## **Department of Education**

## User Accounts Management System User's Manual

Version 1.1

Steps on how to use UAMS v.1.1 to manage user accounts in the Unified Information System

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

# **Revision History**

## **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"<sup>1</sup> 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.

<sup>&</sup>lt;sup>1</sup> 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 Level2.1. 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.

DepED		CAMILLE PEREZ CR	UZ - Sign out
	camille.cruz2@gmail.com +	Manila onsion officer system admin	
	My Account Administration		
	Profile View Detailed	DepEd Apps	
	Full name Camille Perez Cruz	Learner Information System	
		Security	
		Password Username	
		Old password *	
		•••••	
		New Password *	
		Repeat Password *	
		Change Password	

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".

Security
Password Username
Old password *
•••••
New Password *
•••••
Repeat Password *
•••••
Change Password

Figure 2.1-2 My Account password change

Security	
Password	Username
Username *	
camille.cruz	2@gmail.com
Update Userna	me

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".

Figure 2.1-3 My Account username change

**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.

Camille Perez Cruz camille.cruz1@gmail.com			×
Update Personnel	Cancel Save Updates	Access List	
First name *		Manila DIVISION OFFICER SYSTEM ADMIN	
Middle name *			
Last name *			
CRUZ Ext name			
Gender *			
Female	•		
Gsisbp no			
Plantilla item no			
Birthdate *	уууу-mm-dd		
1990-05-01	<b></b>		
TIN *	200(-200(-200)		
254-360-121			

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

#### Personnel Lookup Central Office

Search Record	By Name
Username or TIN	
	Search

<b>Figure</b>	2.2-1	Add	New	Personne	Record	- Personnel
			Lo	okup 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.

Search Record			
First name *	Last name *		
romel	reyes		
Middle name *			
efew			
Birth year *	Create a new record with the following details		
1990 Search	First name ROMEL Middle name EFEW Last name REYES		
R	Birth year 1990	found	
	New Record		



### 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*).

Personnel Info	Create Account
Full name JOCELYN AGUILAR SORIANO Gender Female Birthdate 06/20/1975	Account is required to enable access control. Provide username to create an account for this personnel.
View extended profile 👁	Username * Create 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*).

Personnel Lookup Central Office	
Search Record	By Name
Username or TIN	
	Search

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

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	
1	Manila				
	Name last, first, middle, ext	Birthdate	Username	Last Login	
1	Dimaculangan, Emma, Penascosa <sup>1</sup>			3 04/10/2014	
2	Dimaculangan, Peter, Dantes		peter.dimaculangan@gmail.com		1
≣ I	ist all Personnel in Manila				



# 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*).

Albertollaguno Dsgsd S albertollaguno	dgsg		×
Personnel Info	Update	Account Maintenance	
Full name Gender	ALBERTOLLAGUNO DSGSD SDGSG Female	Reset Password	Lock
Birthdate	09/09/1999 View extended profile 👁	Access List	
		Marinduque DIVISION OFFICER ×	Add Role 🕶

#### 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.



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).

bertollaguno Dsgsd Sdgsg <sup>bertollaguno</sup>			×
Update Personnel	Cancel Save Updates	Account Maintenance	
First name *		Reset Password	Lock
ALBERTOLLAGUNO			
Middle name *		Access List	
DSGSD		Marinduque	
Last name *		DIVISION OFFICER X	Add Role -
SDGSG			
Ext name			
Gender *			
Female	~		
Birthdate *	yyyy-mm-did		
1999-09-08			
TIN *	X00-X00-X00X		
242-412-212			
Gsisbp no			
Plantilla item no			

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.

### Personnel 101167 - Alos ES

Personnel 16		Manage Personnel
Alaminos City Public S *	101167 - Alos ES	
≣ List all Personnel in 101167 - Alos	101167 Alec ES 300157 - <u>Ale</u> s National High 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.

ers	sonnel 16		Manage Personnel	School Head/representative	
AI	aminos City Public S * 101167 - A	los ES 🔹		MAIZANO,GLADYS 101167alos	0
	Name Last, First	Username	Last Login	School System Admin	
	11, 101167GRADE4	101167grade4	<b>_</b>	11,101167GRADE4	(
	11, ALOSRMM	alosrmm	<b>_</b>	101167grade4	
	ABARRA, EVANGELINE	101167_emabarra	O 2014-07-24 📂		
	ANCHETA, JULIE	101167_jbancheta	O 2014-10-06		
;	BALECHA, JENIFER	101167_jcbalecha	© 2014-07-29 🗲		
5	BANTOLINO, ANGELINA	101167_aobantolino	O 2014-10-08		
7	BIGUAS, ARTEMIO	101167_albiguas	O 2014-08-15		
3	BUHANGIN, JOSEPHINE	101167_gcmaizano	O 2014-08-31		
9	CUARTERON, MARY JANE	101167_mbcuarteron	<b>⊙</b> 2014-10-09 🗲		

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).

101167Grade4 11 11 101167grade4	*
Personnel Info	Access List
Full name 101167grade4 No Middle Name Indicated No Middle Name Indicated	101167 - Alos ES Add Role -
Gender Female	SCHOOL PERSONNEL SCHOOL HEAD/REPRESENTATIVE
View extended profile 👁	SCHOOL SYSTEM ADMIN

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* 

losrmm 11 11 Iosrmm			3
Personnel Info	Update	Account Maintenance	
Full name	alosrmm No Middle Name Indicated No Middle Name Indicated	Reset Password	Lock
Gender	Female	Access List	
		101167 - Alos ES	
		SCHOOL PERSONNEL *	Add Role -
		SCHOOL HEAD	/REPRESENTATIVE
		SCHOOL SYST	EM ADMIN

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).

Personnel (153)	oı-∟egarda	Elementary School		School Head/representative	Set
Manila Public Schools	v			Dela Cruz, Marina, Dela Cruz marina.dcruz@yahoo.com	۲
Name last, first, middle, ext	Birthdate	Username	Last Login	School System Admin	Add
1 11, Markgarcia, 11		user1	-	Non granted	
2 Abuel, Yolanda	1	user2	<b>*</b>	Non granteu	
Figi	ure 2.7-2 Co	onfirm school head	assignment –	Administration Page	

	grade4 No Middle Name ed No Middle Name	Reset Password	Lock
Gender Female		Access List	
	View extended profile @	101167 - Alos ES school personnel x school head/representative x school system admin x	Add Role ~

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.

	MARINA DELA CRUZ DELA CRUZ - Sign out
marina.dcruz@yahoo.com ~	136461 - Legarda Elementary School school PERSONNEL SCHOOL HEADREPRESENTATIVE
136461 - Legarda Elementary School School Personnel Echool HEADNESRESENTATIVE	
View Detailed	DepEd Apps
Full name Marina Dela Cruz Dela Cruz	Learner Information System
	Security
	Password Username

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*.

'n				
----	--	--	--	--

Personnel 136461 - Legarda Elementary School

					2. Click "remove" icon
Pers	sonnel 153 1. S	elect the so		School Head/representative	
Μ	lanila Public Schools 🔹	Dela Cruz, Marina, Dela Cruz 👋 🛞 marina.deruz@yahoo.com			
	Name last, first, middle, ext	Birthdate	Username	Last Login	School System Admin Add
1	11, Markgarcia, 11		user1 🚔	<b>~</b>	Non granted
2	Abuel, Yolanda 💄		user2	<b>~</b>	Nun granteu

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.

Personnel Info	Update	Account Maintenance				
Full name	101167grade4 No Middle Name Indicated No Middle Name Indicated	Reset Password Lock				
Gender	Female	Access List				
	View extended profile @	101167 - Alos ES				
		SCHOOL PERSONNEL x Add Role - SCHOOL HEAD/REPRESENTATIVE x SCHOOL SYSTEM ADMIN x				

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*)

Personnel 2			Manage	Personnel	Admin	
ALS	* Q				11,ALS_ACOSTA,LUNINGNING als_acosta,luningning	(
★ Caloocan City Public Schools Private Schools	^ Dity - ALS					
ALS Districts						
Aromar (Aromahan- Marulas)						
Caloocan North I	~					

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

#### Personnel Caloocan City / ALS

Per	rsonnel 2		Manage P	Personnel	Admin	
A	LS Y				11,ALS_ACOSTA,LUNINGNING als_acosts.luningning	۲
	Name Last, First	Username	Last Login			
1	11, ALS_ACOSTA,LUNINGNING	als_acosta,luningning		1		
2	SORIANO, MUTYA	mutya.soriano		1		



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*).

Dulce Aguilar Soriano	×
dsoriano account access level in Caloocan City - ALS updated.	
Personnel Info	Access List
Full name DULCE AGUILAR SORIANO Gender Female Birthdate 09/09/1999	Caloocan City ALS
View extended profile 👁	Apayao ALS - Facilitator ALS - Coordinator ALS - Admin ALS - Admin

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.

Search Record		
First name *	Last name *	
romel	reyes	
Middle name *		
efew		
Birth year *	Create a new record with the following details	
1990	First name ROMEL	
Search	Middle name EFEW	
	Last name REYES	
	Birth year 1990	
R	ecore New Record	found
	[	
	No, this is correct.	

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.

ersonnel o	aloc	ocan Cit	ty / ALS			
ersonnel 🚺				Manage F	ersonnel	Admin 🗸
ALS		1				11,ALS_ACOSTA,LUNINGNING
	Q					als_acosta,luningning
A Caloocan City	^		Username	Last Login		
Public Schools Private Schools		NG	als_acosta,luningning		-	
ALS						
DISTLICTS	-					
Aromar (Aromahan- Marulas)						
Caloocan North I	~					

### 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.

	RAMON ABA ABAD - Sign ou
ramon.abad@deped.gov.ph ~ Click drop-down to view list of school assignments	136461 - Legarda Elementary School school personnel school Heading-resentative
My Account Administration	
Profile View Detailed	DepEd Apps
Full name Ramon Aba Abad	Learner Information System
	Security
	Password Username
	Old password *
	•••••
	New Password *
	Repeat Password *
	Change Password

Figure 3.1-1 User Accounts Main page

To cł	nang	e yo	ur cur	rent	or de	efau	ult p	assv	vord,
click	on	the	Passv	vord	link	in	the	Sec	curity
sectio	on,	(see	Fig	ure	3.1-2	?	Му	аса	count
password change) located at right side of the						f the			
page	. Тур	be in	the	corre	ct Ol	d F	Passv	vord	and
the r	new	pass	word	unde	r the	e N	ew	Pass	word
and	Rep	eat	Passv	vord	inpu	Jt	box	es.	Click
"Cha	nge	Pass	word"	to c	omm	it 1	the	pass	word

Security
Password Username
Old password *
•••••
New Password *
•••••
Repeat Password *
•••••
Change Password

change. A successful change of password is Figure 3.1-2 My account password change confirmed by the message "Password

Security	
Password	Username
Username *	
rabad@depe	d.gov.ph
Update Userna	me

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".

Figure 3.1-3 Update username

changed".

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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

Ramon Aba Abad	*
remonizated@opper.gov.pn	
Personnel Info Update	Access List
Full name RAMON ABA ABAD Gender Male Birthdate 01/01/1980	136461 - Legarda Elementary School school personnel school head/representative
View extended profile 👁	

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.

oberto Ordinaria Abada ade4robert			×
Update Personnel	Cancel Save Updates	Access List	
First name *		136616 - Bagong Silang ES	
ROBERTO		SCHOOL HEAD/REPRESENTATIVE	
Middle name *		138627 - Bagong Barrio ES	
ORDINARIA		8CHOOL PER SONNEL SCHOOL HEAD/REPRE SENTATIVE	
Last name *			
ABADA			
Ext name			
Gender *			
Male	*		
Birthdate *	yyyy-mm-dd		
1985-05-12			
TIN *	1001-1001-1001		
292-015-829			
Gsisbp no			
Plantilla item no			
TCH1-33231-1998			

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

bage. Then click on the Manage Pe	ersonnel link Manage Personnel	
ramon.abad@deped.gov.ph +		136461 - Legarda Elementary School SCHOOL PERSONNEL SCHOOL HEAD/REPRESENTATIVE
My Account Administration		
Personnel 136461 - Legarda E	Elementary School	
Personnel	Manage Personnel	School Head/representative Set
	Find -	Abad, Ramon, Aba ramon abad@daped.gov.ph
Elist all Personnel in 136461 - Legarda Elementary School		School System Admin Add
		Non granted

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

Account not found	×
Personnel record created.	
Personnel Info	Create Account
Full name DSFDS DFDS DSFDS Gender Male Birthdate 01/01/1999	Account is required to enable access control. Provide username to create an account for this personnel.
View extended profile 👁	Username * simon.luke Create Account

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).

My Account Administration		
Personnel 35	Manage Personnel Head	
♠ Caloocan City	Non granted	
≣ List all Personnel in Caloocan City	System Admin	
	FERMIN, LENI caloocaadm	
	FERMIN,LENI	۲
	AUSAID, DIVISION ACCT	8
Flower 0.0.4 Mar	and coarch 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.

## Personnel 136461 - Legarda Elementary School

Find	d Personnel			Add Personnel
1	Name last, first, middle, ext Devila, Christine, Cruz	Birthdate	Username christine.devila@deped.gov.ph	Last Login
١	I List all Personnel in 136461 - Legarda Elementary School			

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.

Leni Casayuran Fermin			×
Personnel Info	Update	Account Maintenance	
Gender	LENI CASAYURAN FERMIN Female 08/23/1979	Reset Password	Lock
TIN	View extended profile  213544268000	Access List Caloocan City DIVISION OFFICER × SYSTEM ADMIN ×	Add Role -
		Aromar (Aromahan-Marulas)	



# 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.

nristine Cruz Devila nristine.devila@deped.gov.ph			
Personnel Info	Update	Account Maintenance	
Gender	CHRISTINE CRUZ DEVILA Female 05/01/1980	Reset Password	Lock
	View extended profile 👁	Access List	
TIN	157571000	136461 - Legarda Elementary So school Personnel ×	chool

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.



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).

nt Maintenance	
Reset Password Loc	:k
s List	
- Legarda Elementary School	
L PERSONNEL ×	

Figure 3.4-2 Update school personnel page

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

Christine Cruz Devila christine.devila@deped.gov.ph	×
Update Personnel Cancel Save Updates	Account Maintenance
First name * CHRISTINE	Reset Password Lock
Middle name *	Access List
CRUZ Last name * DEVILA	136461 - Legarda Elementary School SCHOOL PERSONNE Click to remove this personnel from List of school personnel

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.

### Personnel 101167 - Alos ES

Personnel 16		Manage Personnel
Alaminos City Public S *	101167 - Alos ES	
Iist all Personnel in 101167 - Alos ⊒	<u>101167 Alec ES</u> 300157 - <u>Alo</u> s National High 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 .

8

8

Per	sonnel 16		Manage Personnel	School Head/representative	
A	Jaminos City Public S * 101167 -	Alos ES 🔹		MAIZANO,GLADYS 101167alos	
	Name Last, First	Username	Last Login	School System Admin	
1	11, 101167GRADE4	101167grade4		11,101167GRADE4	
2	11, ALOSRMM	alosrmm	<b></b>	101167grade4	
3	ABARRA, EVANGELINE	101167_emabarra	© 2014-07-24 📂		
4	ANCHETA, JULIE	101167_jbancheta	<b>O</b> 2014-10-06		
5	BALECHA, JENIFER	101167_jcbalecha	© 2014-07-29 📂		
6	BANTOLINO, ANGELINA	101167_aobantolino	O 2014-10-08		
7	BIGUAS, ARTEMIO	101167_albiguas	© 2014-08-15 📂		
3	BUHANGIN, JOSEPHINE	101167_gcmaizano	© 2014-08-31 📂		
9	CUARTERON, MARY JANE	101167_mbcuarteron	O 2014-10-09		

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).

101167Grade4 11 11 101167grade4	×
Personnel Info	Access List
Full name 101167grade4 No Middle Name Indicated No Middle Name Indicated	101167 - Alos ES Add Role -
Gender Female	SCHOOL PERSONNEL SCHOOL HEAD/REPRESENTATIVE SCHOOL SYSTEM ADMIN



### 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* 

ersonnel Info	Update	Account Maintenance	
Full name	alosrmm No Middle Name Indicated No Middle Name Indicated	Reset Password	Lock
Gender	Female	Access List	
	· · ·	101167 - Alos ES	

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.

ersonnel ersonnel (153)						School H	ead/representative	Set
Manila Public Schoo	ols *						z, Marina, Dela Cruz ruz@yahoo.com	8
Name last, first, mit	ddle, ext	Birthdate	Username		Last Login	School S	ystem Admin	Add
11, Markgarcia, 1	1		user1	-	1	Non gran	ted	
Abuel, Yolanda		1	user2		1			
			Figure 3		onfirm scho dministrato		ignment	
Personnel Info						or Page	ignment	
	ull name Gender			—A	Account Mai	or Page	ignment Lock	

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.

	MARINA DELA CRUZ DELA CRUZ ~ Sign	out
marina.dcruz@yahoo.com ~ Account.context	136461 - Legarda Elementary School school personnel school headmespresentative	
136461 - Legarda Elementary School SCHOOL PERSONNEL SCHOOL HEADREPRESENTATIVE	v Detailed DepEd Apps	
Full name Marina Dela Cruz Dela Cruz	Learner Information System	
	Security	
	Password Username	

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*.

ninistration		
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### Personnel 136461 - Legarda Elementary School

					2. Click "remove" icon
Per	sonnel 153 1. S	School Head/representative			
Μ	Ianila Public Schools 🔹	136461 - Le	garda Elem *		Dela Cruz, Marina, Dela Cruz (S) marina.dcruz@yahoo.com
	Name last, first, middle, ext	Birthdate	Username	Last Login	School System Admin Add
1	11, Markgarcia, 11		user1	-	Non granted
2	Abuel, Yolanda 💄		user2		Non graned

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).

Personnel Info	Update	Account Maintenance	
Full name	101167grade4 No Middle Name Indicated No Middle Name Indicated	Reset Password	Lock
Gender	Female	Access List	
	View extended profile @	101167 - Alos ES	
			Add Role
		SCHOOL HEAD/REPRESENTATIVE X SCHOOL SYSTEM ADMIN X	

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