
Department of Education

User Accounts Management System User's Manual

Version 1.0

Revision History

Date	Version	Description	Author
6/24/2014	1.0	Initial UAMS Version 1.0 User Manual	R.Cruz

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.

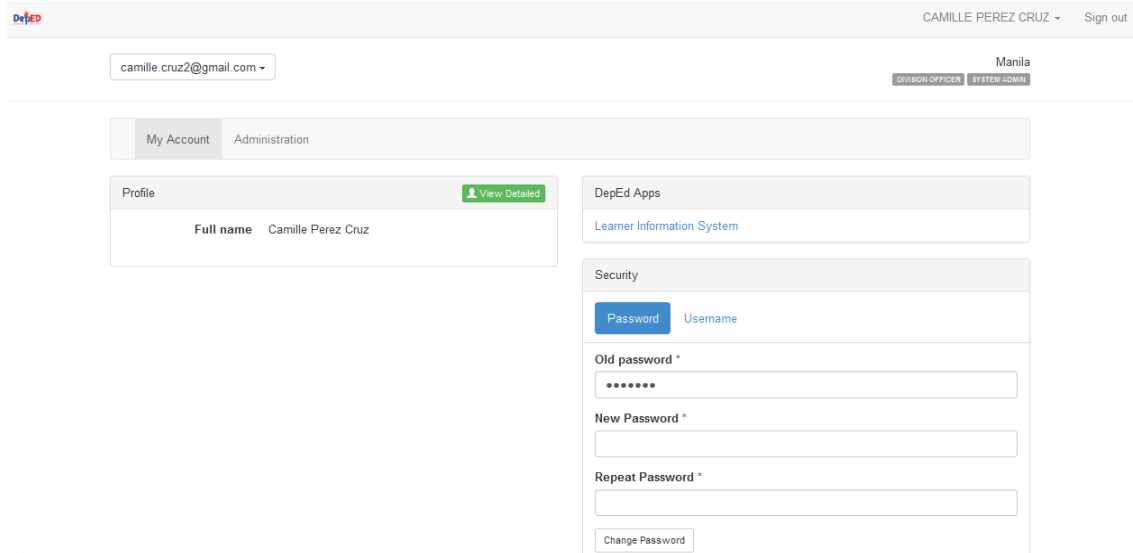


Figure 2.1-1 My Account page

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

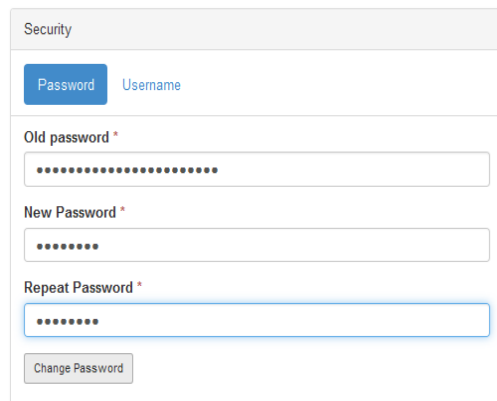


Figure 2.1-2 My Account password change

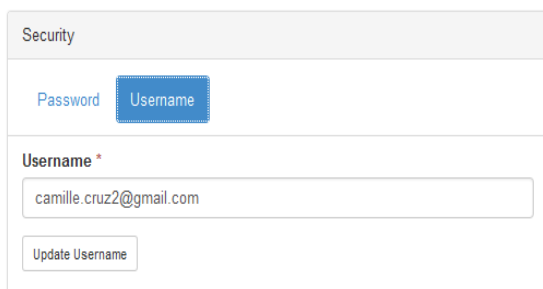


Figure 2.1-3 My Account username change

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

To update your personal details, click on the View Detailed link under the Profile located at the left side of the page. 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.

Camille Perez Cruz ×
camille.cruz1@gmail.com

Update Personnel
Cancel Save Updates

First name *

Middle name *

Last name *

Ext name

Gender *

Female ▼

Gsisbp no

1990-05-01 📅

Access List

Manila

DIVISION OFFICER
SYSTEM ADMIN

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

The screenshot displays two main sections: 'Search Personnel' and 'Create Personnel'.

Search Personnel: Includes input fields for 'First name *' (containing 'camille') and 'Last name *' (containing 'CRUZ'), a 'Search' button, and a 'Search result' table with 2 results.

Last #	First name	Middle name	Ext name	Birth date	TIN	Has Account	
1	CRUZ	CAMILLE	CANTOR	01/01/85	201-564-555	✓	Select
2	CRUZ	CAMILLE	PEREZ	05/01/90	254-360-121	✓	Select

Create Personnel: Includes input fields for 'Username *', 'First name *', 'Middle name *', 'Last name *', 'Ext name', and a 'Gender *' dropdown menu.

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 satisfying the given search criteria is displayed.

The screenshot shows the 'Personnel' search interface with the following elements:

- Division dropdown: 'Manila Public Schools'
- School dropdown: '136461 - Legarda Elem...'
- Search button: 'Find'
- Search result link: 'List all Personnel in 136461 - Legarda Elementary School' (highlighted with a red box)

Personnel Manila

Personnel 144 Add Personnel

Manila

cruz Find

- by Username
- by Name

	Name last, first, middle, ext	Birthdate	Username	
1	11, 136446_4Woodhead, 11		136446_4WOODHEAD	
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

Find Personnel

Manila Public Schools 136461 - Legarda Elem... reyes Find

	Name last, first, middle, ext	Birthdate	Username	Last Login	
1	Reyes, Adelaida	02/15/1950	user1	11:32	
2	Reyes, Nelyn, Susa				
3	Reyes, Rogelita, Gatioan		user2		
4	Reyes, Vivian, Paradero		user3		

List all Personnel in 136461 - Legarda Elementary School

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

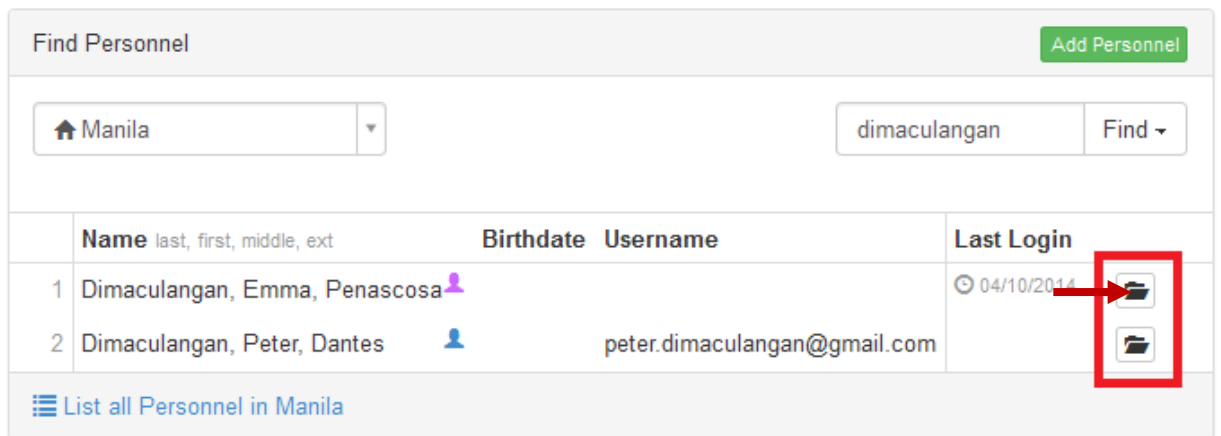


Figure 2.3-3 List of users page

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.

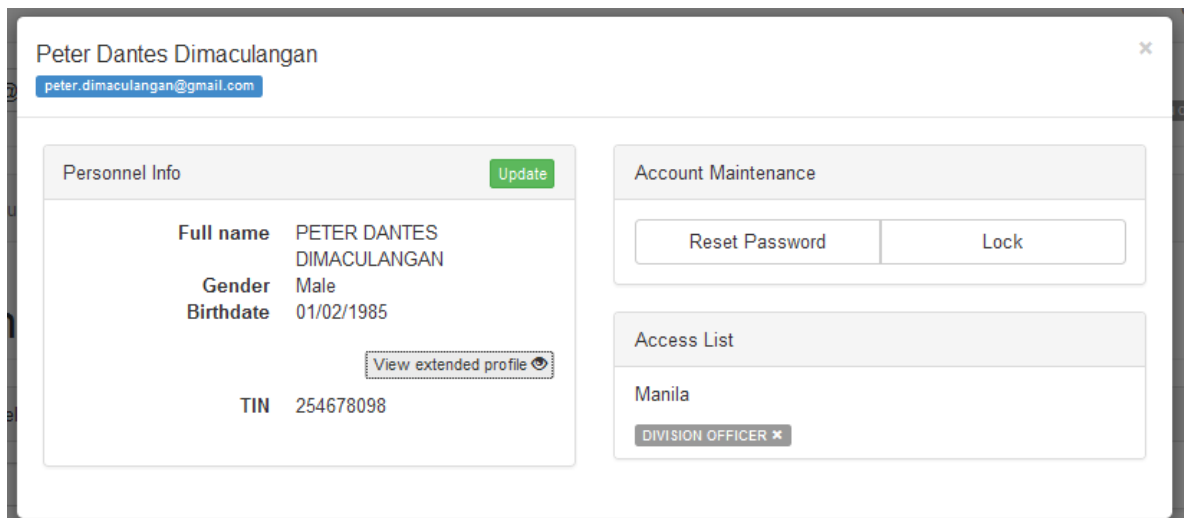


Figure 2.3-4 View and update personal data and user account

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.

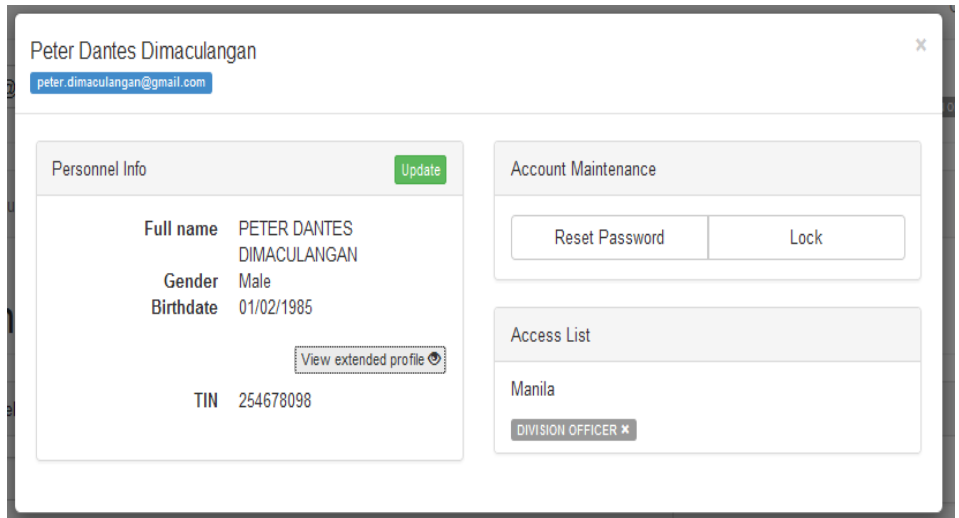



Figure 2.4-1 View and update personnel data and account

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).

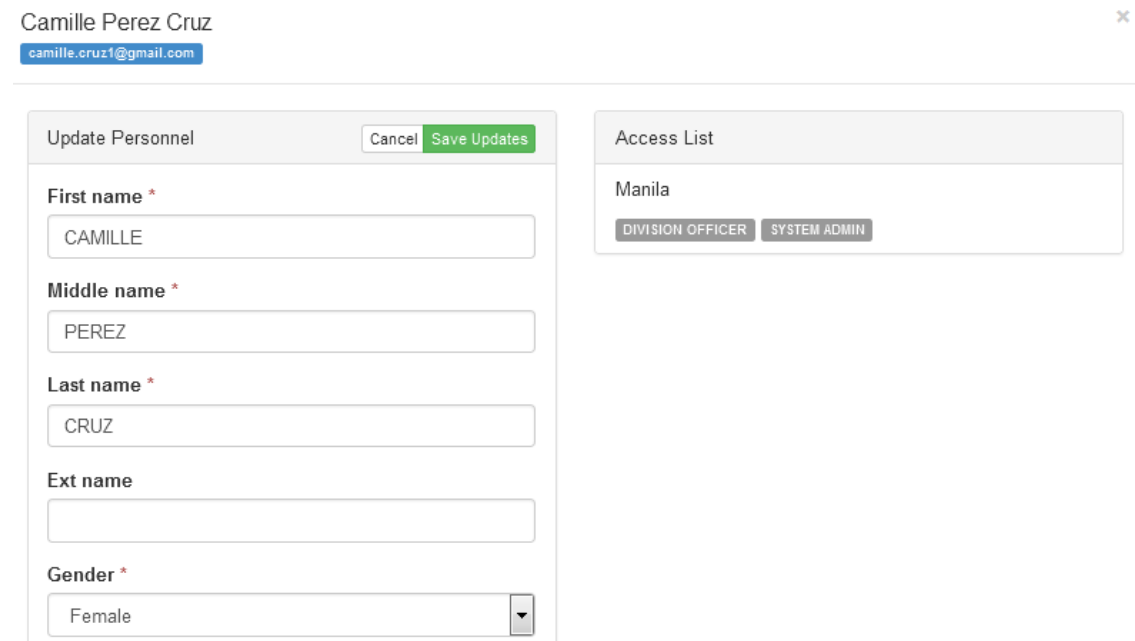


Figure 2.4-2 Update personnel page

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*)

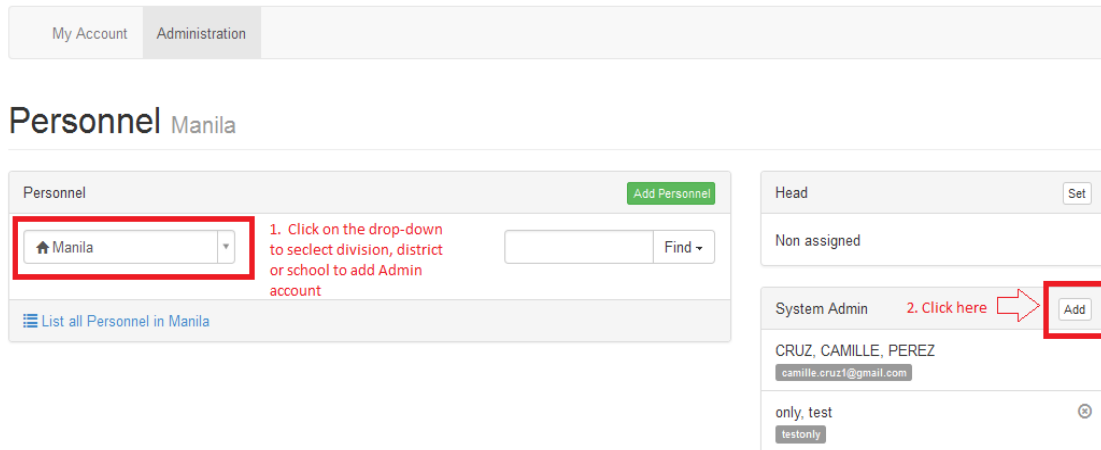


Figure 2.5-1 Add Admin. account

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*)

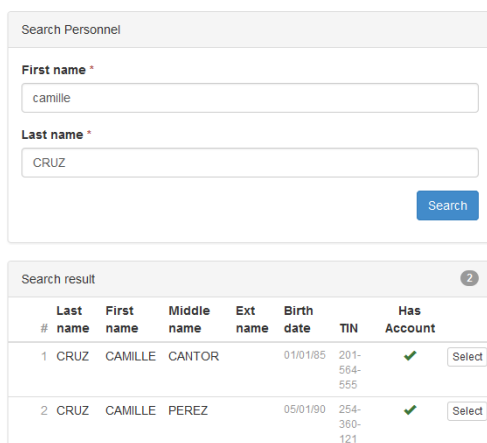


Figure 2.5-3 Search and select personnel for "admin" role

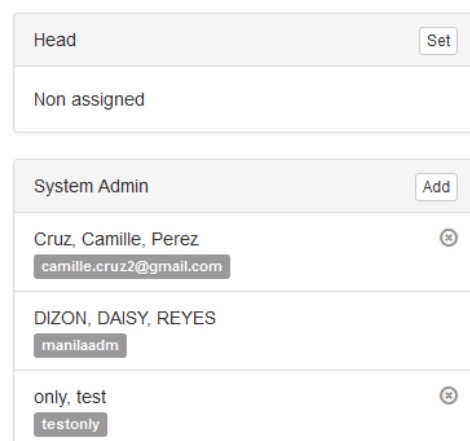


Figure 2.5-2 Confirm "admin" assignment

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.

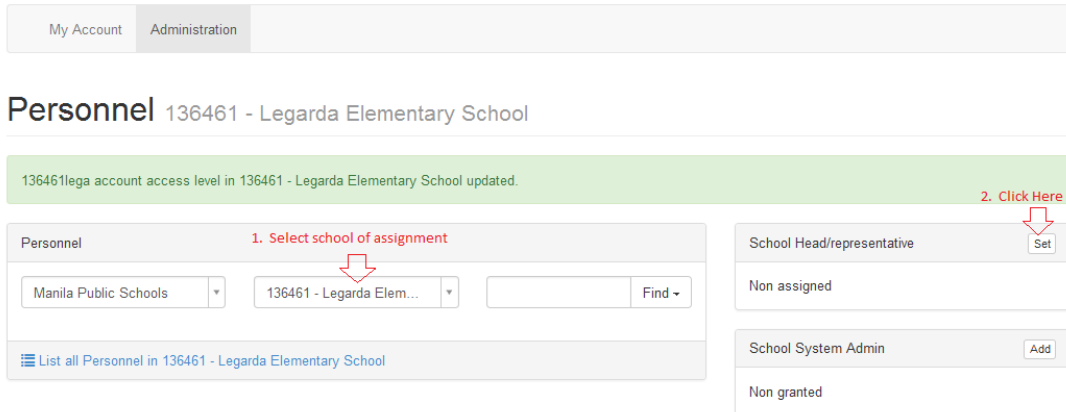


Figure 2.6-1 Set school head

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*)

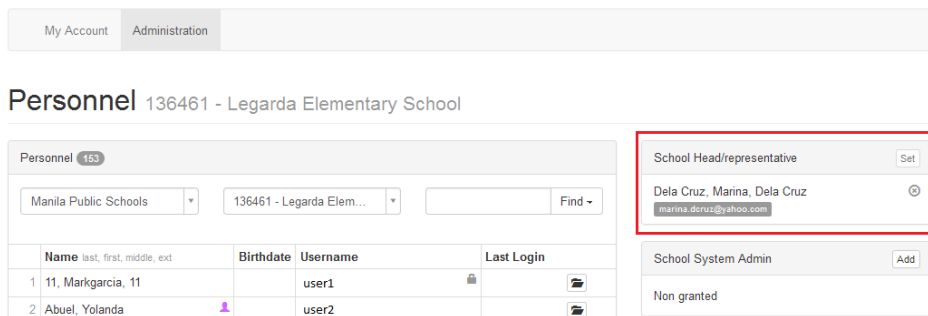


Figure 2.6-2 Confirm school head assignment

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.

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

Personnel 136461 - Legarda Elementary School

Personnel 153 **1. Select the school from drop-down list**

Manila Public Schools 136461 - Legarda Elem... Find

	Name last, first, middle, ext	Birthdate	Username	Last Login
1	11, Markgarcia, 11		user1	
2	Abuel, Yolanda		user2	

2. Click "remove" icon

School Head/representative Set

Dela Cruz, Marina, Dela Cruz Remove

marina.dacruz@yahoo.com

School System Admin Add

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.

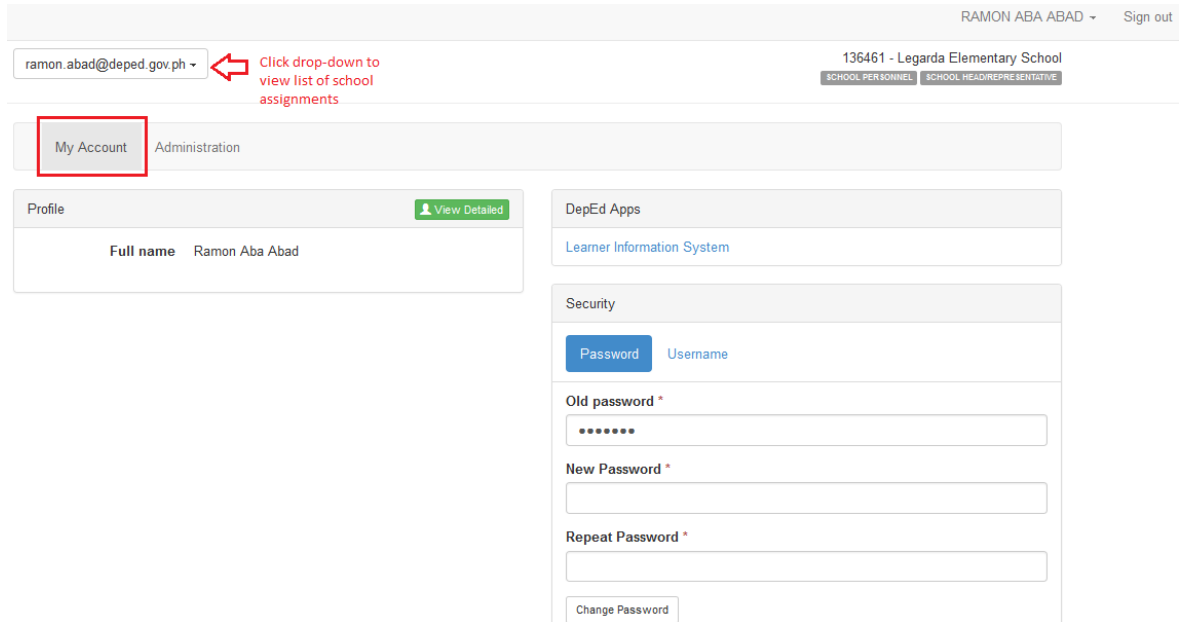


Figure 3.1-1 User Accounts Main page

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

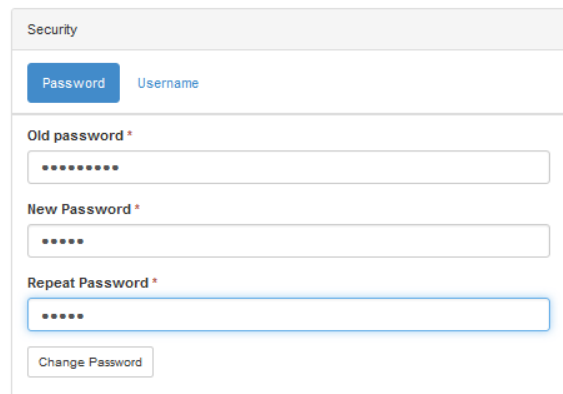


Figure 3.1-2 My account password change

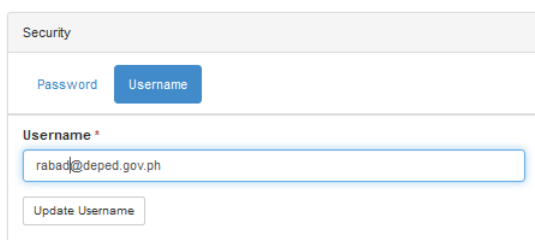


Figure 3.1-3 Update username

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

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

Click on the Update link to display the Update Personnel page

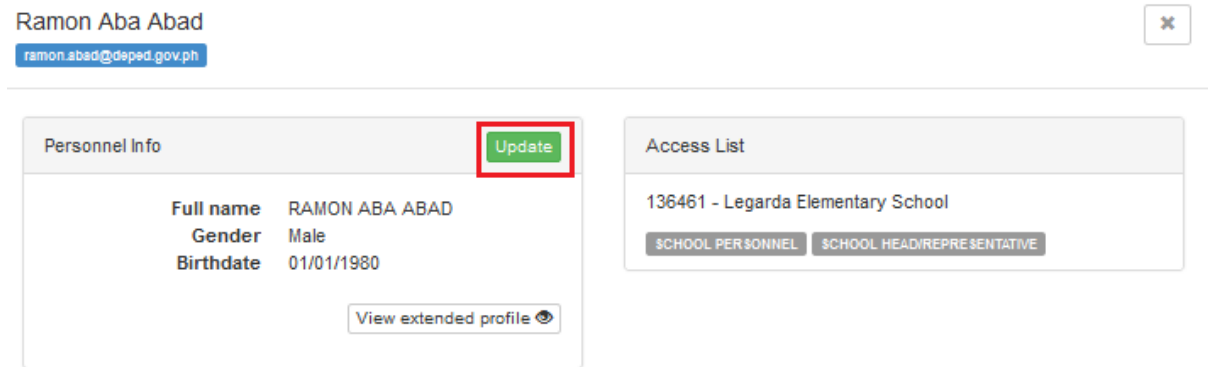


Figure 3.1-4 Personnel info window

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

Click on “Save Updates” to commit changes to personal data.

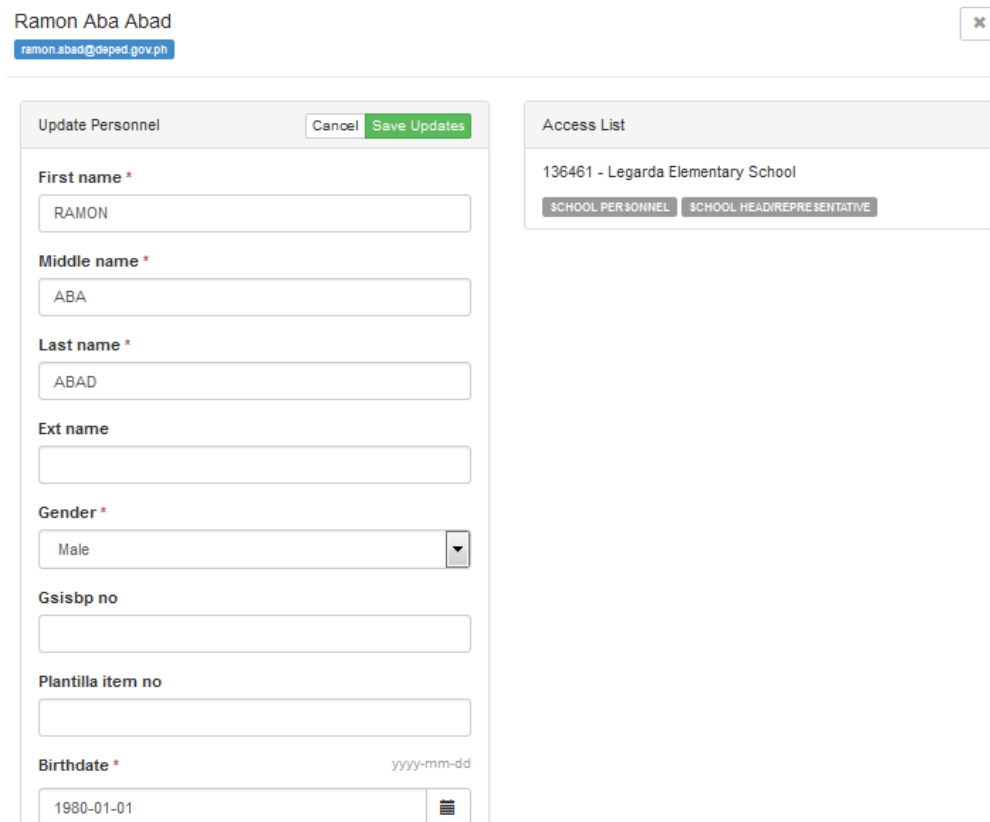


Figure 3.1-5 Update Personnel page

3.2. Add new school personnel record

Before 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

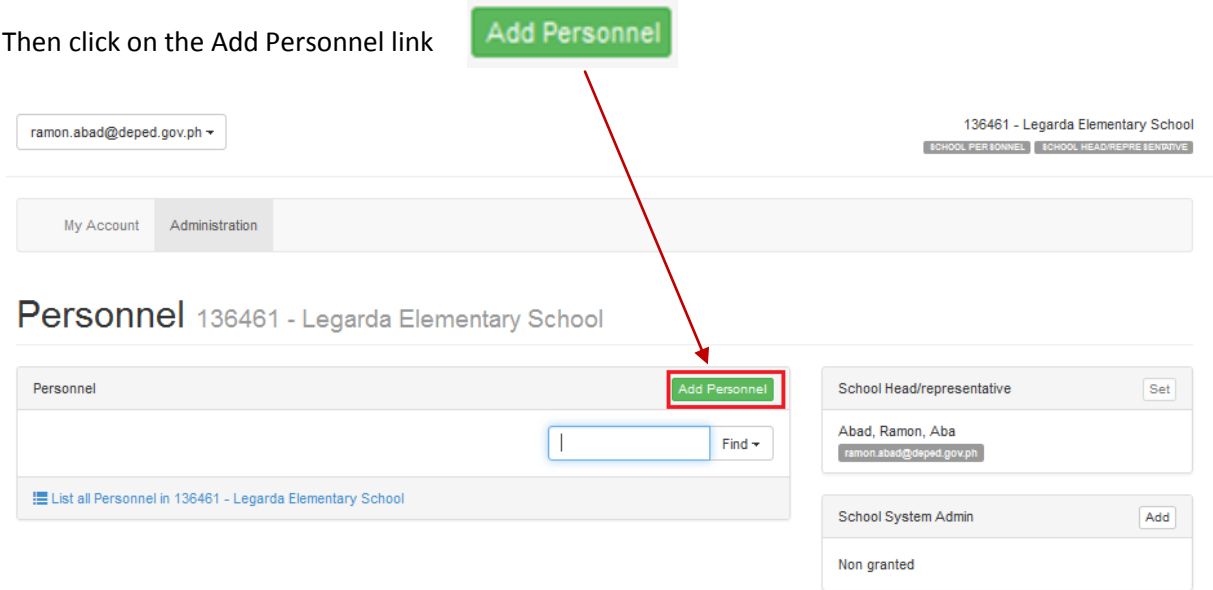


Figure 3.2-1 Administration page to add personnel

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 marina.delacruz2@yahoo.com.

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

Personnel

Search Personnel

First name *

Last name *

1. Search if personnel already exists

Search result 1

#	Last name	First name	Middle name	Ext name	Birth date	TIN	Has Account	
1	DELA CRUZ	MARINA	DC		01/19/71	156-378-280	✓	<input type="button" value="Select"/>

2. Select from search result or create new personnel if no record exists

Create Personnel

Username *

First name *

Middle name *

Last name *

Ext name

Gender *

Birthdate * yyyy-mm-dd

TIN * xxxx-xxxx-xxxx

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.

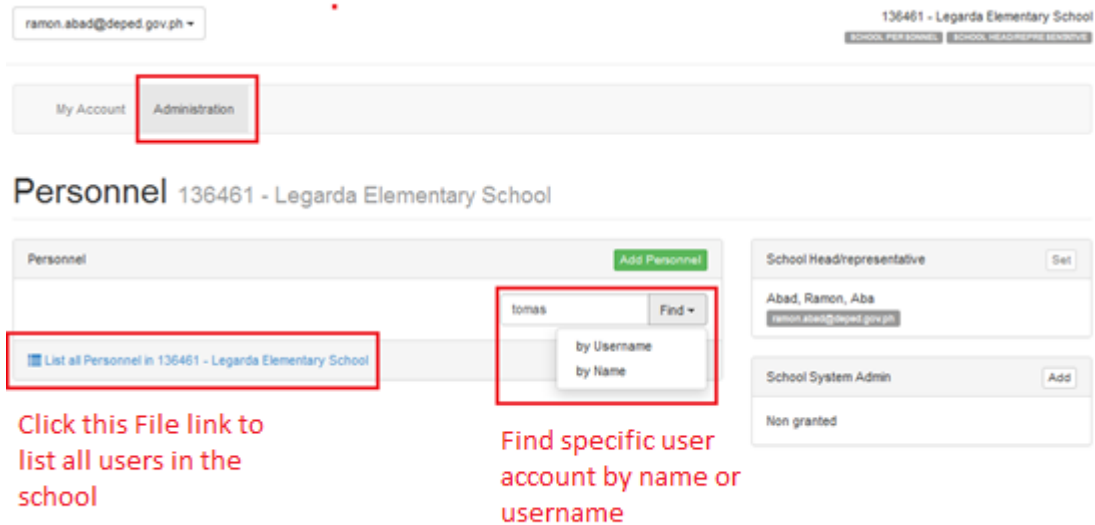


Figure 3.3-1 List and search personnel page

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.



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

Full name CHRISTINE CRUZ DEVI
Gender Female
Birthdate 05/01/1980

[View extended profile](#)

TIN 157571000

Account Maintenance

Reset Password Lock

Access List

136461 - Legarda Elementary 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.

Christine Cruz Devila
christine.devila@deped.gov.ph

Personnel Info Update

Full name CHRISTINE CRUZ DEVI
Gender Female
Birthdate 05/01/1980

[View extended profile](#)

TIN 157571000

Account Maintenance

Reset Password Lock

Access List

136461 - Legarda Elementary School

SCHOOL PERSONNEL

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).

Christine Cruz Devila christine.devila@deped.gov.ph

Update Personnel Cancel Save Updates

First name *
CHRISTINE

Middle name *
CRUZ

Last name *
DEVILA

Ext name

Gender *
Female

Gsisbp no

Plantilla item no

Account Maintenance

Reset Password Lock

Access List

136461 - Legarda Elementary School

SCHOOL 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

First name *
CHRISTINE

Middle name *
CRUZ

Last name *
DEVILA

Account Maintenance

Reset Password Lock

Access List

136461 - Legarda Elementary School

SCHOOL PERSONNEL ✕ 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*)

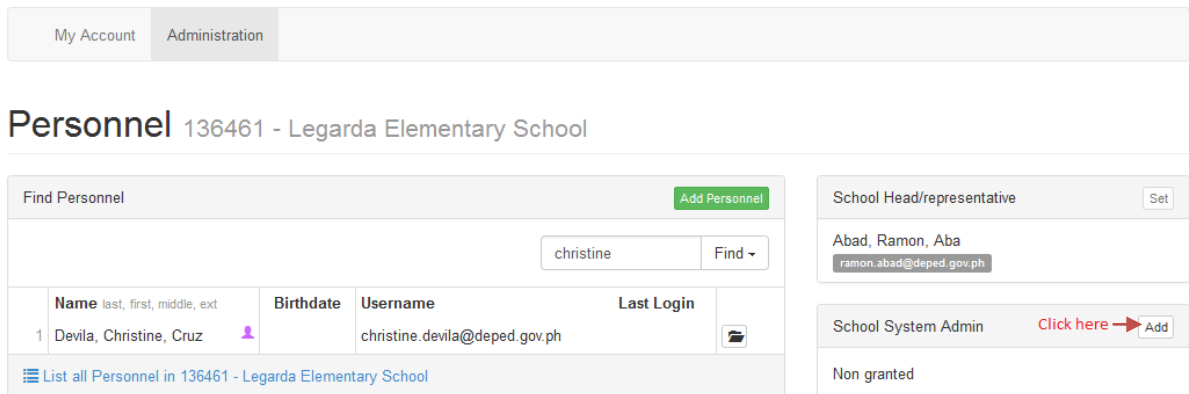


Figure 3.5-1 Add school admin account

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*)

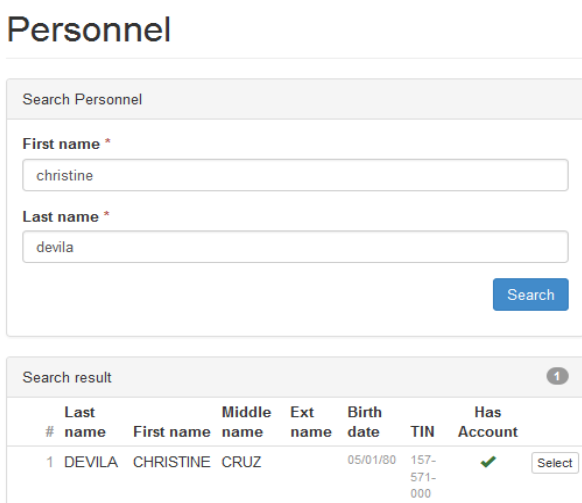


Figure 3.5-2 Select personnel to assign "admin" role

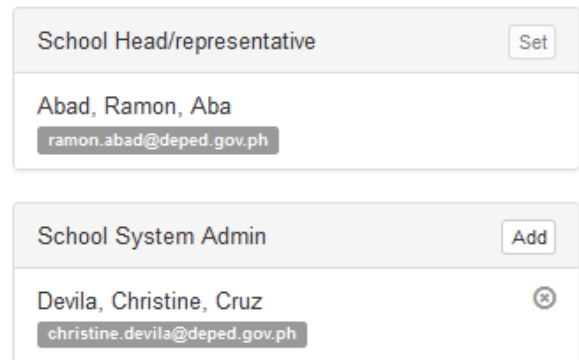


Figure 3.5-3 Confirm "admin" assignment

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.

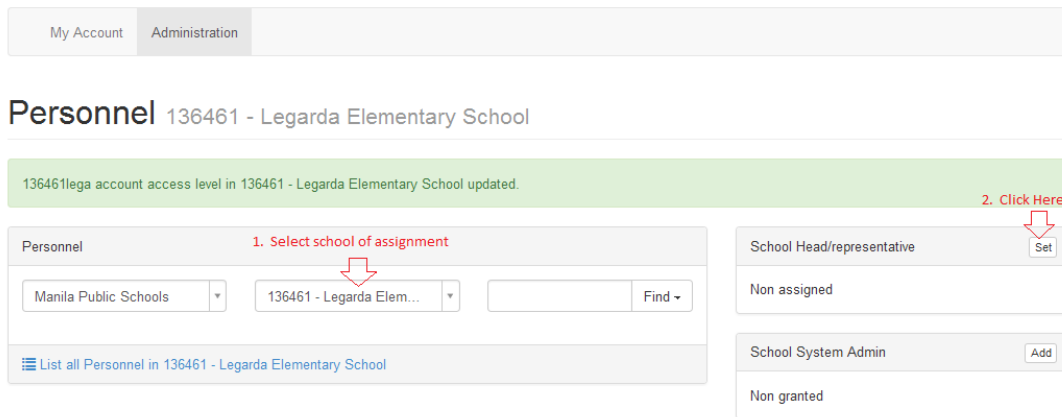


Figure 3.6-1 Set school head

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*)

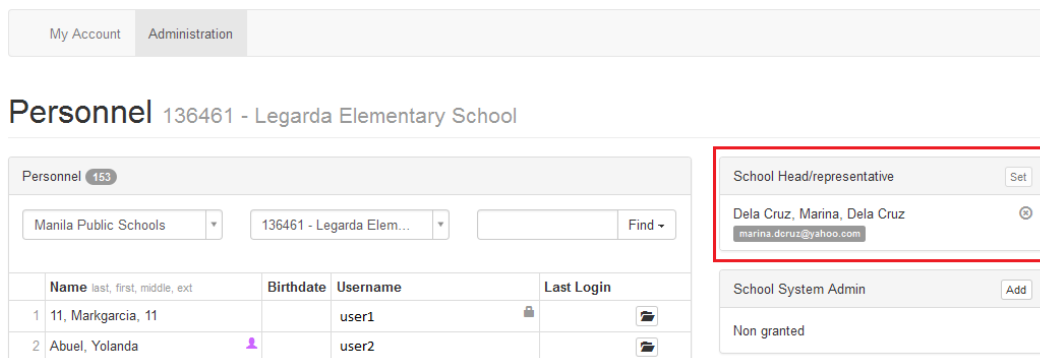


Figure 3.6-2 Confirm school head assignment

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

Personnel 153
1. Select the school from drop-down list

Manila Public Schools

136461 - Legarda Elem...

Find

	Name last, first, middle, ext	Birthdate	Username	Last Login
1	11, Markgarcia, 11		user1	
2	Abuel, Yolanda		user2	

2. Click "remove" icon

School Head/representative
Set

Dela Cruz, Marina, Dela Cruz

marina.dacruz@yahoo.com

School System Admin
Add

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.