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	
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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.ph¹ 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.

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

DepED	CAMILLE PEREZ CRUZ - Sign out
camille.cruz2@gmail.com ~	Маліа онным омлося Ізуатем Азмин
My Account Administration	
Profile View Detailed	DepEd Apps
Full name Camille Perez Cruz	Learner Information System
	Security
	Password Username
	Old 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.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		
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	
					05104100	054			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	•
Eist 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

Μ	anila Public Schools 🔹 136461 -	Legarda Elem	▼ reyes		Find +
	Name last, first, middle, ext	Birthdate	Username	Last Login	
1	Reyes, Adelaida 💄	02/15/1950	user1	O 11:32	1
2	Reyes, Nelyn, Susa 🙎				1
3	Reyes, Rogelita, Gatioan		user2		1
4	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
≣۱	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	
Full name Gender Birthdate	PETER DANTES DIMACULANGAN Male	Reset Password	Lock
Dirtitute	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.

Personnel Info	Update	Account Maintenance	
Full name	PETER DANTES DIMACULANGAN	Reset Password Lock	
Gender	Male		
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 Administration				
Personnel Manila				
Personnel		 Add Personnel	Head	Set
A Manila 🔹	 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	Add
			CRUZ, CAMILLE, PEREZ camiile.cruzt@gmail.com	
			only, test testonly	۲

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)

Search	Search
ocaren	ocarcii
2	2
Has	Has
Account	Account
Select	✓ Select
✓ Select	✓ 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 * 136461 - Legarda Elem * Find -	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	Personnel 136461 - Legarda Elementary School							
Per	Personnel 113 School Head/representative Set							
N	Ianila Public Schools *	Find -	Dela Cruz, Marina, Dela Cruz 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	1	Non granted			



					Create Personnel	
First name *					Username *	
marina					marina.dcruz@yahoo.com	
Last name *					First name *	
DELA CRUZ					Marina	
			Se	arch	Middle name *	
					Dela Cruz	
				0	Last name *	
Search result				U	Dela Cruz	
Last First # name name	Middle Ext name name	Birth date T	Has IN Account		Ext name	
1 DELA MARINA	DC	01/19/71	~	Select		
CDUZ						
CRUZ					Gender *	
CRUZ					Gender * Female	
CRUZ					Gender * Female Birthdate *	УУ
CRUZ					Gender * Female Birthdate * 1988-01-01	уу
CRUZ					Gender * Female Birthdate * 1988-01-01 TIN *	уу

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 ~	136461 - Legarda Elementary School school personnel school headwepresentative
136461 - Legarda Elementary School school PERSONNE. School HEADIREPRESENTATIVE 136468 - Pedro Pelaez Elementary School	
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*.

Му Ас	count Administration					
Perso	nnel 136461 - I	Legarda	Elementary School		2. Click "remov	re" icon
Personnel	153 1. 3	Select the so	chool from drop-down list		School Head/representative	Set
Manila Pu	blic Schools *	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, Ma	kgarcia, 11		user1	*	New evented	
2 Abuel,	Yolanda 👤		user2	-	ivon granteo	

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	he
Username *	
rabad@deped.gov.ph	
Update 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 change your current or default username,

Figure 3.1-3 Update username

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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 ramon abad@deped.gov.ph	×
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 mon.sbad@deped.gov.ph		×
Update Personnel	Cancel Save Updates	Access List
First name *		136461 - Legarda Elementary School school personnel school Headirepresentative
Middle name *		
ABA		
ABAD		
Ext name		
Gender *		
Male	•	
Gsisbp no		
Plantilla item no		
Birthdate *	yyyy-mm-dd	
1980-01-01		

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 percennel already evicts	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- ✔ Self	α
280	Gender *
Select from search result or create new personn if no record exists	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	Eind 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

Find Personnel Add Personnel					
				christine	Find -
1	Name last, first, middle, ext Devila, Christine, Cruz	Birthdate	Username christine.devila@deped.gov	Last Login	
≣ 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.

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	
Full name Gender Birthdate	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 Adm	inistratio	n						
Personnel 1	3646	1 - Legar	da Elementary S	chool				
Find Personnel Add Personnel School Head/representative								
				christine	Find -	Abad, Ramon, Aba ramon.abad@deped.gov.ph		
Name last, first, middle,	ext	Birthdate	Username	Last Login				
1 Devila, Christine, Cru	z 👤		christine.devila@deped.go	ov.ph		School System Admin	Click here - Add	
List all Personnel in 13	6461 - Le	egarda 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							
Personnel 136461 - Legarda Elementary School									
Personnel 153 School Head/representative Set									
Μ	Manila Public Schools * 136461 - Legarda Elem * Find - Dela Cruz, Marina, Dela Cruz @ 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		L	user2	-	Non granteu			

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						
Personnel 136461 - Legarda Elementary School								
Per	sonnel 153	1. 5	Select the so	chool from drop-down list		School Head/representative	Set	
M	lanila Public Sc	hools 🔻	Dela Cruz, Marina, Dela Cruz marina.deruz@yahoo.com	8				
	Name last, first	middle, ext	Birthdate	Username	Last Login	School System Admin	Add	
1	11, Markgarcia	, 11		user1	=	Non granted		
2 Abuel, Yolanda 🚨 user2				user2		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.