## **Department of Education**

## User Accounts Management System User's Manual

Version 1.0

Steps on how to use UAMS v.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

## **Revision History**

# **Table of Acronyms**

LIS	Learner Information System
UAMS	User Accounts Management System

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## 1. Getting Started

To access the User Account Management System, type www.lis.deped.gov.ph<sup>1</sup> at the address or location bar of a web browser, then press Enter.

This will connect you to the LIS 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.

<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 Level

#### 2.1. Manage My Account

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

DefeD	CAMILLE PEREZ CRUZ - Sign out
camille.cruz2@gmail.com ~	Малііа сонзон оглося, зутатем домин
My Account Administration	
Profile View Detailed	DepEd Apps
Full name Camille Perez Cruz	Learner Information System
	Security
	Password Usemame
	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	semame	
Old password *		
•••••		
New Password *		
•••••		
Repeat Password	×	
•••••		
Change Password		

Figure 2.1-2 My Account password change

Security	
Password Username	
Username *	
camille.cruz2@gmail.com	
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".

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. The Personal Details page is displayed (see *Figure 2.1-4 My Account - update personal profile page*).

Update personal data, ensuring that prescribed data formats are followed.

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

amille Perez Cruz mille.cruz1@gmail.com		
Update Personnel	Cancel Save Updates	Access List
First name *		Manila
CAMILLE		DIVISION OFFICER SYSTEM ADMIN
Middle name *		
PEREZ		
Last name *		
CRUZ		
Ext name		
Gender *		
Female	•	
Gsisbp no		
Plantilla item no		
Birthdate *	уууу-mm-dd	
1990-05-01	<b></b>	
TIN *	200(-300(	
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 Add Personnel link Add Personnel to display the Search & Add Personnel page (see *Figure 2.2-1 Search and add personnel page*).

### Personnel

Searc	ch Perso	nnel							Create Personnel
First	name *								Username *
can	nille								
Last	name *								First name *
CR	UZ								
							Se	arch	Middle name *
Searc	ch result							2	Last name *
	Last name	First name	Middle name	Ext name	Birth date	TIN	Has Account		Ext name
1	CRUZ	CAMILLE	CANTOR		01/01/85	201- 564- 555	~	Select	
		CAMILLE			05/01/90	254-	~	Select	Gender*

Figure 2.2-1 Search and add personnel page

First, do a search by personnel name to determine if a record already exists in the database.

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, enter new personal data then click Create button to finalize record creation.

### 2.3. View & search users

To search, view and edit the user profile of personnel in the division, district and school, go to the Administration page. By default a list of all users within the division is displayed.

**To search for a specific username or personnel name in the division**, enter data in the search box then click the drop-down list to select the appropriate search parameter to use. (see *Figure 2.3-1 Search by username or personnel name*).

**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 Find Personnel section. Enter the school ID or school name when prompted then click Find. (*see Figure 2.3-2 Search user by district or school*)

The system displays a link to the list of users of specified district or school. If a find by username or personnel name is specified, a list

Personnel	
Manila Public Schools * 136461 - Legarda Elem * Find -	•
≣ List all Personnel in 136461 - Legarda Elementary School	

# Personnel Manila

Per	sonnel 144				Add Personnel
1	Manila			cruz	Find -
					by Username
	Name last, first, middle, ext	Birthdate	Username		by Name
1	11, 136446_4Woodhead, 11		136446_4WOODHEA	D	=
2	11, Almaadelc.casuga, 11		AlmaAdelC.Casuga		-
3	11, Almav.pasa, 11		AlmaV.Pasa		

#### Figure 2.3-1 Search by username or personnel name

My Account

Administration

# Personnel 136461 - Legarda Elementary School

М	anila Public Schools • 136461 -	Legarda Elem	. • reyes		Find -
	Name last, first, middle, ext	Birthdate	Username	Last Login	
	Reyes, Adelaida 👤	02/15/1950	user1	O 11:32	1
	Reyes, Nelyn, Susa 🙎				1
}	Reyes, Rogelita, Gatioan		user2		1
-	Reyes, Vivian, Paradero 💄		user3		1

Figure 2.3-2 Search user by district or school

#### **Display User Profile**

From the list of users displayed (see *Figure 2.3-3 List of users page*), click on the icon opposite the name of the personnel whose profile you want to view.

# Personnel Manila

Find	l Personnel				Add	Personnel
A	Manila		[	dimacula	angan	Find -
	Name last, first, middle, ext	Birthdate	Username		Last Login	
1	Dimaculangan, Emma, Penascosa	L			⊙ 04/10/20 <u>14</u>	-
2	Dimaculangan, Peter, Dantes	L	peter.dimaculangan@g	mail.com		1
≣١	ist all Personnel in Manila					

#### Figure 2.3-3 List of users page

The profile of the user selected is displayed in a window as shown in *Figure 2.3-4 View and update personal data and user account*.

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.

eter Dantes Dimaculan eter.dimaculangan@gmail.com	gan		
Personnel Info	Update	Account Maintenance	
	PETER DANTES DIMACULANGAN Male 01/02/1985	Reset Password Lo	ock
Dirutate	View extended profile	Access List	
TIN	254678098	Manila DIVISION OFFICER ×	

Figure 2.3-4 View and update personal data and user account

### 2.4. Edit/change personnel profile, username and password of other users

Go to Administration page and retrieve the specific personnel record and/or user account to be updated. Refer to section 2.3 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 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.

er.dimaculangan@gmail.com			
Personnel Info	Update	Account Maintenance	
Full name	PETER DANTES DIMACULANGAN	Reset Password Lock	
Gender	Male 01/02/1985		
Dirthdate	01/02/1905	Access List	
	View extended profile 👁		
TIN	254678098	Manila	
		DIVISION OFFICER ×	

Figure 2.4-1 View and update personnel data and account

After clicking the Update button, the Update Personnel page is displayed as in *Figure 2.4-2 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).

#### Camille Perez Cruz camille.cruz1@gmail.com

Update Personnel Cancel Save Updates	Access List
First name *	Manila
CAMILLE	
Middle name *	
PEREZ	
Last name *	
CRUZ	
Ext name	
Gender *	
Female	

Figure 2.4-2 Update personnel page

×

#### 2.5. 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 division office, district or school to add the account, then Click "Add" in the System Admin section of the main page (see *Figure 2.5-1 Add Admin. account*)

My Account Administra	tion		
Personnel Mani	а		
Personnel		Add Personnel	Head Set
A Manila	1. Click on the drop-down     to seclect division, district     or school to add Admin	Find -	Non assigned
List all Personnel in Manila	account		System Admin 2. Click here
			CRUZ, CAMILLE, PEREZ camille.cruzt@gmail.com
			only, test loss only testonly

Figure 2.5-1 Add Admin. account

After clicking Add, search personnel to be set up with the "Admin" role. Select personnel from the list displayed (as in *Figure 2.5-3 Search and select personnel for "admin" role*)

A successful assignment of "admin" role to a personnel is confirmed by the message and the name of personnel is displayed under the System Admin list (see *Figure 2.5-2 Confirm* "admin" assignment)

earch P	ersonnel						
First nan	ne *						
camille							
Last nam	ie *						
CRUZ							
							arch
							arch
Search re	esult						2
Las # nai		Middle name	Ext name	Birth date	TIN	Has Account	
1 CR	UZ CAMILLE	CANTOR		01/01/85	201- 564- 555	*	Select
2 CR	UZ CAMILLE	PEREZ		05/01/90	254- 360- 121	*	Select





### 2.6. 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 2.2 for adding new personnel.

To assign personnel the "school head" role, go to the Administration page and select the school of assignment. Refer to *Figure 2.6-1 Set school head*.

Click "Set" in the School/representative section of the page.

My Account Administration	
Personnel 136461 - Legarda Elementary School	
136461lega account access level in 136461 - Legarda Elementary School updated.	2. Click Here
Personnel 1. Select school of assignment	School Head/representative Set
Manila Public Schools	Non assigned
I List all Personnel in 136461 - Legarda Elementary School	School System Admin Add
	Non granted

Figure 2.6-1 Set school head

After clicking "Set", search personnel to be set up with the "school head" role.

Select personnel from the list displayed. If personnel do not exist, enter personnel data in the input boxes provided at the left portion of the page and click Create button to save the personnel record with a "school head" role (see *Figure 2.6-3 Search and create record of school head*).

A successful assignment of "admin" role to a personnel is confirmed by the message and the name of personnel is displayed under the System Admin list (see *Figure 2.6-2 Confirm school head assignment*)

	My Account	Administration					
Pe	rsonne	136461 -	Legarda	Elementary School			
Per	sonnel 153					School Head/representative	Set
Μ	lanila Public Sch	ools	136461 - Le	garda Elem *	Find -	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	-	Non granted	



Search Personnel		Create Personnel
First name *		Username *
marina		marina.dcruz@yahoo.com
Last name *		First name *
DELA CRUZ		Marina
	Search	Middle name *
		Dela Cruz
	0	Last name *
Search result	-	Dela Cruz
Last First Middle Ext Birth # name name name name date TIN	Has N Account	Ext name
1 DELA MARINA DC 01/19/71 CRUZ	✓ Select	
CRUZ		Gender *
		Female
		Birthdate *
		1988-01-01
		TIN *

#### Figure 2.6-3 Search and create record of school head

To set up a school head with multiple school assignment, perform all steps defined in this section (section 2.6), 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 2.6-4 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 headwepresentative
136461 - Legarda Elementary School school PERSONNEL SCHOOL HEADIREPRESENTATIVE	
Full name Marina Dela Cruz Dela Cruz	DepEd Apps Learner Information System
	Security Password Usemame

Figure 2.6-4 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 2.6-5 Remove school head assignment*.

	My Account	Administration						
Pe	rsonne	136461 -	Legarda	Elementary School			2. Click "r	emove" icon
Pers	onnel 153	1.	Select the so	hool from drop-down list			School Head/representative	Set
Ma	anila Public Scho	ols 🔻	136461 - Le	garda Elem *	F	Find -	Dela Cruz, Marina, Dela Cruz marina.dcruz@yahoo.com	8
	Name last, first, n	iddle, ext	Birthdate	Username	Last Login		School System Admin	Add
1	11, Markgarcia,	11		user1		1	Non grapted	
2	Abuel, Yolanda	1		user2		<b>*</b>	Non granted	

#### Figure 2.6-5 Remove school head assignment

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

### 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 - S	Sign out
ramon.abad@deped.gov.ph ~ Click drop-down to view list of school assignments	136461 - Legarda Elementary School school personnel school headinepresentative	
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 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 Figure 3.1-2 My account password change confirmed by the message "Password changed".

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



Security	
Password	Username
Username *	
rabad@depe	l.gov.ph
Update Usern	me

click on the Username link under Security then type in the new username and click "Update

Figure 3.1-3 Update username

To change your current or default username,

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Username". A successful username update is confirmed by the message "Username updated". To update your personal details, click on the **I** 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	×
Personnel Info	Access List
Full name       RAMON ABA ABAD         Gender       Male         Birthdate       01/01/1980         View extended profile ●	136461 - Legarda Elementary School SCHOOL PERSONNEL SCHOOL HEAD/REPRESENTATIVE

Figure 3.1-4 Personnel info window

On the Update Personnel page as shown in Figure 2.4-2 Update personnel page*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.

amon Aba Abad			×
Update Personnel Cancel Sav	e Updates	Access List	
First name *		136461 - Legarda Elementary School	
RAMON		SCHOOL PERSONNEL SCHOOL HEAD/REPRESENTATIVE	
Middle name *			
ABA			
Last name *			
ABAD			
Ext name			
Gender*			
Male	-		
Gsisbp no			
Plantilla item no			
Birthdate * y	yyy-mm-dd		
1980-01-01	i		

Figure 3.1-5 Update Personnel page

### 3.2. Add new school personnel record

Before a 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 Add Personnel link	Add Personnel	
ramon.abad@deped.gov.ph →		136461 - Legarda Elementary School BCHOOL PERBONNEL BCHOOL HEAD-REFREIENDATVE
My Account Administration		
Personnel 136461 - Legarda Eleme	entary School	
Personnel	Add Personnel	School Head/representative Set
	Find -	Abad, Ramon, Aba ramon abad@deped.gov.ph
Itist all Personnel in 136461 - Legarda Elementary School		School System Admin Add
		Non granted

Figure 3.2-1 Administration page to add personnel

The Search and Create personnel page is displayed as shown in *Figure 3.2-2 Search and create new personnel page* below. First, do a search by personnel name to determine if a record already exists in the database.

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, 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 Username \*

marina.delacruz2@yahoo.com

as the default password. For example, in Figure 3.2-2, the default password for the username is also <u>marina.delacruz2@yahoo.com</u>.

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

## Personnel

Search Personnel	Create Personnel
First name *	Username *
marina	marina.delacruz2@yahoo.com
Last name *	First name *
DELA CRUZ	MARINA
1. Search if personnel already exists Search	Middle name *
1. Search in personner an eauly exists	CONSOLACION
	Last name *
Search result	DELA CRUZ
Last First Middle Ext Birth Has # name name name name date TIN Account	Ext name
1 DELA MARINA DC 01/19/71 158- ✔ Sele CRUZ 378-	α
280	Gender *
<ol><li>Select from search result or create new personn if no record exists</li></ol>	Female
	Birthdate * yyyy-m
	1988-12-23
	TIN * 2005-000
	678-876-678
	Crea

Figure 3.2-2 Search and create new personnel page

### 3.3. View & search users

To search, view and edit the user profile of personnel in the school, go to the Administration page.

**To search for a specific username or personnel name in the division**, enter data in the search box then click the drop-down list to select the appropriate search parameter to use. (*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*). If a find by username or personnel name is specified, a list satisfying the given search criteria is displayed.

ramon.abad@deped.gov.ph ~	136461 - Legarda Elementary School
My Account Administration	
Personnel 136461 - Legarda Elementary School	

Personnel	Add Personnel	School Head/representative	Set
	tomas Find +	Abad, Ramon, Aba remon steetigdeped gov ph	
List al Personnel in 136461 - Legarda Elementary School	by Username by Name	School System Admin	Add
Click this File link to	Find specific user	Non granted	
list all users in the	account by name or		
school	username		



#### **Display User Profile**

From the list of users resulting from a straight listing of personnel or a find by name or username (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

Name last, first, middle, ext     Birthdate     Username     Last	Add Personne
Name last, first, middle, ext         Birthdate         Username         Last	Find <del>-</del>
	Login
1 Devila, Christine, Cruz	→ 🖻

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.

Christine Cruz Devila christine.devila@deped.gov.ph			*
Personnel Info	Update	Account Maintenance	
Full name Gender Birthdate	CHRISTINE CRUZ DEVILA Female 05/01/1980	Reset Password	Lock
TIN	View extended profile 👁	Access List 136461 - Legarda Elementary S	School
		SCHOOL PERSONNEL ×	

Figure 3.3-3 View and update personnel info page

### 3.4. Edit/change personnel profile, username and password 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

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.

ristine Cruz Devila ristine.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 Se school personnel ×	chool

Figure 3.4-1 View and update personnel page

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).

hristine Cruz Devila		×
nristine.devila@deped.gov.ph		
Update Personnel Cancel Save Updates	Account Maintenance	
First name *	Reset Password	Lock
CHRISTINE		
Middle name *	Access List	
CRUZ	136461 - Legarda Elementary Scl	nool
Last name *	SCHOOL PERSONNEL *	
DEVILA		
Ext name		
Gender *		
Female		
Gsisbp no		
Plantilla item no		

#### 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 * CRUZ	Access List 136461 - Legarda Elementary School
Last name * DEVILA	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.

Click "Add" in the System Admin section of the main page (see *Figure 3.5-1 Add school admin account*)

	My Account Administration	1					
Pe	rsonnel 136461	I - Legar	da Elementarv S	chool			
	d Personnel	5	5		Personnel	School Head/representative	Set
				christine	Find -	Abad, Ramon, Aba	
1	Name last, first, middle, ext Devila, Christine, Cruz	Birthdate	Username christine.devila@deped.g	Last Login		School System Admin	Click here - Add
: <b>=</b> L	ist all Personnel in 136461 - Le	garda Elemen		Non granted			

Figure 3.5-1 Add school admin account

After clicking Add, search personnel to be set up with the "Admin" role. Select personnel from the list displayed (as in *Figure 3.5-2 Select personnel to assign "admin" role*)

A successful assignment of "admin" role to a personnel is confirmed by the message and the name of personnel is displayed under the System Admin list (see *Figure 3.5-3 Confirm* "admin" assignment)

### Personnel

Sea	arch Person	nel						
Firs	st name *							
C	hristine							
Las	st name *							
d	evila							
							Se	arch
Sea	arch result							1
	Last		Middle	Ext	Birth		Has	
	# name	First name	name	name	date	TIN	Account	
	1 DEVILA	CHRISTINE	CRUZ		05/01/80	157- 571-	~	Select
						000		

### 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.

Click "Set" in the School/representative section of the page.

My Account Administration	
Personnel 136461 - Legarda Elementary School	
136461lega account access level in 136461 - Legarda Elementary School updated.	2. Click Here
Personnel 1. Select school of assignment	School Head/representative Set
Manila Public Schools	Non assigned
I List all Personnel in 136461 - Legarda Elementary School	School System Admin Add
	Non granted

Figure 3.6-1 Set school head

After clicking "Set", search personnel to be set up with the "school head" role.

Select personnel from the list displayed. If personnel do not exist, enter personnel data in the input boxes provided at the left portion of the page and click Create button to save the personnel record with a "school head" role.

A successful assignment of "admin" role to a personnel is confirmed by the message and the name of personnel is displayed under the System Admin list (see *Figure 3.6-2 Confirm school head assignment*)

	My Account Administration					
Pe	rsonnel 136461 - I	_egarda	Elementary School			
Per	sonnel 153				School Head/representative	Set
Μ	anila Public Schools	136461 - Le	garda Elem 💌	Find -	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 🚔	<b>=</b>	Non granted	
2	Abuel, Yolanda 💄		user2	<b>~</b>	Non granted	

Figure 3.6-2 Confirm school head assignment

To remove a personnel as a head/representative of a specific school, click on the "remove" icon as shown in *Figure 3.6-3 Remove school head assignment*.

	My Account	Administration					
Pe	rsonne	136461 -	Legarda	Elementary School			
			-			2. Click "re	emove" icon
Pers	sonnel 153	1.	Select the s	chool from drop-down list		School Head/representative	Set
Μ	lanila Public Sch	ools 🔻	136461 - Le	garda Elem 💌	Find -	Dela Cruz, Marina, Dela Cruz marina.dcruz@yahoo.com	8
	Name last, first,	middle, ext	Birthdate	Username	Last Login	School System Admin	Add
1	11, Markgarcia,	11		user1	<b>~</b>	Man monte d	
2	Abuel, Yolanda	L	L	user2	<b></b>	Non granted	

Figure 3.6-3 Remove school head assignment

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