

Getting Started with the LIS

1. Logging in and out of the LIS

To access the LIS, type www.lis.deped.gov.ph at the address or location bar of a web browser, then press Enter.

This will connect you to the LIS login page as shown in (*Figure 1-1: Login Page*). Enter your username and password, then click the “Sign In” button.

A successful login will direct the user to the LIS Dashboard

At the onset, a school may use the same account details as in the EBEIS. In this case, the user is first directed to an account validation facility or the “Account Check” page.

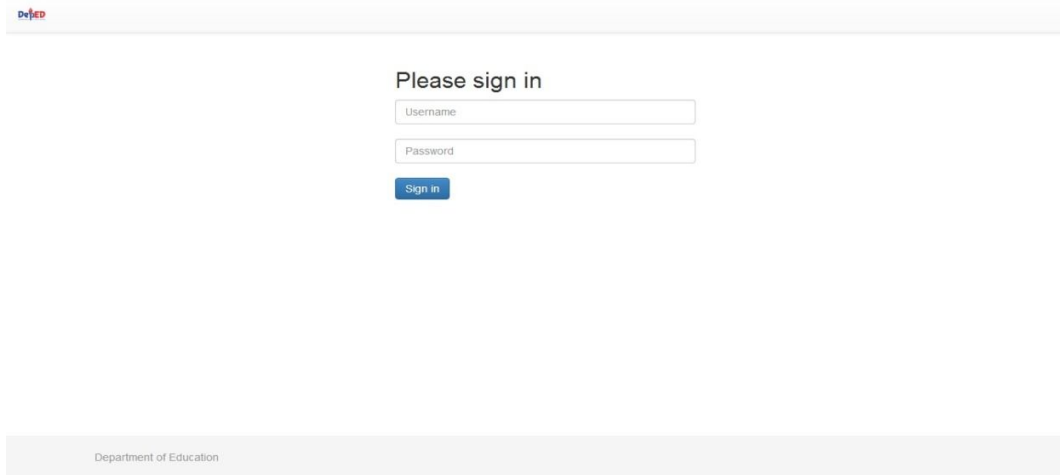
The screenshot shows the login page for the LIS. At the top left, there is a small logo with the text 'DepED'. Below it, the text 'Please sign in' is displayed. There are two input fields: 'Username' and 'Password'. Below the password field is a blue button labeled 'Sign in'. At the bottom of the page, there is a footer that reads 'Department of Education'.

Figure 1-1: Login Page

2. Account Check

If it is your first time to login using the default school user account, the system will prompt you to change your default password in the “*Figure 2-1: Account Check (Update Password) page*”. Enter your new password twice then click “Update” button to save your changes.

Upon completing the password change, the system displays the message “password changed”.

The screenshot shows the 'Account Check' page. The title is 'Account Check' with a subtitle 'Update default password'. There are two input fields: 'Password *' and 'Repeat Password *'. Below the second field is a blue button labeled 'Update'.

Figure 2-1: Account Check (Update Password) page

Click the “Complete Personnel Record” then fill in user’s identification details in the “Account Check – Update Personnel Record” page (see *Figure 2-2: Account Check (Update Personnel)*). At the minimum, fill in the required fields indicated by an asterisk beside the data label.

Click “Save” button to finalize updating of personal data associated with the username and password.



Figure 2-2 Confirmed Login

After finalizing account update, the system displays confirmation of login as shown in *Figure 2-3 Confirmed Login*

Click “Continue” button to get to the LIS Main Page.

Account Check

Update personnel record.

Form fields for "Account Check":

- First name * (Text input: Barrio Obrero ES)
- Middle name * (Text input)
- Last name * (Text input)
- Ext name (Text input)
- Birthdate * (Text input, Format: yyyy-mm-dd)
- Gender * (Dropdown menu)
- TIN * (Text input, Format: xxx-xxx-xxx)
- Gsisbp no (Text input)
- Plantilla item no (Text input)
- Account section (Header)
- Username * (Text input: 136419barr)

Figure 2-3: Account Check (Update Personnel)

3. LIS Dashboard

Upon successful login, the user is directed to the LIS Dashboard as shown in *Figure 3-1: LIS Dashboard*.

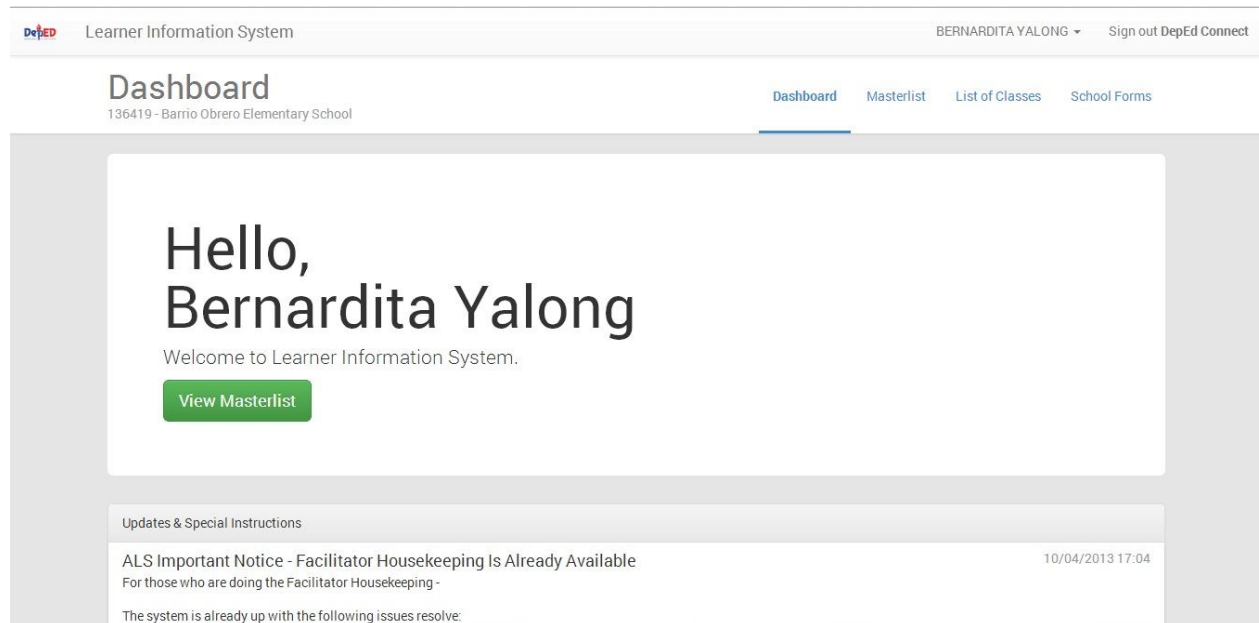


Figure 3-1: LIS Dashboard

The LIS Dashboard consists of the following components:

- **Masterlist** or the School Register displays the list of learners by school year and/or by grade and section. This component also provides the facility to search a learner, register a learner and enrol a learner individually or by class (batch enrolment facility).
- **List of Classes** displays the list of classes and the total enrolment by class for a given school year. This component also provides the facility to create new classes/sections at the start of a school year.
- **School Forms** provides access to various reports include Forms 1, 4 and 5.

