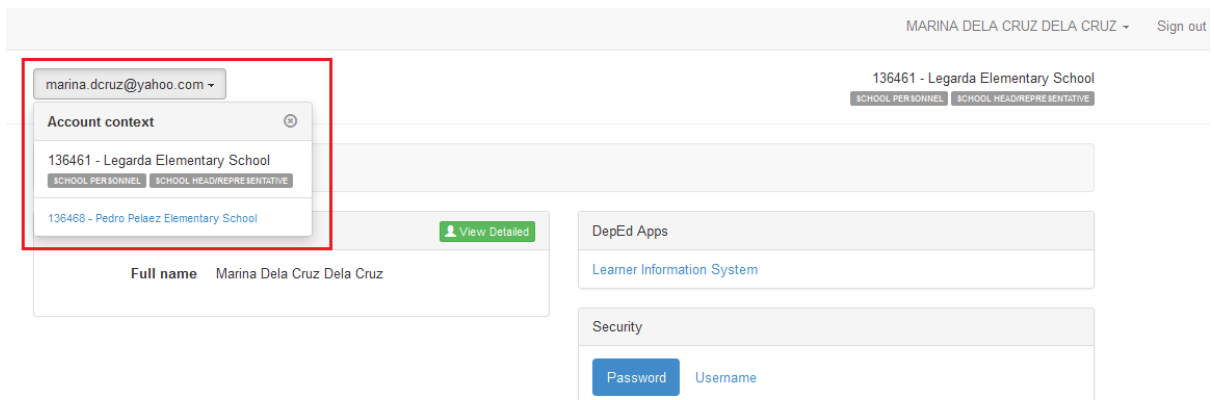
**Figure 2.7-4 Select school from multiple school assignments**

To remove a personnel as a head/representative of a specific school, first select specific school from drop-down list of schools.

Then, click on the "remove" icon as shown in *Figure 2.7-5Remove school head assignment- Administration Page*.
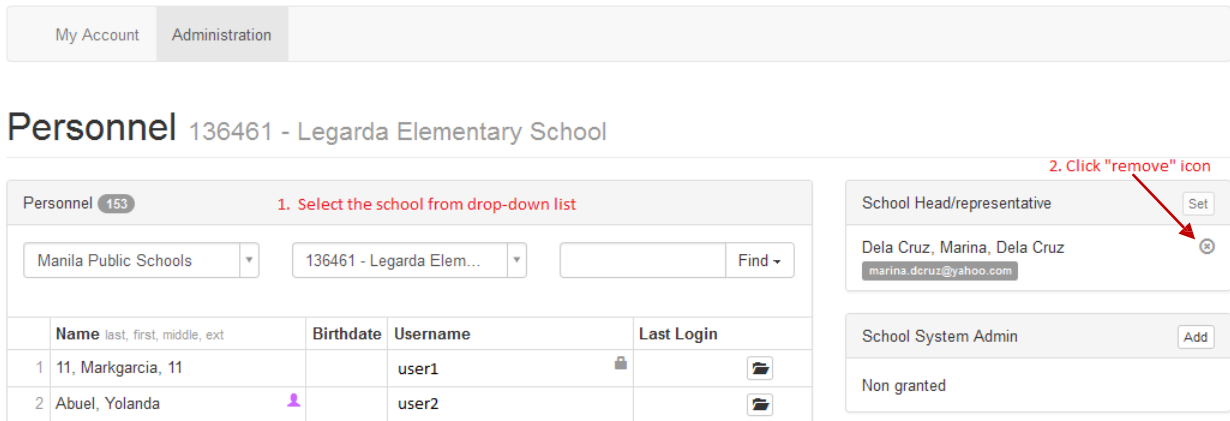
Figure 2.7-5 Remove school head assignment – Administration Page

A successful removal of school head assignment will display "Non-assigned" in the School Head/representative section of the page.

Alternatively, School Head/representative role can also be removed from the "Access List" panel when you view the Personnel details page as shown in Figure 2.7-6.
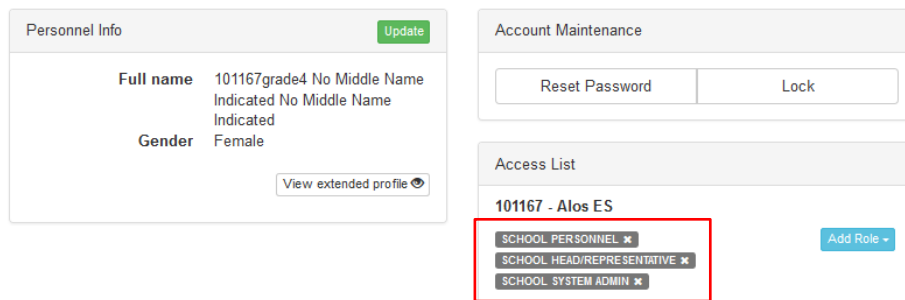


Figure 2.7-6 Remove school head assignment – Personnel Details Page

## 2.8. Assign ALS role (Admin/ Facilitator/ Consolidator) to an existing account

An ALS Administrator account is set up at the division level by the Division System Admin. On the other hand, "ALS Facilitator" and "ALS Consolidator" account is being created/assigned by the ALS-Admin.

To assign role as "ALS-Admin/ALS Facilitator/ALS Consolidator", go to Administration page. Select from "ALS" from the District/Office dropdown list (see *Figure 2.8-1 Select ALS office*)
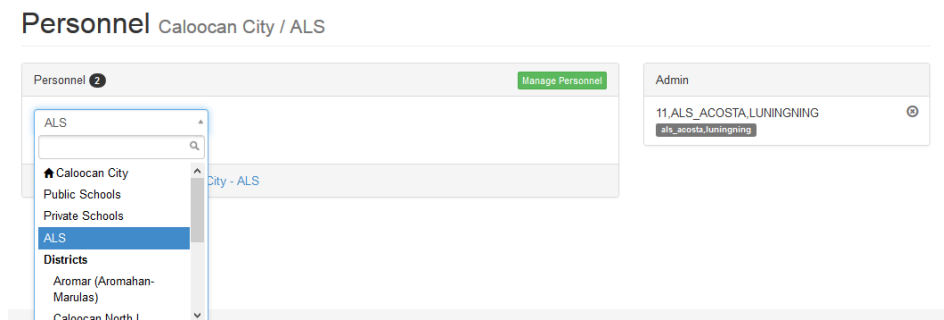


Figure 2.8-1 Select ALS office

Click on the "Manage Personnel" button to display "Personnel Lookup" window. (see *Figure 2.8-2 Select ALS personnel*).



**Figure 2.8-2 Search Personnel**

Input user's specific username or tin number in the field and click on the Search button. If you are not aware of his/her username or tin number, click on the "By name" button on the right side of the panel to search user by specific name (see *Figure 2.4-1 Personnel Lookup by username or tin number*).

If the search was done by name and the system returned too many results, the admin should input middle name and birth year to make the search more specific. Click on the search button. On the search result display, click on the icon opposite the name of the user to be assigned to. Personal details of the user shall appear. On the "Access List" panel, select the desired ALS role to be assigned. (see *Figure 2.8-3 Select ALS Role*).



**Figure 2.8-3 Search ALS Role**

The role automatically displayed on the user's access list and on the System Admin panel in the Administration page after the personal details window has been closed.

## 2.9. Assign ALS role (Admin/ Facilitator/ Consolidator) to a user with no account

To assign ALS Admin/ALS Facilitator role to a personnel that has no record yet, go to administration page.

Select "ALS" from the District/Office dropdown list (see *Figure 2.8-1 Select ALS office*)

Click on the "Manage Personnel" button to display "Personnel Lookup" window. (see *Figure 2.8-2 Select ALS personnel*).

Click on the "By name" button and enter name of the user to be added. Click Search button. A verification message shall be displayed informing that the record was not found. Click on the "No, this is correct!" button to confirm that you have key in the correct data.  A pop up message shall appear with the name you have entered (see *Figure 2.8-3 Create New Record*).  Click on "New Record" to enter new personal data then click Create button to finalize record creation.



**Figure 2.8-3 Create New Record**

After adding a new record for personnel, the admin should assign a username under the "Create Account" panel (*see Figure 2.8-3 Create New Record*).

After creating the account, you can add ALS-Admin/ALS Facilitator role to the user under the "Access List " panel.

## 2.10.    Remove ALS role (Admin/ Facilitator/ Consolidator)

Go to administration page, select ALS from the dropdown list located at the left side part of the Personnel panel (*see Figure 2.10-1 Removing ALS Admin role*). Click on the **Remove** icon under the Admin panel.



**Figure 2.10-1 Removing ALS admin role**

# 3. Manage Accounts – School Level

## 3.1. Manage My Account

Upon successful login, the Account Main page is displayed.

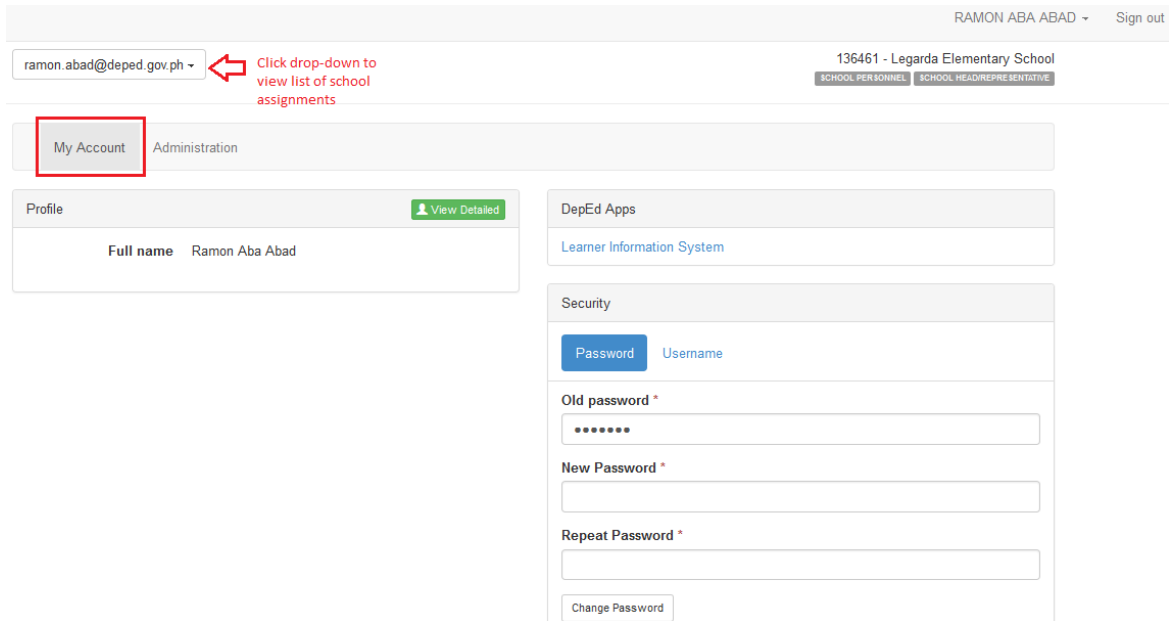Click My Accounts to update your own account details and personal record.



Figure 3.1-1 User Accounts Main page

**To change your current or default password**, click on the Password link in the Security section, (see *Figure 3.1-2 My account password change*) located at right side of the page. Type in the correct Old Password and the new password under the New Password and Repeat Password input boxes. Click "Change Password" to commit the password change. A successful change of password is confirmed by the message "Password changed".
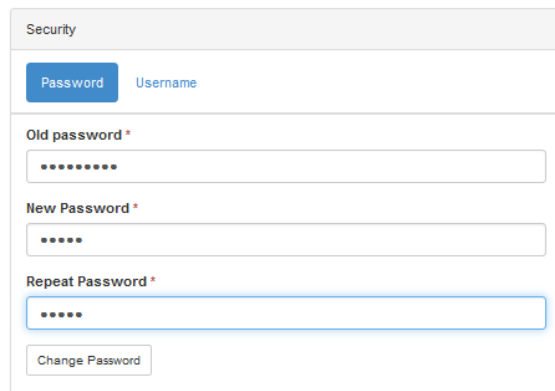


Figure 3.1-2 My account password change
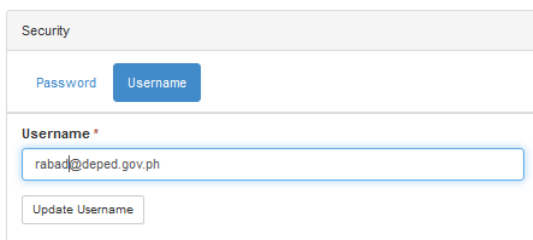


Figure 3.1-3 Update username

**To change your current or default username**, click on the Username link under Security then type in the new username and click "Update Username". A successful username update is confirmed by the message "Username updated".

**To update your personal details**, click on the ![View Detailed] link in the Profile section located at the left side of the page. The window on Personnel Info as shown in *Figure 3.1-4 Personnel info window is* displayed.

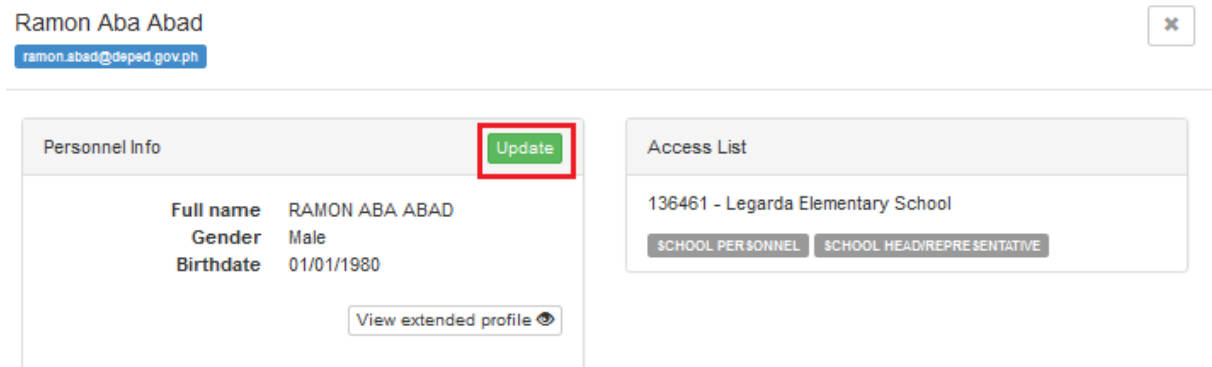Click on the Update link to display the Update Personnel page



**Figure 3.1-4 Personnel info window**

On the Update Personnel page as shown in *Figure 2.4-2 Update personnel page* and *Figure 3.1-5 Update Personnel page*, enter changes to personnel data, ensuring that prescribed data formats are followed.

Click on "Save Updates" to commit changes to personal data.
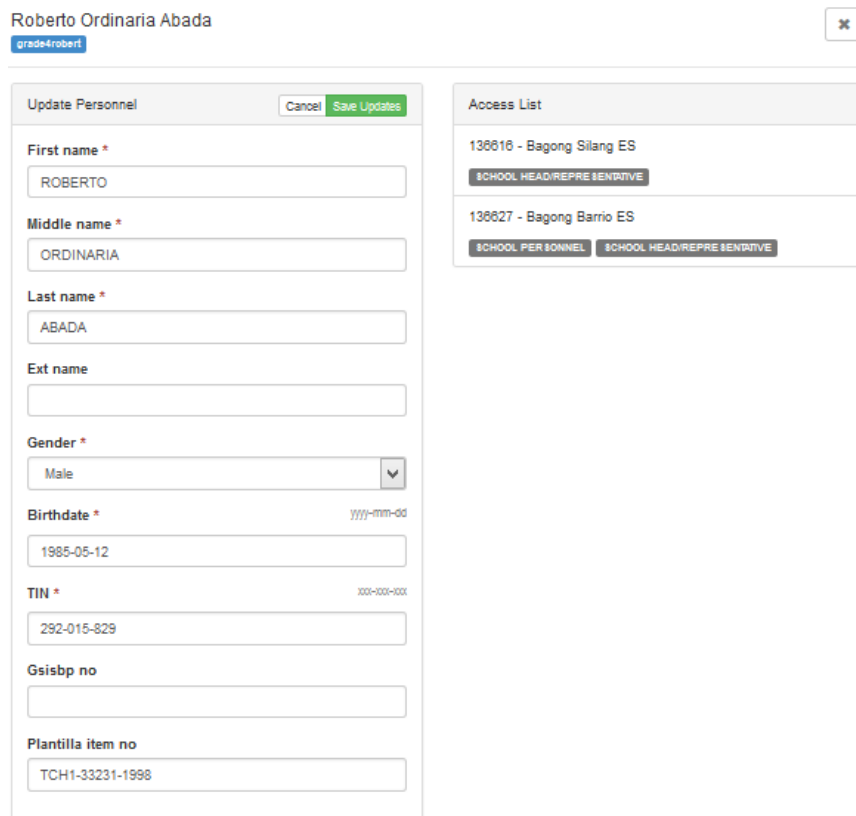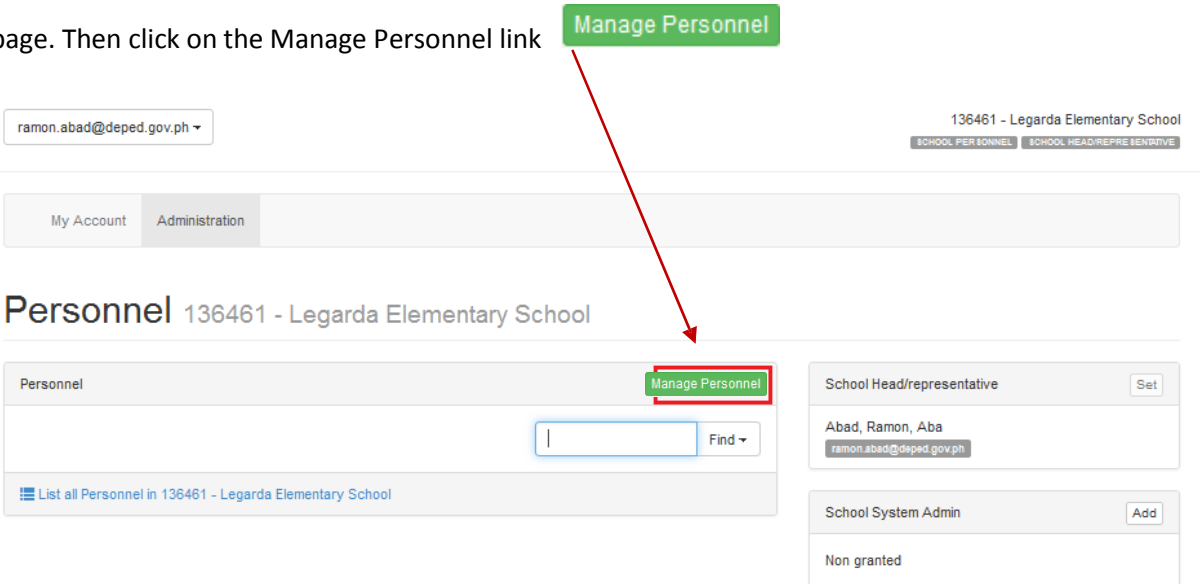


**Figure 3.1-5 Update Personnel page**

## 3.2.    Add new school personnel record

Before school personnel i.e. teacher or class adviser user is allowed access to any of the application systems, his/her personnel record must first be created and then associated with his/her user account. The creation of a new personnel record can only be done by accessing the UAMS using a school head or an administrator account.

To add a new personnel record, go to Administration in the User Accounts Main

page. Then click on the Manage Personnel link



Figure 3.2-1 Administration page -  Add New Personnel

The Search and Create personnel page is discussed in sections 2.2 and 2.3. First, do a search through the Personnel Lookup page by typing in the username or the tin number of the user to determine if a record already exists in the database.

If you are not aware of the user's username or tin number, click on "By Name" button on the right side of the page to search user by his/her name.

If the search was done by name and the system returned too many results, the admin should input middle name and birth year to make the search more specific.

If the record exists, select the specific personnel record in the search result displayed, update personnel data and click Save Updates.

If the record does not exist, a verification message shall be displayed to ensure that you have key in the correct data.  Click on "No, this is correct." if you are sure that what you have entered is valid (see *Figure 2.2-2 Create New Record*).  Click on "New Record" to enter new personal data then click Create button to finalize record creation.

After the new personnel record is created, the user account is also created with the username as the default password. For example, in Figure 3.2-2, the default password for the username is also simon.luke
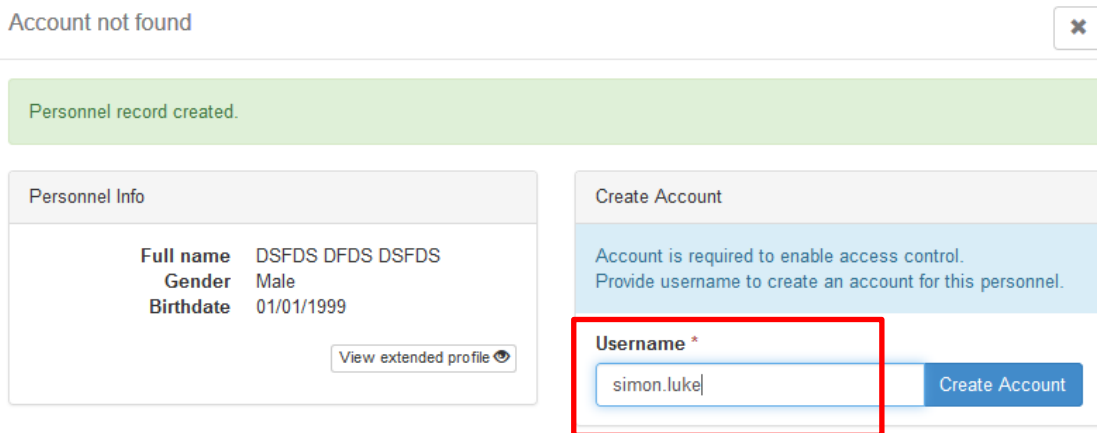


**Figure 3.2-2 Create New Account**

Advise this new user to log into the system to update his/her account details including the default password.

## 3.3.     View & search users

To search, view and edit the user profile of personnel in the school, go to the Administration page.  Select the office/location from the division drop-down list located at the left side of the Personnel panel.

**To search for a specific username or personnel name in the division**, enter data in the search box in the Personnel Lookup page by clicking "Manage Personnel" link on your administrator page. (*Figure 3.3-1 List and search personnel page*).

**To list all users and/or search a specific user in a school**, click on the link *List all Personnel in….* (*see Figure 3.3-1 List and search personnel page*).
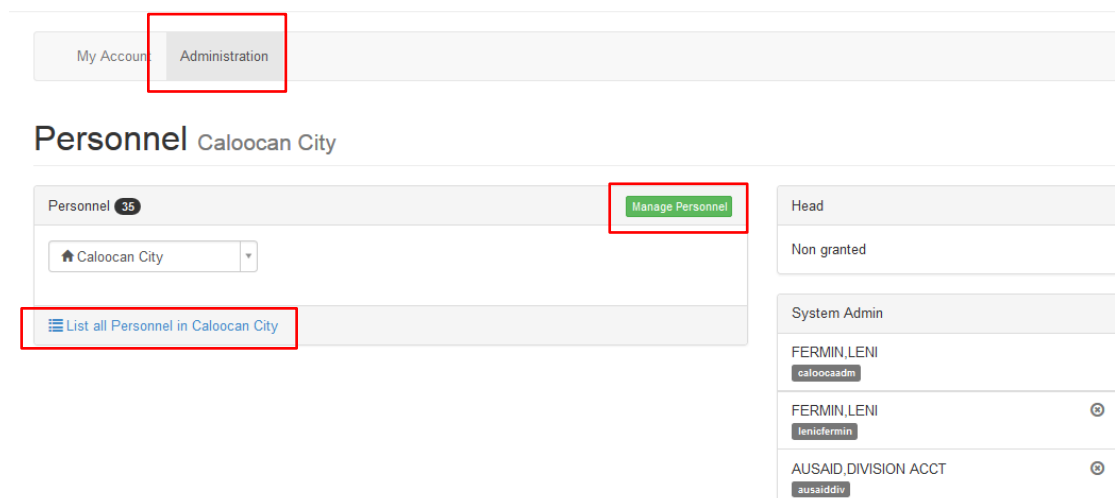


**Figure 3.3-1 List and search personnel page**

### Display User Profile

From the list of users resulting from a straight listing of personnel (see *Figure 3.3-2 View profile*) , click on the icon opposite the name of the personnel whose profile you want to view.



**Figure 3.3-2 View profile**

The profile of the user selected is displayed in a window as shown in *Figure 3.3-3 View and update personnel info page*.

Click the Update button to edit personal data. On the same page, you may reset the password or lock the account to prevent this user from accessing the school's record – this is in cases where the personnel is transferred to or is separated from the school.

On the Access List Panel, admin can assign role to his/her personnel.



**Figure 3.3-3 View and update personnel info page**

## 3.4. Edit/change personnel profile, reset password and lock account of other users

Go to Administration page and retrieve the specific personnel record and/or user account to be updated. Refer to section 3.3 on searching and viewing school users.

Click the **Update** button to edit personal data.



**Figure 3.4-1 View and update personnel page**

On the same page, you may reset the password or lock the account to prevent this user from accessing the school's record, particularly in cases where the personnel is transferred to or is separated from the
school.

After clicking the Update button, the Update Personnel page is displayed as in *Figure 3.4-2 Update school personnel page*. Update data on this page then click **Save Updates** button to commit changes made to the personnel record.

> **i** When a personnel and a user account had already been created in the system, the personnel him/herself can update his/her personal data and change username and password by accessing the My Account facility (refer to 3.1).



**Figure 3.4-2 Update school personnel page**

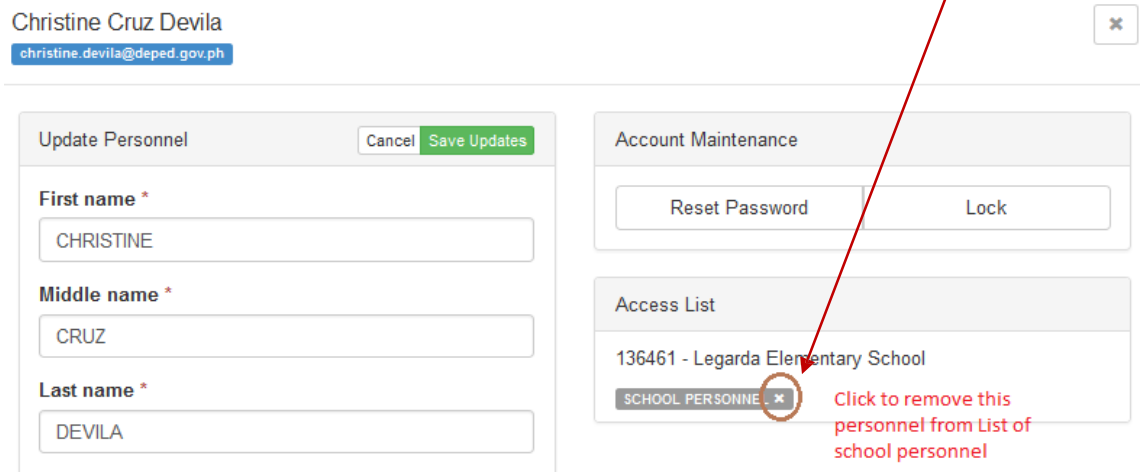To remove a personnel record from the list of school personnel, click on the **Remove** icon.



Figure 3.4-3 Remove a school personnel from school's list of personnel

## 3.5. Set up an Administrator account

An Administrator account is set up at the school level to assist the school head in managing user accounts of school personnel.

To set up a school administrator account, go to the Administration page. Select the district where you wish to add the role. Identify school to add the account with by entering specific school ID or school name (see *Figure 3.5-1 Select District and School*). Click the link at the bottom of the personnel's panel to display the list of users of specified district or school.
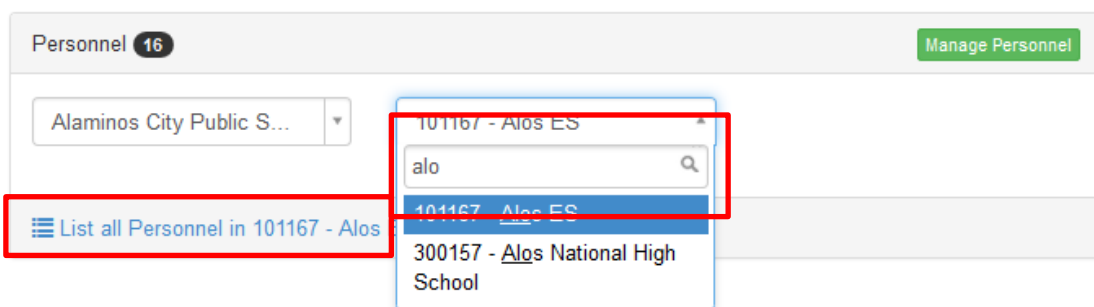


Figure 3.5-1 Select District and School

Click on the icon opposite the name of the personnel whose profile you want to add the administrator account (see *Figure 3.5-2 Add Admin Account*). A new window shall appear for the Personnel details page .
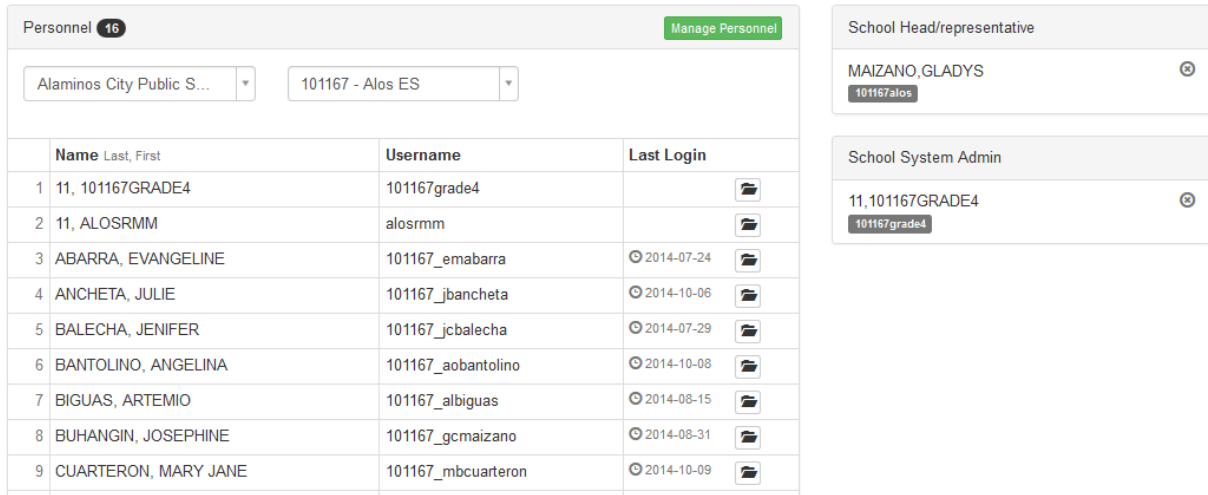
Figure 3.5-2 Add Admin Account

On the Access List panel, select "School System admin" on the "Add role" dropdown to assign administrator role to the user (see Figure 3.5-3 Add School System Admin Role).
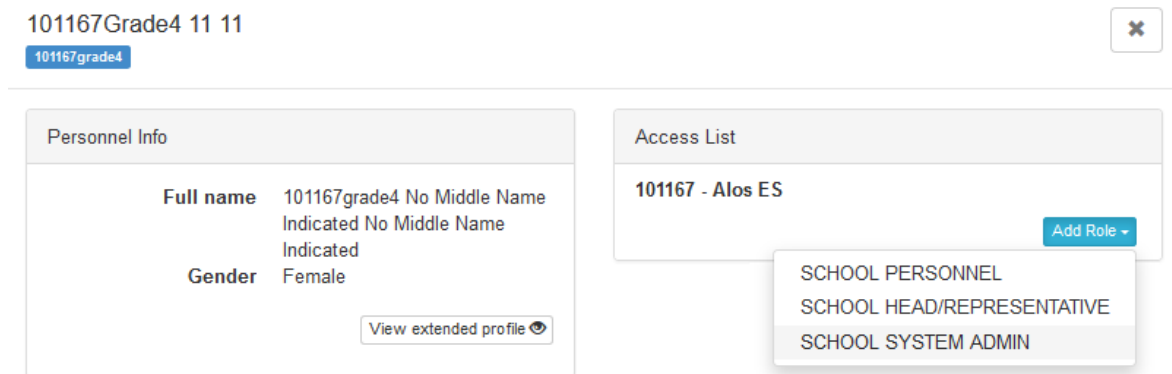


Figure 3.5-3 Add School System Admin role

## 3.6. Assign/remove School Head account

In assigning a "school head" role to personnel, his/her personnel record must first be created in the system. Refer to Section 3.2 for adding new personnel.

To assign personnel the "school head" role, go to the Administration page and select the school of assignment. Select user from the list of personnel of that school and view his/her details by clicking the icon opposite. Refer to *Figure 2.6-1 Select District and School* and *Figure 2.6-2 Select Add Admin Account.*

On the Access List panel, select "School Head/Representative" to assign role to the user. Refer to *Figure 3.6-1 Set school head*
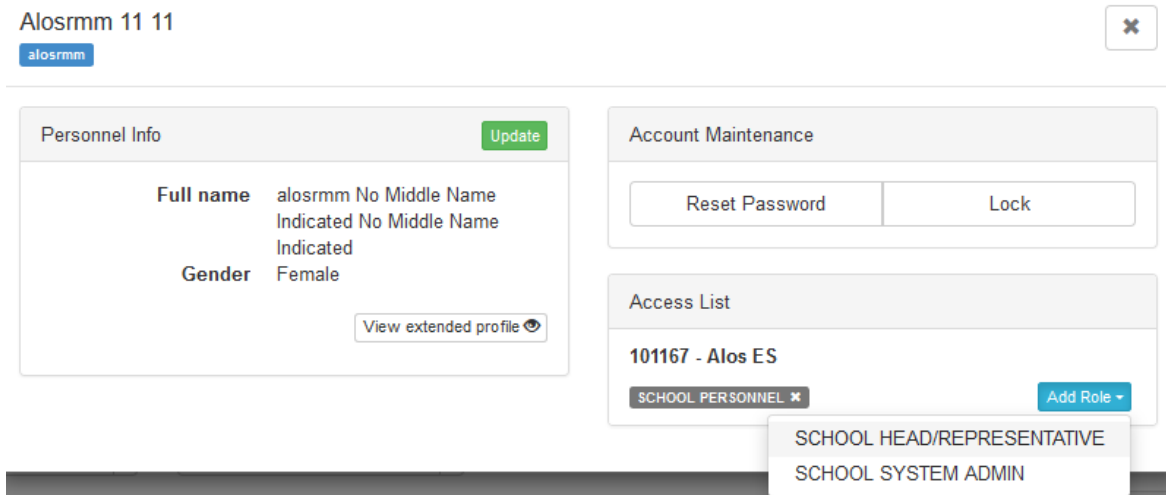
Figure 3.6-1 Set school head

After selecting "school head", the role automatically displays on the user's access list panel refer to Figure 3.6-2 and on the School Head/Representative panel on your administration page refer to figure 3.6-3.
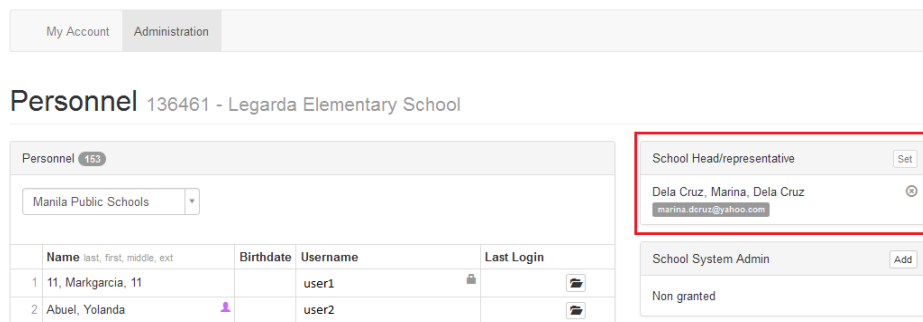


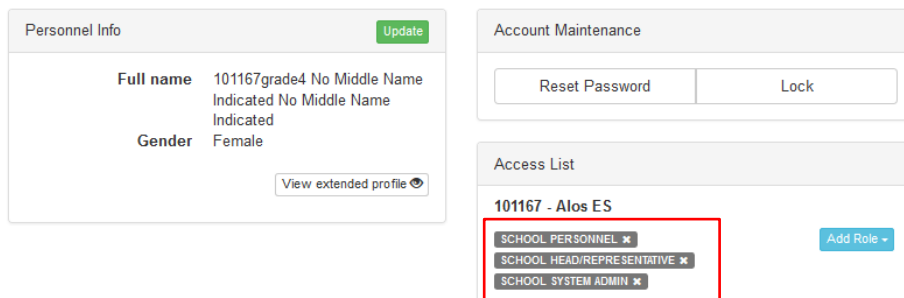Figure 3.6-2 Confirm school head assignment
–Administrator Page



Figure 3.6-3 Confirm school head assignment
– Personnel Details Page

To set up a school head with multiple school assignment, perform all steps defined in this section (section 2.7), starting with the search and/or creation of personnel record to the "**Set-**ting" or assignment of personnel as "school head/representative" of selected school.

When a user with multiple assignment logs into the system, he/she must first select the school from the drop-down list (see *Figure 3.6-4 Select school from multiple school assignments*) before proceeding to the selection of application system to work on.
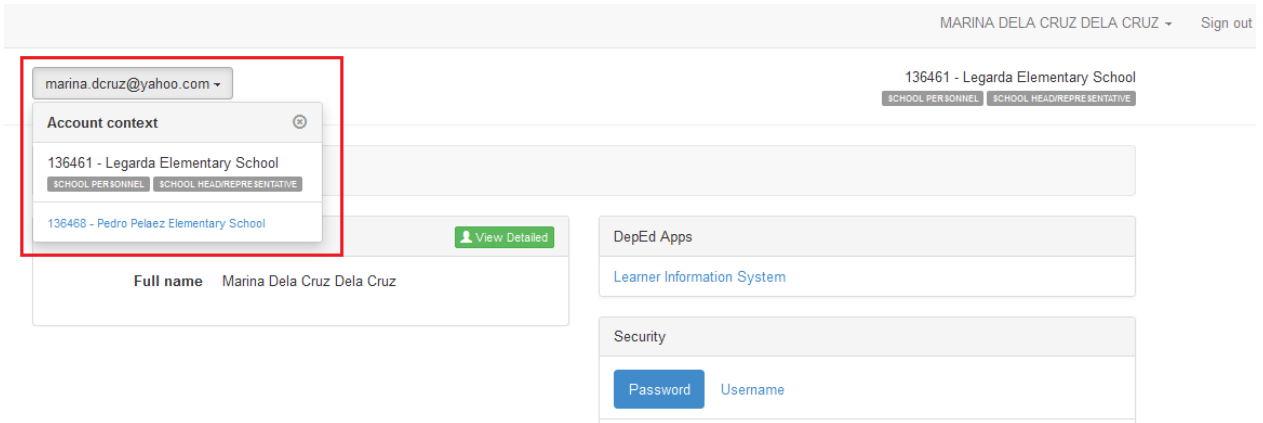
**Figure 3.6-4 Select school from multiple school assignments**

To remove a personnel as a head/representative of a specific school, first select specific school from drop-down list of schools.

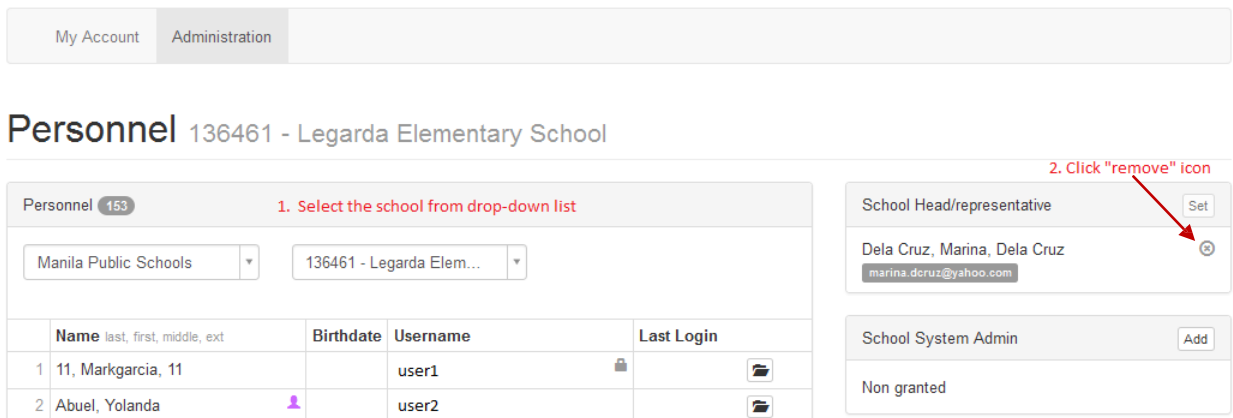Then, click on the "remove" icon as shown in *Figure 3.6-5 Remove school head assignment*.



**Figure 3.6-5 Remove school head assignment**

A successful removal of school head assignment will display "Non-assigned" in the School Head/representative section of the page.

Alternatively, School Head/representative role can also be removed from the "Access List" panel when viewed in the Personnel details page (Refer Figure 3.6-6).
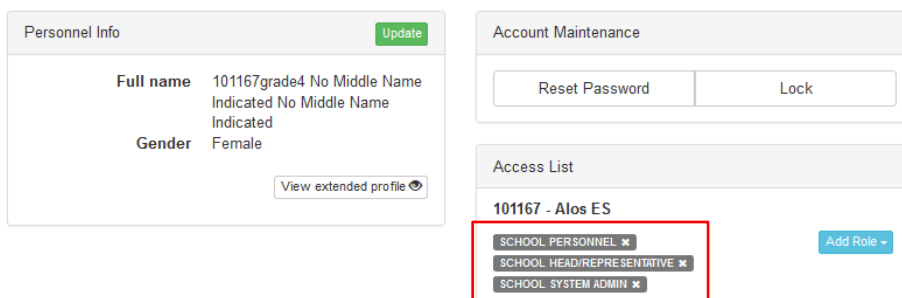


**Figure 3.6-6 Remove school head assignment – Personnel Details Page**