

Ano ang gagawin kung may learner na sinasabi school 1 na lumipat sa inyo (For Transfer-in enrolment) kaya dapat ninyong i-enrolas transferred in pero ang totoo, wala namang learner na lumipat sa inyo?

I click ang school ID at Kontakin ang school 2 (New Malangza ES) para i cancel nila ang “push transferred out”. Kung ayaw umaksiyon ng school 2, i report sa inyong Division Superintendent.

Ano naman ang gagawin ni School (New Malanga ES) 2 kung nakita nga niya na sa maling school pala niya nailagay ang “push transferred out” – hindi sinasadya?

Sa masterlist ng section/class, makikita sa summary ang Transferred out. 1. Click ang list ng mga transferred out, then sa profile – 2. click ang update status (blue pencil), select no status kung hindi talaga nag transferred out or select school kung nagkamali lang ng school na nilipatan.

Click Update.

Click Update.

Enrollment Status

12/20/2014 BUDIS ANGELINA CATRIGIAN

Status:

No status for previous year
Received new status
Dropped out

Transfer remains:

TRANSFER OF RESIDENCE

School type:

Public/Private/School

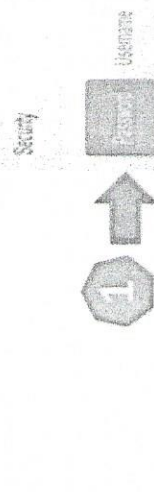
School:

1004 U. San Vicente Elementary School

LIS Help Desk

HOW TO CHANGE/MODIFY YOUR OWN PASSWORD AND USER NAME

1. In MY ACCOUNT tab, under the SECURITY sub Table, Select the PASSWORD tab to provide the current password then your new password in the box below, retype (do not copy paste) to another box
2. click the **CHANGE PASSWORD** button
3. In MY ACCOUNT tab, under the SECURITY sub Table, Select the USERNAME and overwrite the existing (current) user name (1stname.lastname)
4. click the **UPDATE USER NAME** button



Username

Username

Update Username

HOW TO ADD NEW PERSONNEL RECORD and ACCESS ACCOUNT

Using the School System Admin/Head Account, Administration Tab, Click the **Manage Personnel**

School

1 Search by Name

Search Record

Username or TIN

Search

Search Record

First name *

Jose Marie

Last name *

Katigbak

Search

2 Provide First & Last Name then click the Search button

Record of "JOSE MARIE KATIGBAK" not found

No, this is correct. Create new record

3 If Confirmed of no existing record, Click Create New Record

Search

Create a new record with the following details

First name

JOSE MARIE

Last name

KATIGBAK

New Record

No, this is correct. Create new record

Record of "

4 Provide basic information then click Create

Gender

Date of Birth (month/day/year)

TIN

Personnel record created

Account not found

5 Assign user name preferably the 1stname and last name separated by period (dot) then click Create Account

Or

Account is required to enable access control. Provide username to create an account for this personnel.

Username *

JOSEMARIE.KATIGBAK

Jose Marie Juan Katigbak

Personnel info

Personnel info

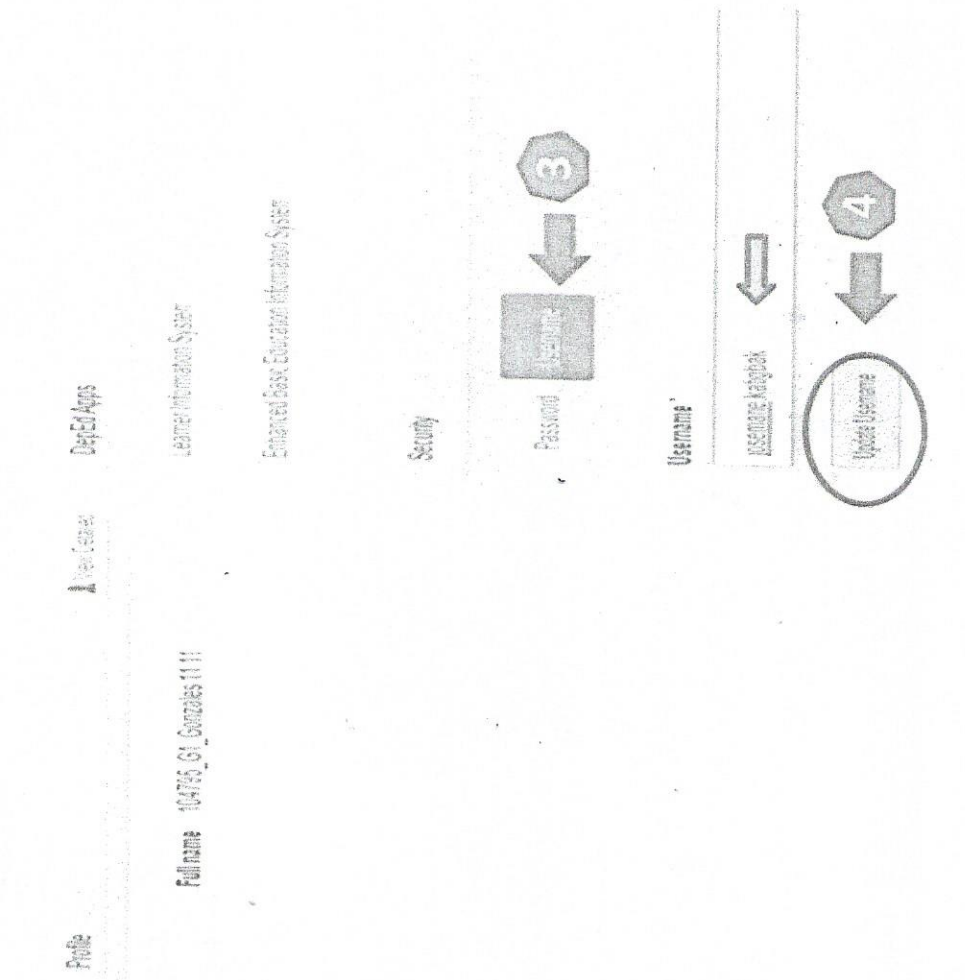
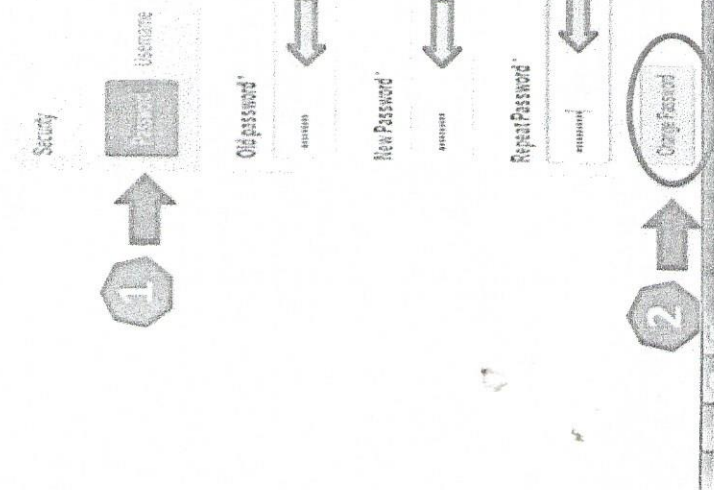
6 Assign Access Role by clicking the Add Role button (School Personnel for Adviser)

Access List
104795 - Tibagan Elementary School

SCHOOL PERSONNEL
SCHOOL HEAD/REPRESENTATIVE
SCHOOL SYSTEM ADMIN

HOW TO CHANGE/MODIFY YOUR OWN PASSWORD AND USER NAME

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2. click the **CHANGE PASSWORD** button
3. In MY ACCOUNT tab, under the SECURITY sub Table, Select the USERNAME and overwrite the existing (current) user name (1stname.lastname)
4. click the **UPDATE USER NAME** button



HOW TO REMOVE PERSONNEL WHO TRANSFERRED/ RETIRED OR NO LONGER IN YOUR SCHOOL?

1. Using School Head Account/School System Admin Account, go to Administration Tab and Display List of Personnel
2. Click the Folder Icon of the Personnel to be removed
3. From the Access List, select the x sign in the circle (confirmation/action taken message will appear)

My Account Administration

Personnel 104795 - Tibagan Elementary School

Personnel

104795 - Tibagan Ele

List of Personnel in 104795 - Tibagan Elementary School

Personnel

Name

1 11 104795_G1_GONZALES

2 11 104795_G1_GUTIERREZ

Personnel

104795 - Tibagan Elementary School

Account Maintenance

Reset Password

Access List

104795 - Tibagan Elementary School

Last Login

System Admin

104795_G1_GONZALES

104795_G1_GUTIERREZ

Resetting Password using ICT/School Head Account.

1. Go to Administration Tab
2. Display the List of Personnel
3. Select the Folder icon of the Personnel
4. Click Reset Password button

For the User/requesting party: User may now use the temporary password and this is the same to his/her user id (user id: *juan.santos password:juan.santos*). Permanent password will be required to enable for him/her to proceed in the system) Choose a password that is at least six characters long. Tip: Deliberately misspelling one or more words (ex. *b3dofroses*)

My Account

104795

104795

Personnel 104795 - T

104795

104795

104795

Last Login

Username
104795_g1_gonzales

Name Last First
11_104795_G1_GONZALES

Important:

School Head Account can reset password of ICT and Adviser Accounts. The ICT Account is also allowed to reset the School Head Account and Advisers.

104795_G1_Gonzales 11 11

Personnel Info

Full name 104795_g1_gonzales No Middle Name Indicated No Last Name Indicated
Gender Female

View extended profile

Account Maintenance

Reset Password

Lock

Access List

104795

SCHOOL PERSONNEL

TIN: "THIS VALUE IS ALREADY USED" error. HOW TO IDENTIFY THE PERSON THAT USED YOUR TAX IDENTIFICATION NUMBER?

1. In ADMINISTRATION tab, click the Manage Personnel button

Administration

1

Manage Personnel

2

First Name Middle Name Last Name

Personnel Info

Full name

First Name Middle Name Last Name

Gender

Male

Birthdate

00/00/0000

TIN

144013653

Personnel Lookup

School

2. Input/type the TIN to verify then click SEARCH button

Search Record

Username or TIN

144013653

3

4

Search

3. Personnel Information will display (complete name and email address/user id).

The school System Admin/School head account can adjust the TIN only if the user is registered within the school/ office (Administration/List of Personnel/Profile Icon/Update). The user can also correct his/her own TIN. (My Account/View Detailed/Update).

View extend

Search Result

5