

Annex A

WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM USER'S MANUAL FOR SCHOOLS

1. INTRODUCTION

This manual is intended for the person in charge of maintaining the WinS Monitoring System in the School. It contains instruction on how to input data, generate the reports, and upload the data into the online system.

The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels.

The latest version of the Monitoring Form, Excel-Based System and Online Monitoring System can now be accessed at <https://oms.wins.deped.gov.ph> .

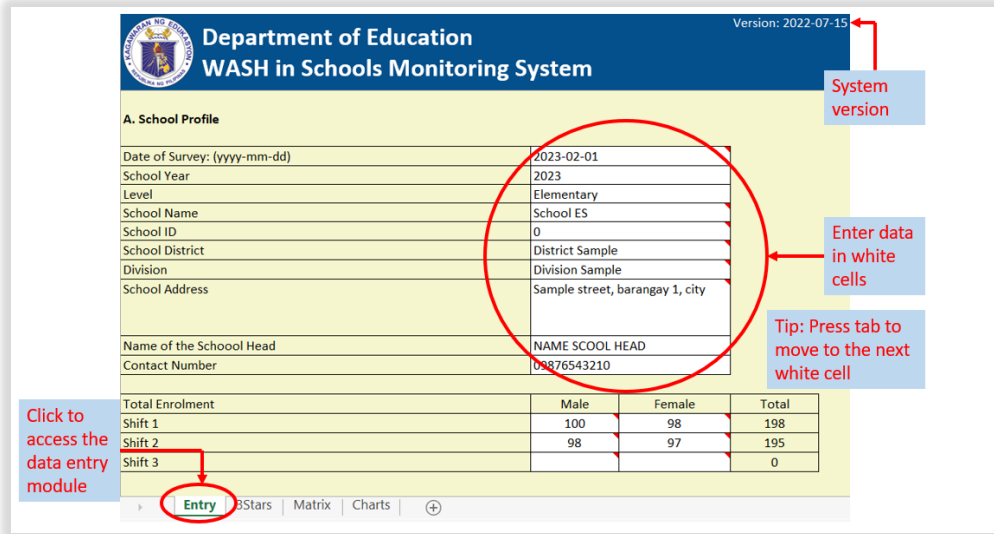
Note: Uploading via <http://deped-wins.sysdb.site> is no longer an option.

2. EXCEL-BASED WINS MONITORING SYSTEM

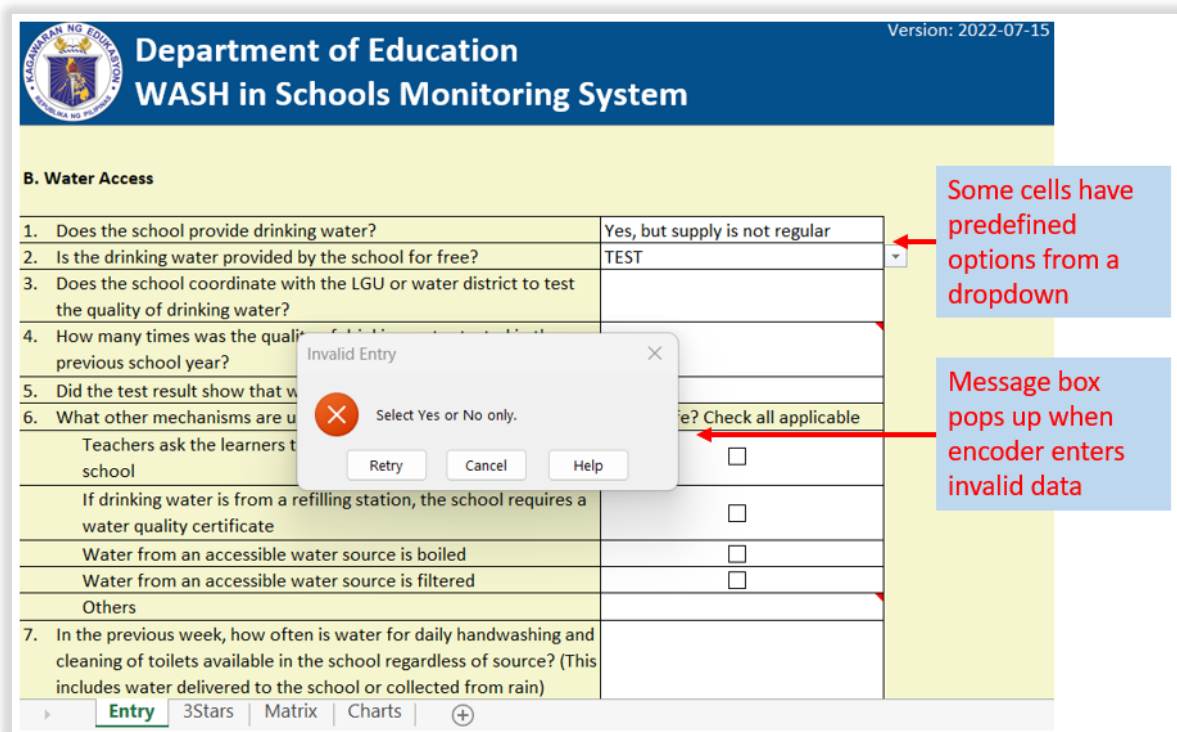
The Excel-Based WinS Monitoring System will be used to encode data from the monitoring form. The system can be opened using Excel 2007 and above. Each school shall have one file containing data for one school year.

2.1. Entering data in the Excel-Based WinS Monitoring System

The data entry module of the Excel-Based System can be access by clicking on the “Entry” worksheet found in the lower left section of the screen. The user can only encode data in cells which are colored white. The user can click the “Tab” of “Enter” keys to move to the next cell in the system.



Certain cells in the system have predefined options which the user needs to select. To enter data for these cells, the user has to click on the dropdown arrow which will appear when the cell is activated and select the appropriate value. Entering invalid values will result in a message box warning the user that the data entered is no valid. In order to proceed with encoding the data, press the “Cancel” button and enter the correct data. There are also cells which require numeric values such as enrolment data. These cells will not accept letters or special characters.



2.2. Accessing the Reports in the Excel-Based WinS Monitoring System

The WinS 3-Star Matrix for School can be accessed by clicking on the “Matrix” worksheet found in the lower left section of the screen. It provides an overview of how the school is performing in the 40 WinS indicators. The performance is color coded with Red being the lowest at 0 star, followed by Yellow at 1 star, Green at 2 stars and Blue at 3 stars. Ideally a school will target to move the lowest performing indicators to the next level in order to improve the quality of WinS implementation.

Clicking on any of the indicators will bring the user to the WinS 3-Star Report for Schools which shows the detailed milestones that a school needs to achieve in order to reach the national standard at the third star. The result found in this report are based on the information encoded in the data entry module of the system.

WINS 3-STAR MATRIX FOR SCHOOLS
School ES, District 1, Division Sample

Water	Safe Drinking Water ★	Water Testing ★★★	Water for Cleaning ★★★	
	Segregated Toilets ★★★	Security of Toilets 0 Star	Wash Facility for Toilets ★★★	Wash Facility for MHM ★★
	Safety of Detached Toilets ★	Toilets for Disabled ★★★	Daily Cleaning of Toilets ★★★	Funding for Repairs ★★★
	Burning of Waste ★★★	Segregated Trash Bins 0 Star	Waste Segregation 0 Star	Garbage Collection ★
	Septic Tank ★	Drainage ★★★	System for Flood ★★	Food Handlers ★★★
Hygiene	Group Hand-washing Activity ★★★	Available Soap ★★★	Group Hand-washing Facility ★★★	Individual Hand-washing Facility ★★★
	Individual Hand-washing Practice ★★★	Group Tooth-brushing Activity ★★★	Available Tooth-brush & paste 0 Star	
	WinS in SIP/AIP	Funding of Supplies	Sanitary Pads	

Indicators are color coded to indicate Star rating:
Blue – 3 stars
Green – 2 stars
Yellow – 1 star
Red – 0 star

Click to access 3-Star Matrix

Entry Matrix 3Stars Charts

The WinS 3-Star Report for schools can be accessed by clicking on the “3Stars” worksheet found in the lower left section of the screen. It provides a detailed view of all the 40 WinS indicators and the milestones that a school needs to achieve in order to reach the national standard. A check in the report would signify the rating for a particular indicator. In the example below, the school has already met the criteria for 2 stars for W.S1-1 which is the indicator for Safe Drinking Water. The system will automatically provide the scores for each of the indicators based on the data encoded in the data entry module and compute the overall rating of school which, in this case, is one star.

**DEPARTMENT OF EDUCATION
WINS 3-STAR REPORT FOR SCHOOLS**

Division: **Division Sar**
District: **District 1**
School: **School ES**

✓ Means the 1-star criteria has been met

Overall rating is average score of all indicators

Overall Rating: **★★★
2**

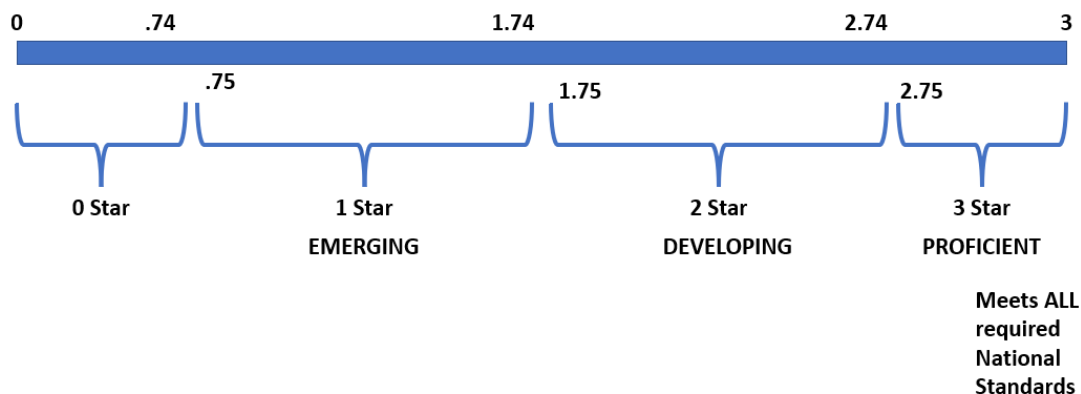
Category	One Star	Two Stars	Three Stars	Score
Water	✓ W.S1-1. Safe drinking water is not provided by the school. Children are required to bring their own drinking water	W.S2-1. Safe drinking water is provided by the school but supply is not regular.	W.S3-1. Safe drinking water is provided for free for all children in the school at all times	1
	W.S1-2. The school coordinates with the relevant agency/office to test the quality of water.	W.S2-2. The quality of water is tested once every calendar year in coordination with the relevant agency/office.	✓ W.S3-2. The quality of water is tested more than once every calendar year in coordination with the relevant agency/office.	3
	W.S1-3. Regardless of source, water for cleaning is available only for certain days of the week	W.S2-3. Regardless of source, water for cleaning is available on a daily basis but only on certain hours of the day.	✓ W.S3-3. Regardless of source, water for cleaning is available on a daily basis in all school hours	3
Sanitation	S.S1-1. The overall pupil to toilet seat ratio is 101 or higher and there are at least one functional and clean toilets that are gender segregated	S.S2-1. The overall pupil to toilet seat ratio is 51-100 students and there are more than two functional and clean toilets that are gender segregated as needed based on enrolment	✓ S.S3-1. The fur (by gender) is 5 ratio	3
	S.S1-2. Toilets are secure, private, with door and lock.	S.S2-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads	S.S3-2. Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads AND At least 1 female toilet have an exclusive washing facility.	0

Score based on star rating

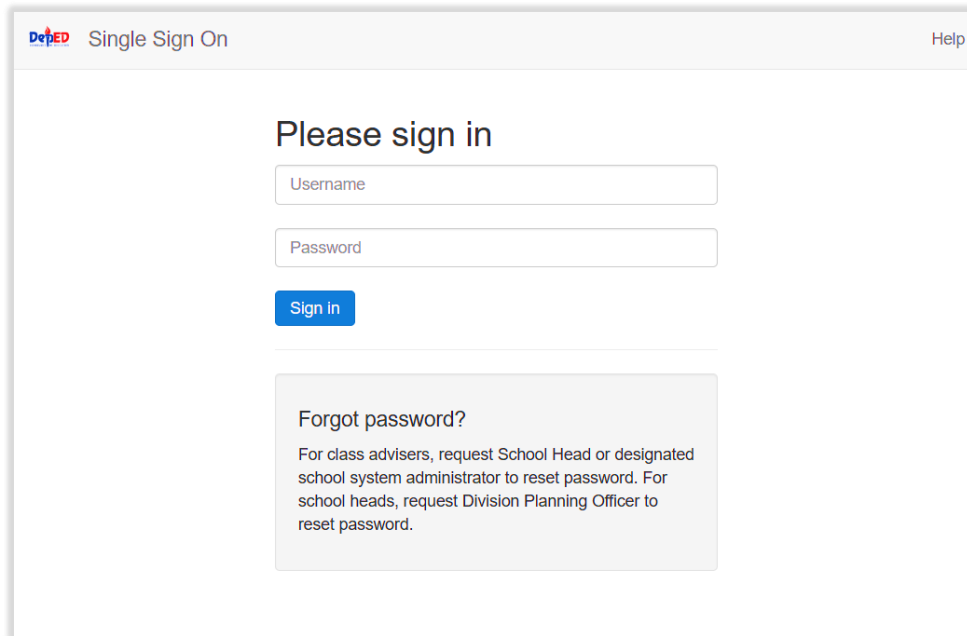
Click to access 3-Star Matrix

The basis for computing the overall rating is the average score of all the indicators matched against the continuum scale below. There are also 5 crucial indicators which are pre-requisites for a school to move beyond 0 star. The 5 crucial indicators are Safe Drinking Water, Gender-Segregated Toilets, Group Handwashing Facility, Group Handwashing Activities, and Access to Sanitary Pads. If a school scores 0 in any of the 5 crucial indicators, it shall automatically be a 0 star school regardless of its overall rating.

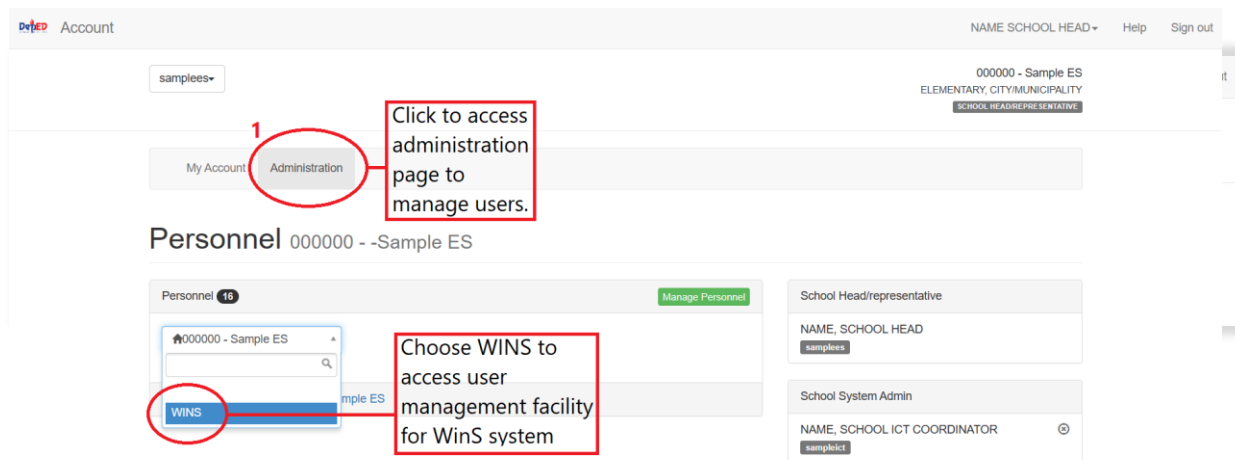
RANGE / EXTENT OF IMPLEMENTATION



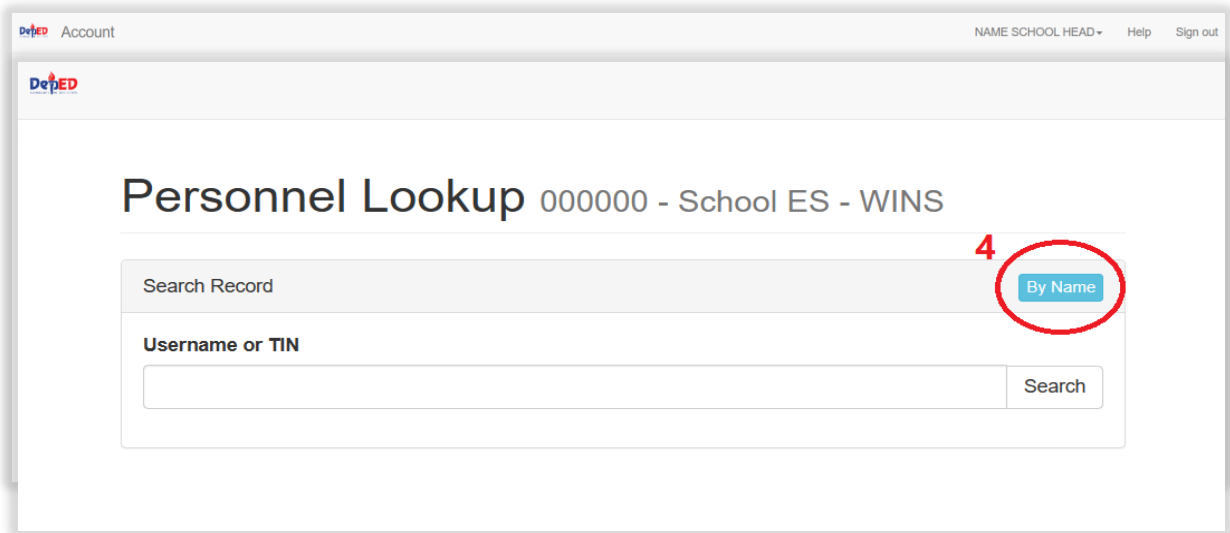
The WinS 3-Star Charts for Schools can be access by clicking on the “Charts” worksheet found in the lower left section of the screen. It provides the same information as the WinS 3-Star Matrix but in a more graphical view.



2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.



3. Click the “**Manage Personnel**” button.



DepED Account NAME SCHOOL HEAD Help Sign out

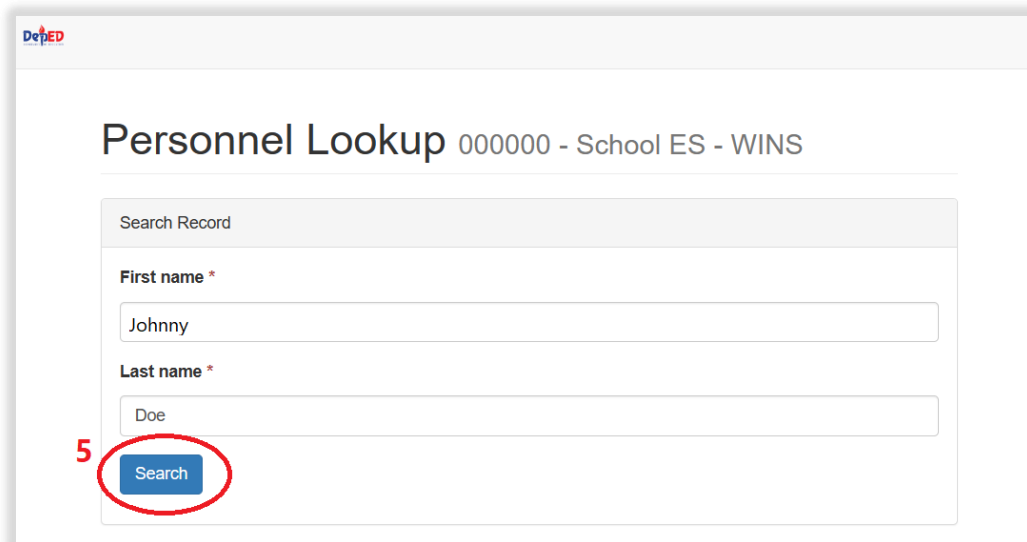
Personnel Lookup 000000 - School ES - WINS

Search Record **4** [By Name](#)

Username or TIN

Search

4. Click the “**By Name**” button.
5. Type the First name and Last name of the user to be created and then, click “**Search**”. If there are no records found, click the “**No, this is correct. Create New Record**” button.



DepED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Last name *

5 [Search](#)

6. If there are records found, click the “**Not Listed? Create new record.**” button.
7. Click “**New Record**” Button

The screenshot shows the 'Personnel Lookup' interface for school '000000 - School ES - WINS'. The search criteria are 'First name *' (Johnny) and 'Last name *' (Doe). A message states 'Record of "JOHNNY DOE" not found' with a sub-note 'Make sure search parameters are correct.' A button labeled 'No, this is correct. Create new record.' is circled in red and labeled with a red '6'. A modal dialog titled 'Create a new record with the following details' shows 'First name JOHNNY' and 'Last name DOE'. A green 'New Record' button in the dialog is circled in red and labeled with a red '7'. A button at the bottom of the dialog reads 'No, this is correct. Create new record.'

Click the "No, this is correct. Create new record." button to proceed

- Fill up personnel information. Then click **"Create"** button to save the new record. Note: Fields with * are required.

The screenshot shows the 'New Personnel' form with the following fields: 'First name *' (Johnny), 'Middle name *' (Jordan), 'Last name *' (Doe), 'Ext name', 'Gender *' (Male), 'Birthdate *' (11/11/1980), 'TIN *' (555-555-551), 'Gsisbp no', and 'Plantilla item no'. The 'Create' button at the bottom is circled in red and labeled with a red '8'. A red box highlights the 'Create' button with the text 'Fill up personnel information. The fields with '*' are required.'

9. Type a unique username for the account.
10. Click the “**Create Account**” button.

Account not found

Personnel record created.

Personnel Info

Full name JOHNNY JORDAN DOE
Gender Male
Birthdate 11/11/1980

View extended profile

Create Account

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

9 Username *
jdoe.winsadm

Enter a unique username for the account.

10 Create Account

11. Verify the account created then click the close button.

Johnny Jordan Doe

jdoe.winsadm

Personnel account created.

Personnel Info

Full name JOHNNY JORDAN DOE
Gender Male
Birthdate 11/11/1980

View extended profile

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

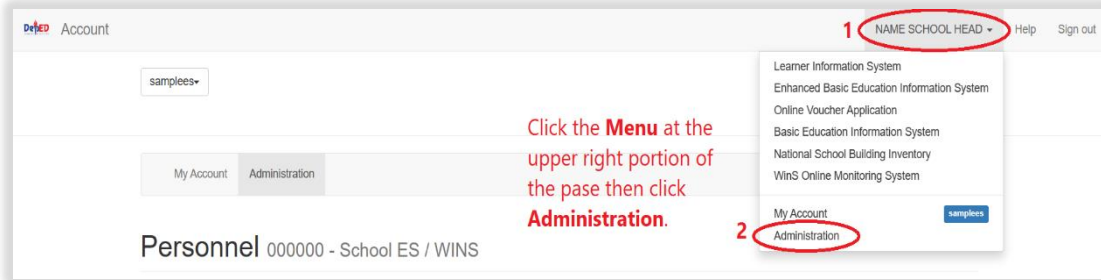
Add Role

11 Click 'X' button to close the personnel creation dialog box.

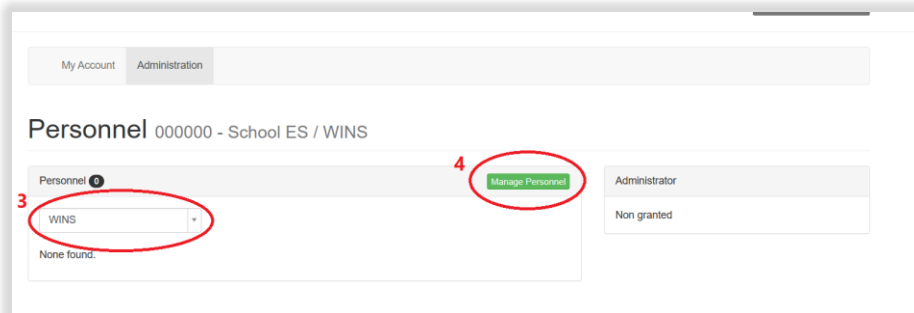
3.2. Assigning the School WinS Administrator role

1. For **School ICT system administrator**, login using your account at <http://lis.deped.gov.ph>. Then, go to **Menu**.

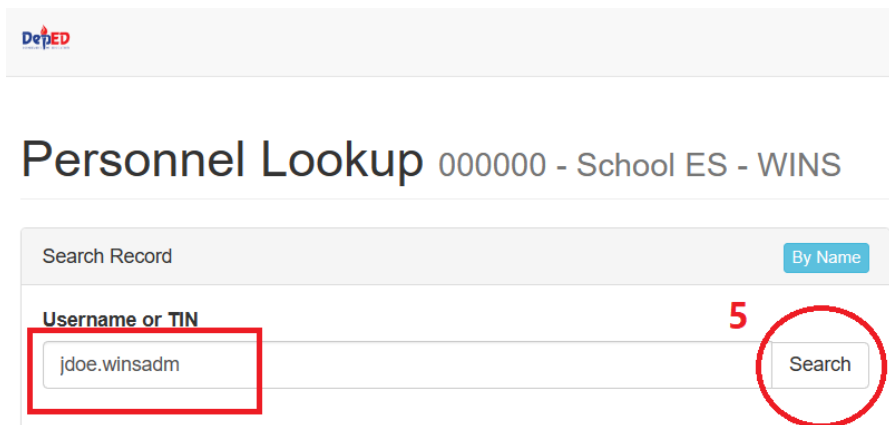
2. Click **Administration**.



3. Choose the **WINS** in the Access List.
4. Click the **“Manage Personnel”** button.



5. Type the username that will be assigned the WinS administrator role.



6. Click the **“Add Role”** button then select **“WINS – Administrator”**.

Johnny Jordan Doe



[jdoe.winsadm](#)

Personnel Info

Full name
JOHNNY JORDAN DOE
Gender
Male
Birthdate
11/11/1980

[View extended profile](#)

Access List

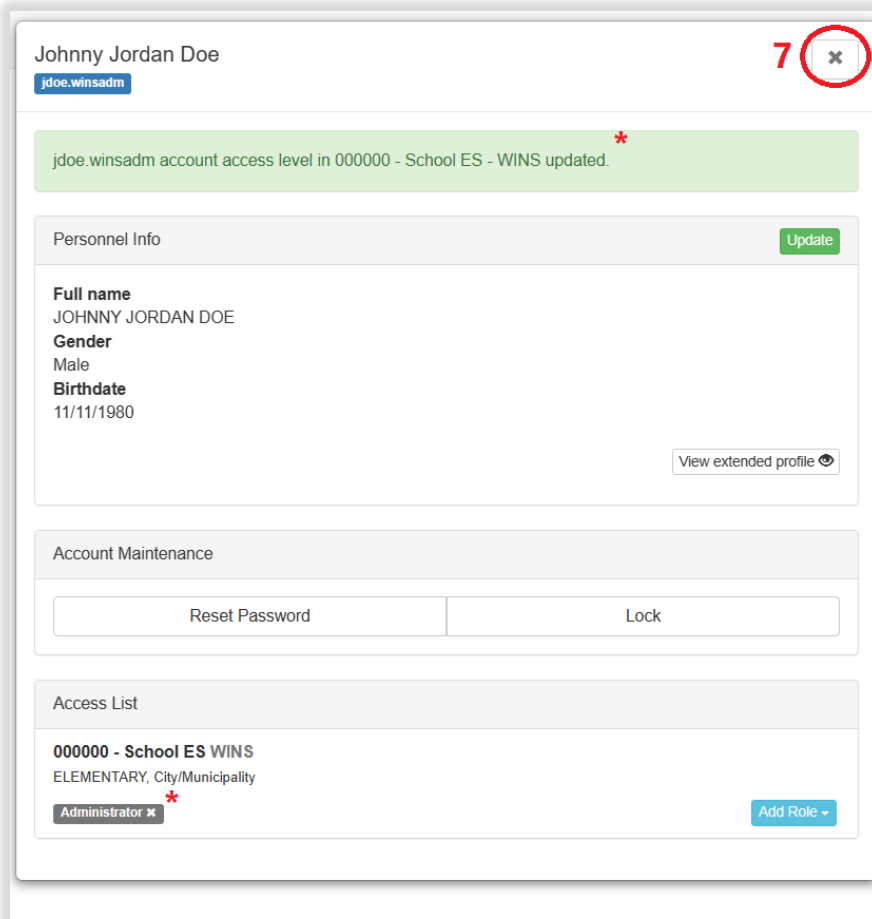
000000 - School ES WINS
ELEMENTARY, City/Municipality

6

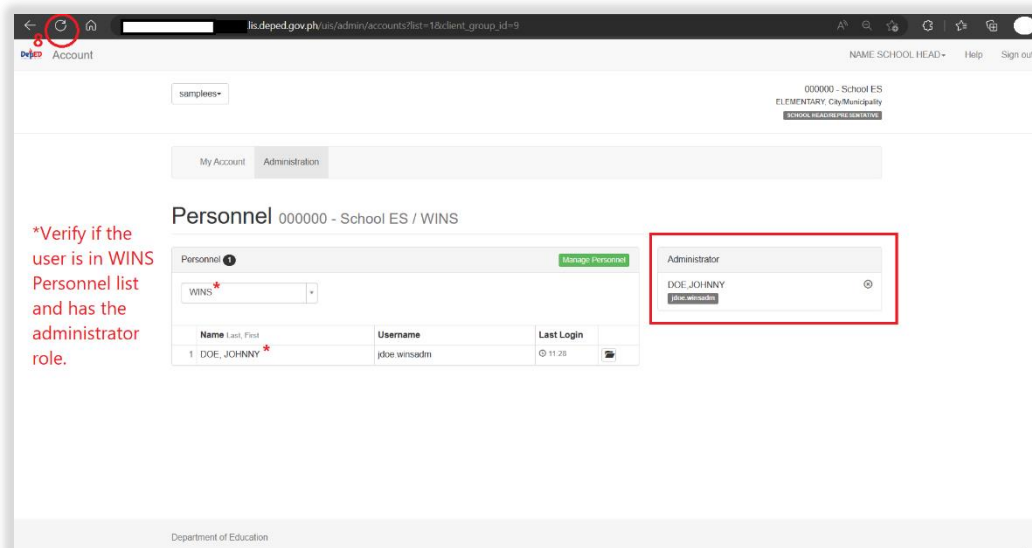
[Add Role](#)

WINS - Administrator

7. In the Access List panel, verify if the **Administrator** role is assigned. Then click the close button.



8. Go back to the main page. Then, click the browser's **Refresh** button or press **F5**. Verify if the user has the **administrator** role in the WINS Personnel list.



3.3. Logging in

Accessing the website will bring the user to the login page. The user must enter the appropriate username and password to access the various modules of the system.

1. Access the site <https://oms.wins.deped.gov.ph> using your browser. This will redirect you to the login page <https://lis.deped.gov.ph>. Login using your account.

Single Sign On

Please sign in

Username

Password

Sign in *

* Please contact your respective IT Officers if you still do not have a user account.

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

Department of Education

For **newly created accounts**, the username is the default password. Please use the issued username as the password. The system will prompt the user to enter a new password. Then, click the **“Update”** button.

Update default password

Account Check

You are currently using a generic and unsecured password. Please change your password and re-type this in the Repeat Password box.

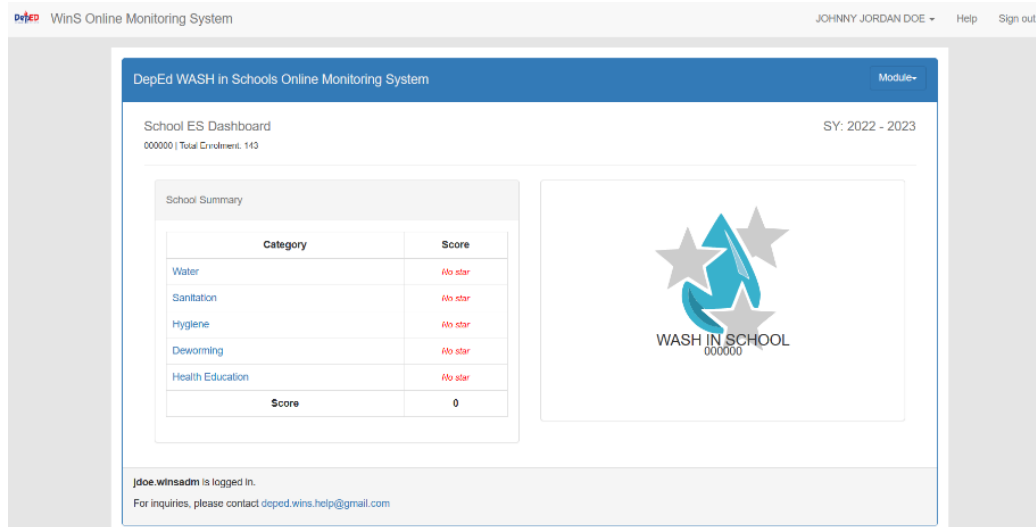
After clicking "Update" button, this password becomes your new and official password to get into the system - make sure to remember this.

New Password *

Repeat Password *

Update

- Upon successful login, the system will redirect you to the DepEd WASH in Schools Online Monitoring System Dashboard.



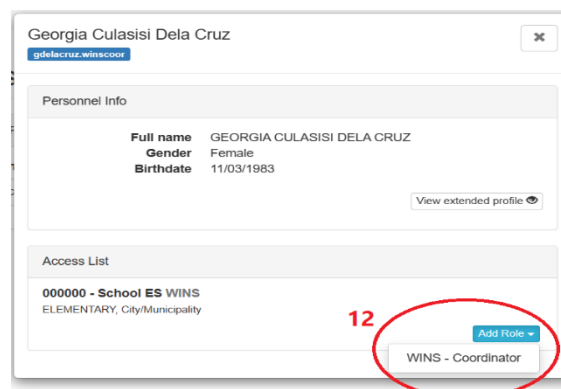
3.4. Creation of School WinS Coordinator account for WinS E-OMS

To upload the Excel-Based WinS Monitoring Form, a user account with the role of **WinS Coordinator** must be created. The account creation of this role can be accomplished by the account with the assigned **WinS Administrator** role.

- Login to <https://oms.wins.deped.gov.ph> using the account with the assigned **WinS Administrator** role. On the Menu, click the Administration.

Note: As a WinS Administrator, you can only select WINS on the Personnel List option. This will let you manage school accounts for WinS.

- Follow Steps 3 – 11 of **3.1 Creation of Administrator account for WinS OMS**.
- Follow Steps 1 – 5 of **3.2 Assigning the School WinS Administrator role**.
- The personnel information page will appear, click the **“Add Role”** button then choose **WinS – Coordinator**.



5. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.

Georgia Culasisi Dela Cruz
gdelacruz.winscoor

13 ✕

gdelacruz.winscoor account access level in 000000 - School ES - WINS updated.

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

View extended profile

Account Maintenance

Reset Password Lock

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Coordinator ✕ Add Role

6. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

7. Follow Click the **“Manage Personnel”** button.

DePED Account JOHNNY JORDAN DOE Help Sign out

jdoe.winsadm

000000 - School ES
ELEMENTARY, City/Municipality
WINS - ADMINISTRATOR

My Account Administration

Personnel 000000 - School ES / WINS

Personnel 1 Manage Personnel

WINS

List all Personnel in 000000 - School ES - WINS

Administrator
DOE,JOHNNY
jdoe.winsadm

Verify if WINS - ADMINISTRATOR role.

8. The **“Personnel Lookup”** page will appear. Click the **“By Name”** button.
9. Type the First name and Last name of the user to be created then click the **“Search”** button. This will search the system if there are records with the same name. If there are no records found click the **“No, this is correct. Create New Record”** button. If there are records found, click the **“Not Listed? Create new record.”** Button instead.
10. Then click the **“New Record”** button.

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *
REMALYN

Last name *
DELA CRUZ

4

Record of 5 not found

No, this is correct. Create new record.

Create a new record with the following details
First name
REMALYN
Last name
DELA CRUZ

Personnel Lookup 000000 - SCHOOL ES - WINS

Search Record

First name *
GEORGIA

Last name *
DELA CRUZ

Search Result

#	TIN	Last name	First name	Middle name	Ext name	Birth Year
1	xxxx-xxxx-0000	DELA CRUZ	GEORGIA	DE JESUS		1971

1 records found

If there are multiple records found, Click the "Not listed? Create new record." button.

11. Fill up personnel information. Then click **“Create”** button to save the new record. Note: Fields with * are required.

New Personnel Fields with * are required.

First name *
GEORGIA

Middle name *
CULASISI

Last name *
DELA CRUZ

Ext name

Gender *
Female

Birthdate * yyyy-mm-dd
03/11/1983

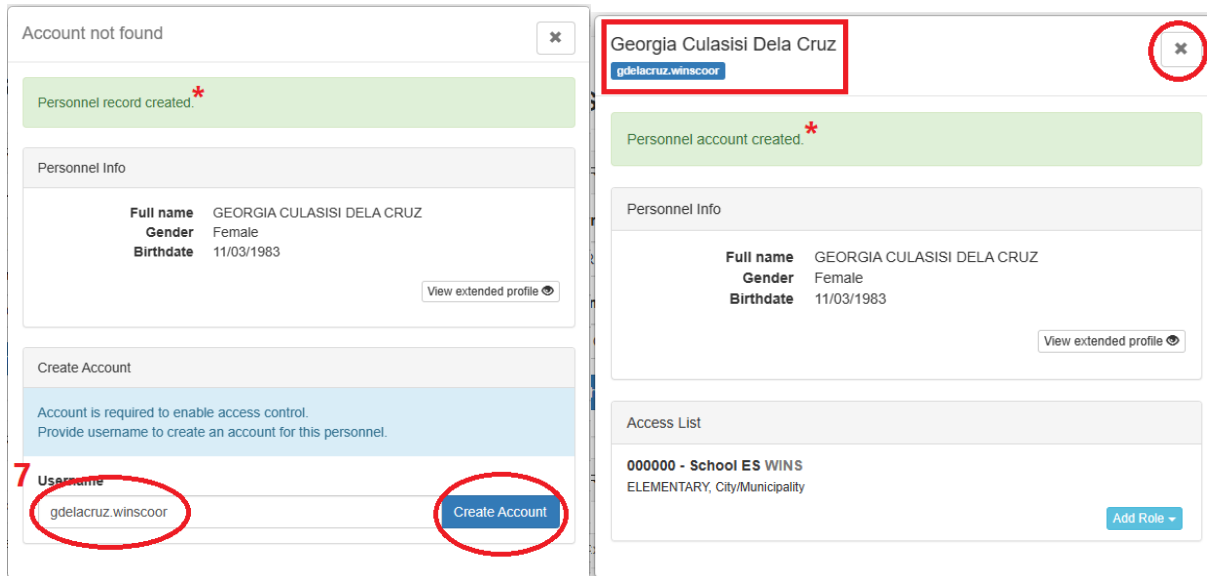
TIN * xxx-xxx-xxx
555-823-231

Gsisbp no

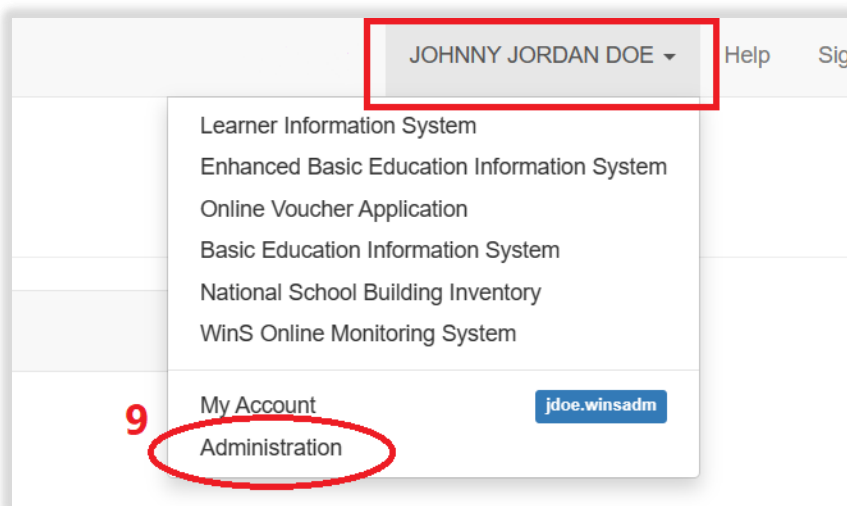
Plantilla item no

6

- 12.A “**Personnel record created**” message will appear indicating that the record is created. Type a **unique username** for the account. Then click the “**Create Account**” button.



- 13.The account is successfully created. Click the “X” button to close the personnel page.
- 14.The assignment of the WinS coordinator role is managed by the WinS Administrator account. Go back to the main administration page by navigating to the Menu then click **Administration**.



- 15.On the Personnel page, make sure **WINS** is selected in the drop-down option then click the “**Manage Personnel**” button.
- 16.On the personnel lookup page, type the **username** of the account you created on #7. Then click on “**Search**”.

Personnel 000000 - School ES / WINS

Personnel **0** 10 Manage Personnel

WINS None found.

Administrator
Non granted

DepED

Personnel Lookup 000000 - School ES - WINS

Search Record By Name

Username or TIN 11 Search

gdelacruz.winscoor

17. The personnel information page will appear, click the “**Add Role**” button then choose **WinS – Coordinator**.

Georgia Culasisi Dela Cruz x

gdelacruz.winscoor

Personnel Info

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

[View extended profile](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

12 Add Role
WINS - Coordinator

18. Verify the roles is assigned to the user account. Click close button to return to the **Administration** page.

Georgia Culasisi Dela Cruz
gdelacruz.winscoor

13 x

gdelacruz.winscoor account access level in 000000 - School ES - WINS updated. *

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ
Gender Female
Birthdate 11/03/1983

[View extended profile](#)

Account Maintenance

[Reset Password](#) [Lock](#)

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Coordinator * [Add Role](#)

19. Click the browser's refresh button or press F5 to refresh the page. Verify if the user is added to the **List of Personnel**.

3.5. Password Reset module

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to School ICT Officer

1. Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or School ICT Officer. Click on the **Menu**.

2. Click **Administration**.

DepEd Account 1 JOHNNY JORDAN DOE Help Sign out

jdoe.winsadm

Click the **Menu** at the upper right corner of the page then click **Administration**

My Account Administration

Profile View Detailed

Full name Johnny Jordan Doe

DepEd Apps

- Leamer Information System (STAGING) Enhanced Basic Education Information System (STAGING)
- Leamer Health Appraisal System
- School Building Information System (For CO - EFD Personnel Only)
- Online Voucher Application
- Basic Education Information System
- Bayanihan 2 Basic Education System
- National School Building Inventory (STAGING) WinS Online Monitoring System (STAGING)

2 My Account Administration jdoe.winsadm

- On the **List of Personnel page**, choose the user account and then, click the **Folder** icon button.

Personnel 000000 - School ES / WINS

Personnel 2 Manage Personnel

WINS

	Name Last, First	Username	Last Login	
1	DELA CRUZ, GEORGIA *	gdelacruz.winscoor		3 
2	DOE, JOHNNY	jdoe.winsadm	🕒 16:08	

- Click on the **Reset Password** button.

Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.

Georgia Culasisi Dela Cruz ✕

gdelacruz.winscoor

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ

Gender Female

Birthdate 11/03/1983

[View extended profile](#)

Account Maintenance

4 Reset Password

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Coordinator ✕ [Add Role](#)

By clicking the reset password button, the system will revert to the user's default password.

5. A “**Username password reset to default.**” notification message will be displayed to indicate that the password has been set to default. You can now advice the requesting user to login using the default password. Click the close button.

3.6. Accessing the Upload School System Module

Entering the correct username and password will give the user access to the various modules of the system. Move the mouse to the **Modules Menu** in the upper right section of the screen, then click **the Upload School System** command to access the Upload School System Screen.

Category	Score
Water	No star
Sanitation	No star
Hygiene	No star
Deworming	No star
Health Education	No star
Score	0

When the Upload System Screen appears, click on “**School Profile**” button. Then, select the file containing the Excel-Based System for your school. Click on the “**Upload**” button to send the data into the online monitoring system. The system will display a confirmation message if the file was successfully uploaded. An error message will appear if the Excel-based System was not successfully uploaded.

DepEd WASH in Schools Online Monitoring System Module ▾

Upload School System Screen

School Year	2022 - 2023
Level	Elementary
Region	Sample Region
Division	Sample Division
School District	Sample District
School	Sample ES

Choose a file to upload.

School Profile

Back Upload Now

gdelacruz.winscoor is logged in.
For inquiries, please contact deped.wins.help@gmail.com

In case the school needs to make changes in the data, update the Excel-based System first. Then, repeat the process of uploading the updated file. This will overwrite the old data with the latest one. The school can make changes in the online monitoring system as long as data for the school year has not yet been finalized.

4. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph .

Annex B

WASH IN SCHOOLS ENHANCED ONLINE MONITORING SYSTEM ADMINISTRATOR'S MANUAL FOR SCHOOL DIVISION IT OFFICER AND SCHOOL ICT COORDINATOR

1. INTRODUCTION

This manual is intended for the Division IT Officer and School ICT Coordinator. It contains instruction to Manage User Accounts. The WinS Monitoring System is composed of the paper-based WinS Monitoring Form which will be accomplished by the schools, the Excel-Based WinS Monitoring System which will be used to encode data from the monitoring form, and the WinS Online Monitoring System which will be used to upload the data from the Excel-Based System and generate aggregated reports for use in the Division, Region and National Levels. These are discussed in more detail in the User's Manual for Schools.

The latest version of the Monitoring Form, Excel-Bases System and Online Monitoring System can be accessed at <https://oms.wins.deped.gov.ph>.

2. WINS ENHANCED ONLINE MONITORING SYSTEM

The enhanced online monitoring system can be accessed at <https://oms.wins.deped.gov.ph>. It was designed primarily to upload the Excel-Based System that was encoded by the schools and generate aggregated reports that will be useful to the Divisions, Regions and National levels. It also has system administrations modules to manage the user accounts.

2.1. LOGGING IN

Accessing the website will bring the user to the login page single-sign on of the Learner Information System/Enhanced Basic Education Information System (LIS/EBEIS). Login using your Division or School ICT account.

Please sign in

Username

Password

Sign In

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

* Please contact your respective IT Officer if you still do not have a user account.

Department of Education

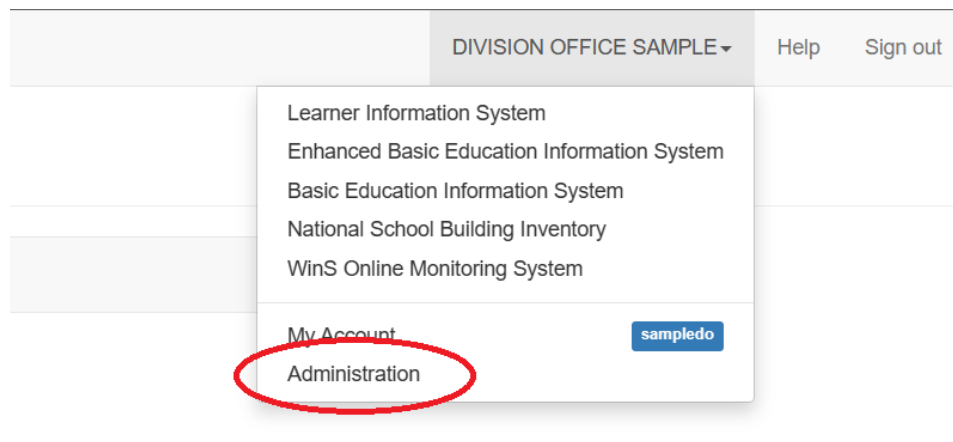
2.2. MANAGING USER ACCOUNTS AND ROLES

This module allows the system administrators to add and edit user accounts. There are two(2) roles that can be assigned for the WinS enhanced Online Monitoring System, these are the **WinS Administrator** and **WinS Officer/Coordinator** role. The former allows the user to add, edit user account and assign the roles for the division officers and school personnels while the latter can upload the Excel-Based WinS monitoring Form and generate reports.

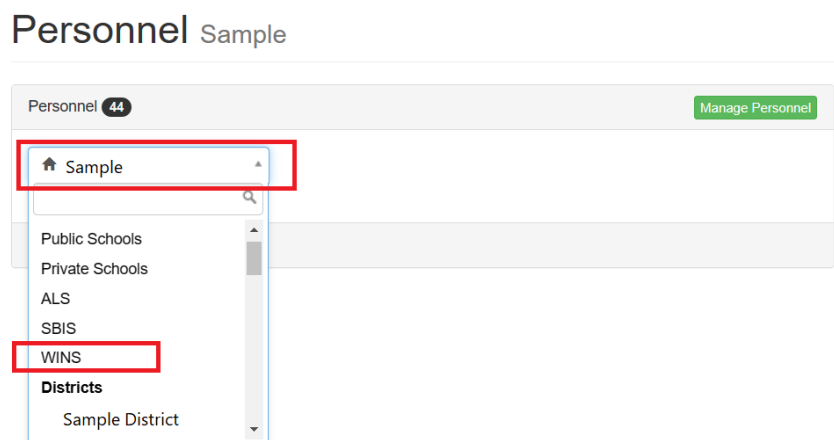
For **Division IT Officer and School ICT**, assigning the WinS Administrator of the division or school is the first step to access the system. For new accounts, create the account using the User Account Management System (UAMS) facility of LIS/EBEIS then assign the WinS Administrator role.

2.2.1. ASSIGNING ADMINISTRATOR ROLE

1. To assign the WinS Administration role, navigate to Administration page.



2. Select WINS on the drop-down option in the Personnel panel.



3. Make sure WINS is selected then click the Manage Personnel button.

Personnel Sample / WINS *

Personnel 2 Manage Personnel

WINS

List all Personnel in Sample - WINS

4. The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Administrator role.
5. Click Search.

Personnel Lookup Sample - WINS

Search Record By Name

Username or TIN

haggabao Search

Henrietta Garcia Aggabao ✕

haggabao

Personnel Info

Full name	HENRIETTA GARCIA AGGABAO
Gender	Female
Birthdate	12/04/1981

View extended profile

Access List

Sample WINS

Add Role

WINS - Administrator

6. Click the Add Role dropdown button then select WINS – Administrator.
7. Verify that the Administrator role for WinS is added on the Access List Panel. Click the close button to exit.

Henrietta Garcia Aggabao
haggabao

haggabao account access level in Sample- WINS updated.*

Personnel Info Update

Full name HENRIETTA GARCIA AGGABAO
Gender Female
Birthdate 12/04/1981

View extended profile

Account Maintenance

Reset Password Lock

Access List

SampleWINS *

Administrator ✕ Add Role

2.3. ASSIGNING THE WINS OFFICER/COORDINATOR ROLE

Once you secure the account with the WinS Administrator role, you can now create and/or assign the WinS Officer/Coordinator role. The WinS Officer role can validate and upload the Excel-based WinS Online Monitoring Form. For School, the WinS Coordinator can only upload the Excel-based WinS Online Monitoring Form. Note that the WinS Administrator role has the upload and/or validate privileges.

1. For WinS Administrator of the Division or School, logging using your account.

Single Sign On

Please sign in

Username

Password

Sign In *

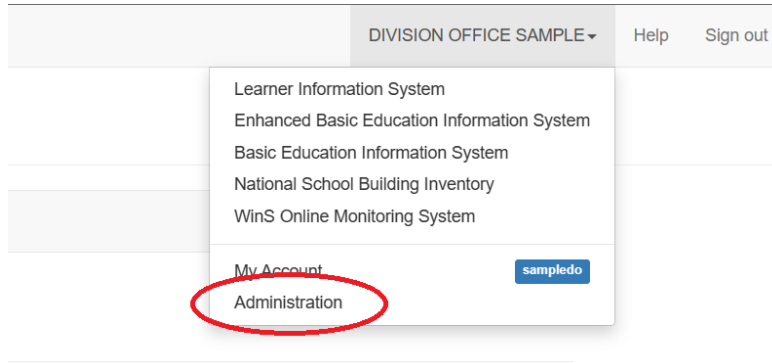
Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division-Planning Officer to reset password.

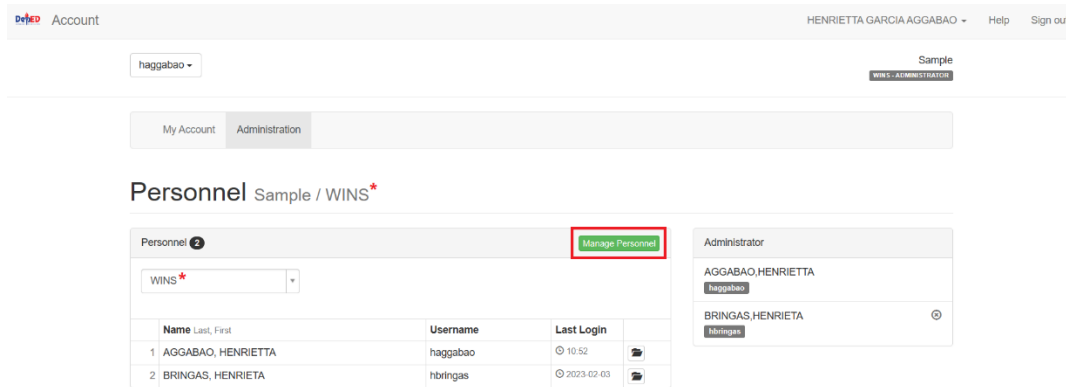
* Please contact your respective IT Officer if you still do not have a user account.

Department of Education

2. Navigate to the Administration page.

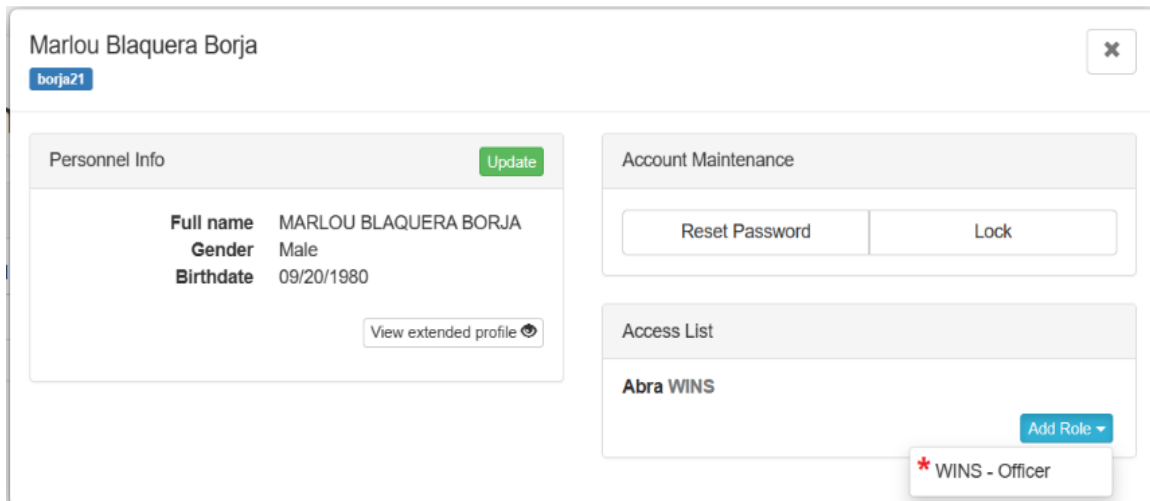


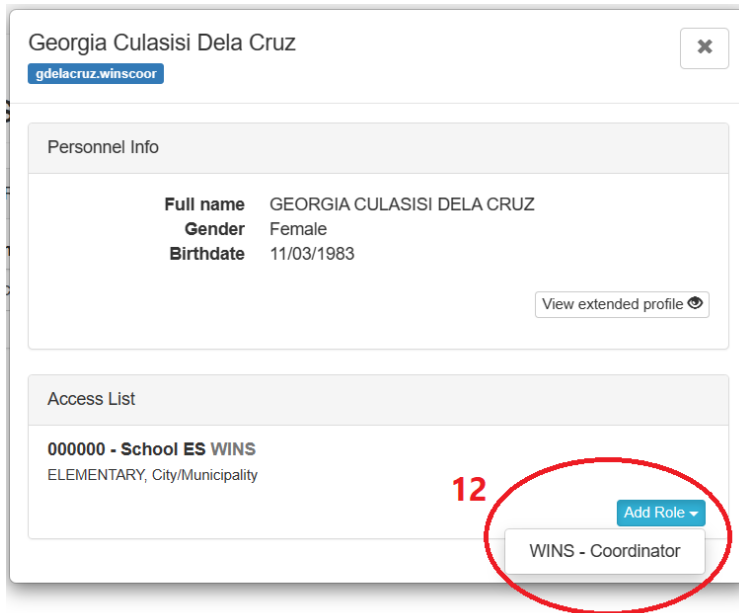
3. Click the Manage Personnel button.



4. The Personnel Lookup dialog box will appear. Type the username or TIN number of the account to be assigned with the WinS Officer or WinS Coordinator role.

5. Click the Add Role dropdown button and select WINS – Officer. For Schools, select WINS – Coordinator.

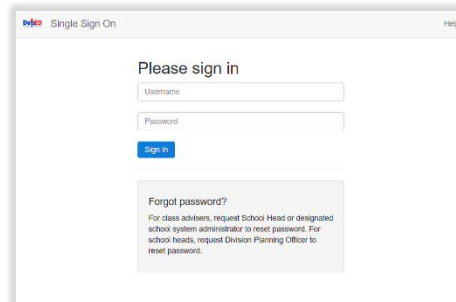




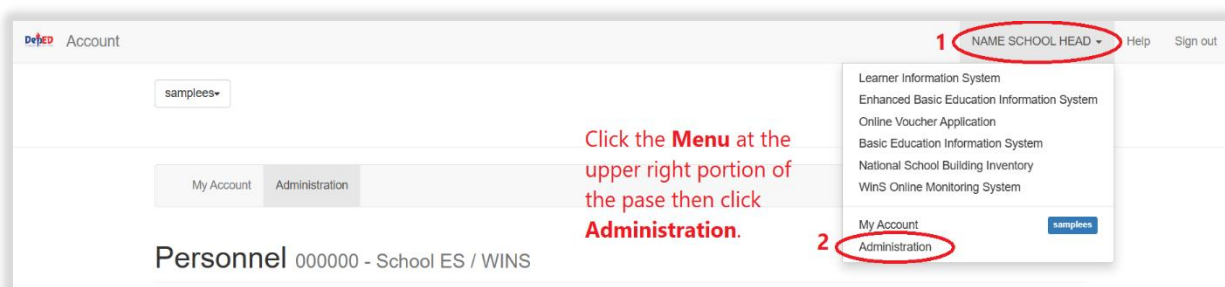
6. Click the close button once done.

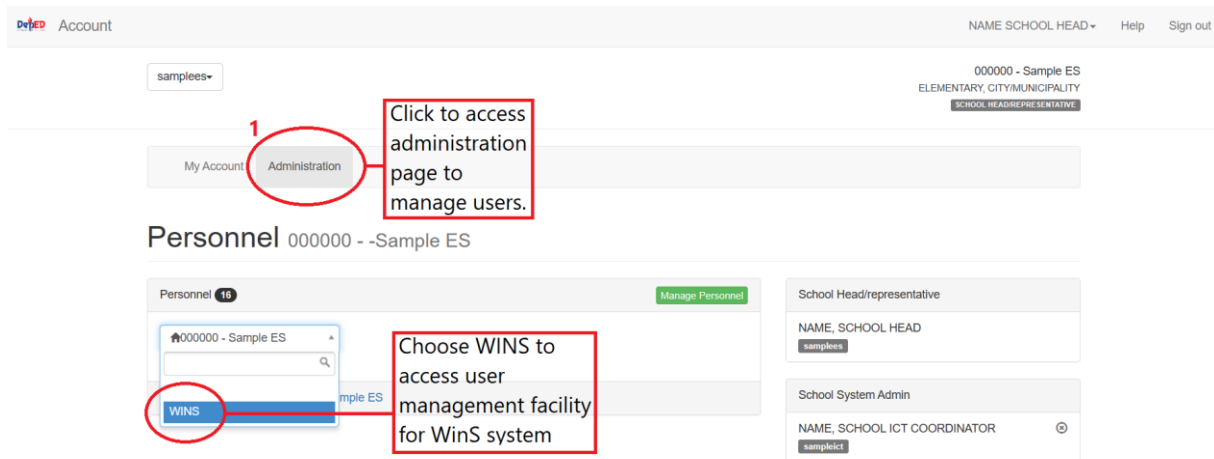
2.4. CREATION OF NEW ACCOUNT FOR WINS E-OMS

1. Access the site <http://lis.deped.gov.ph> and login using your credentials.

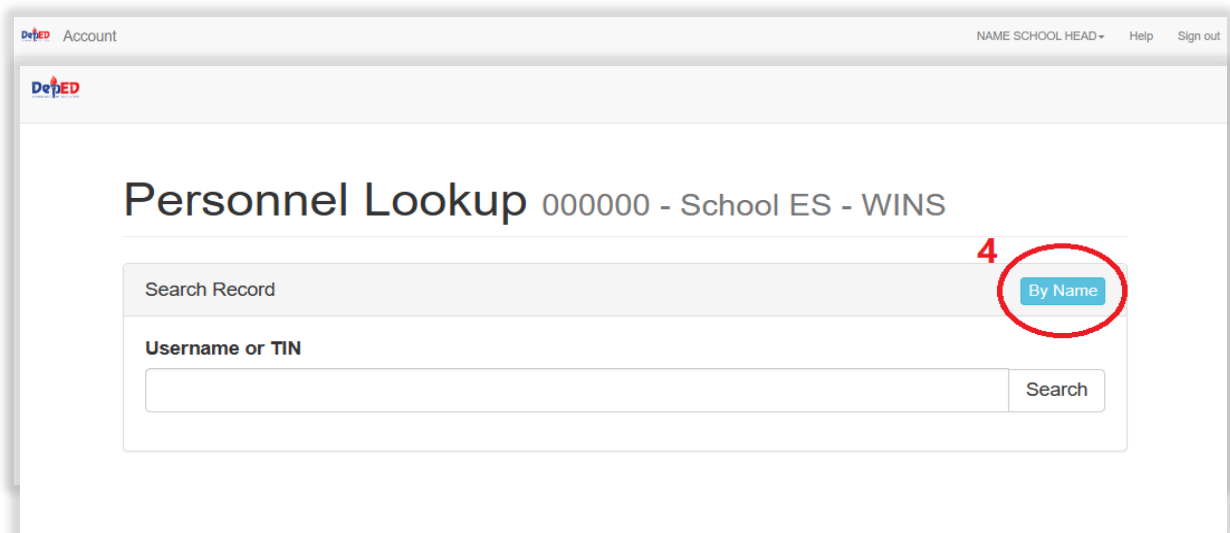


2. Once logged in, click the Administration menu. Then, choose WINS to access the User Management facility for WinS OMS.





3. Click the “**Manage Personnel**” button.



4. Click the “**By Name**” button.
5. Type the First name and Last name of the user to be created and then, click “**Search**”. If there are no records found, click the “**No, this is correct. Create New Record**” button.

DePED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Last name *

5

6. If there are records found, click the **“Not Listed? Create new record.”** button.
7. Click **“New Record”** Button

DePED

Personnel Lookup 000000 - School ES - WINS

Search Record

First name *

Last name *

6

Record of "JOHNNY DOE" not found
Make sure search parameters are correct.

Create a new record with the following details

First name
JOHNNY

Last name
DOE

7

Click the "No, this is correct. Create new record." button to proceed

8. Fill up personnel information. Then click **“Create”** button to save the new record. Note: Fields with * are required.

8

Fill up personnel information. The fields with '*' are required.

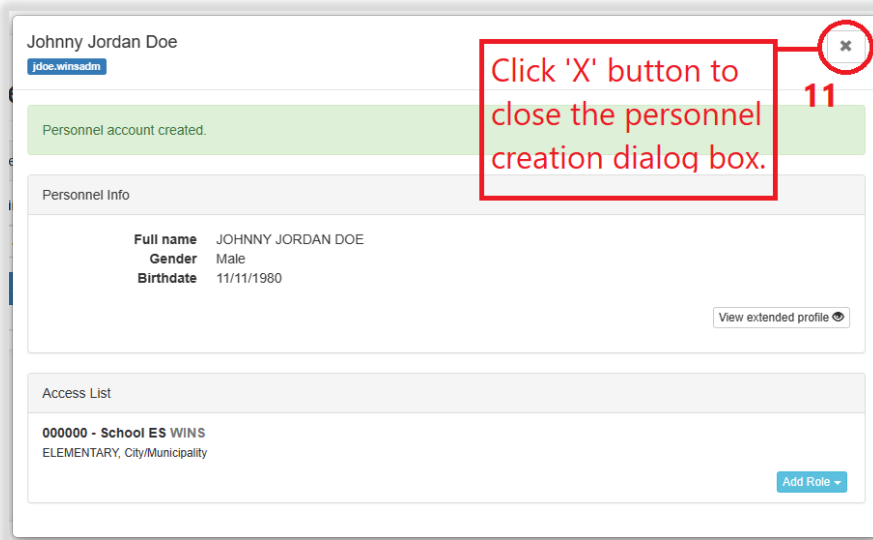
9. Type a unique username for the account.
10. Click the **“Create Account”** button.

9

Enter a unique username for the account.

10

11. Verify the account created then click the close button.



2.5. UPLOADING THE EXCEL-BASED ONLINE MONITORING FORM

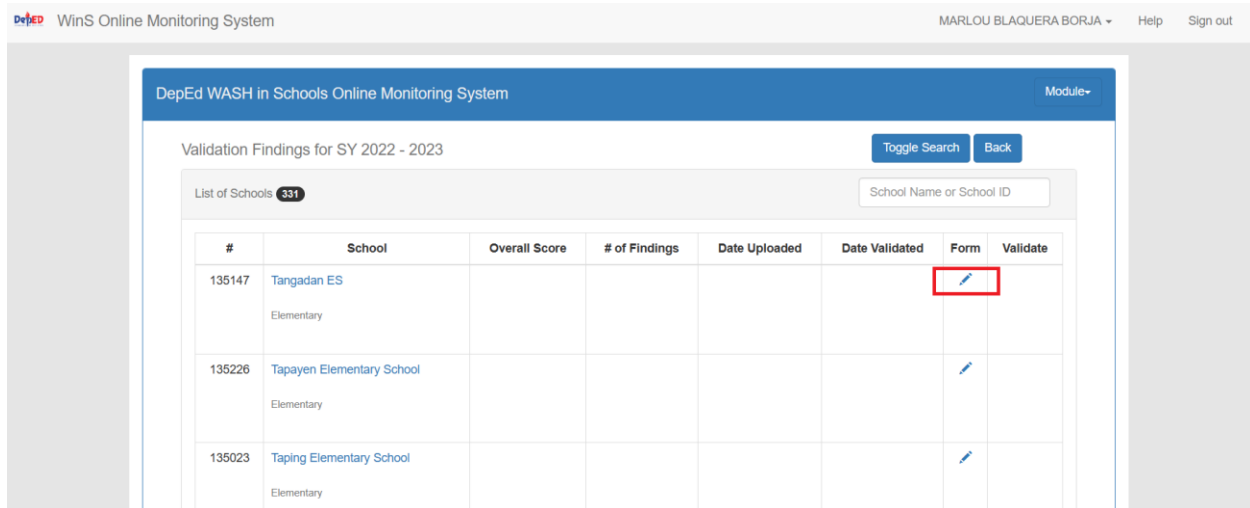
The enhance WinS Online Monitoring System has a feature to allow Division WinS Officer to upload the Excel-Based Online Monitoring Form on behalf of the school. Using this feature, the schools with intermittent internet connection can submit their accomplished form to their respective Division Officer.

1. Assess the WinS enhanced Online Monitoring System using your issued account. On the upper right portion of the screen click the **Module** menu then click **Validation Findings**.

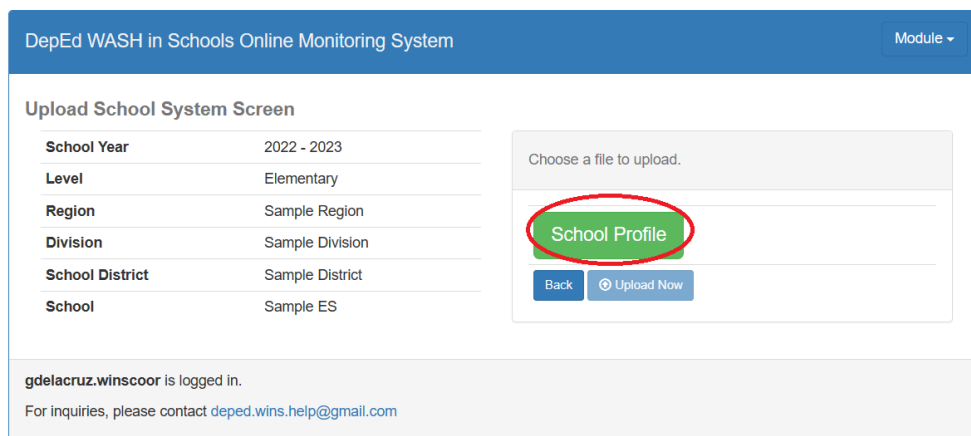
Category	Value
Number of schools for upload	323 / 331
Number of schools for review	7
Number of schools validated	1

borja21 is logged in.
For inquiries, please contact deped.wins.help@gmail.com

2. You will be directed to the Validation Findings page. You can view the list of schools within the division. Click the **pencil** icon.



3. You will be redirected to the **Upload School System Screen** page, click the School Profile button and browse for the Excel-based Online Monitoring Form.
4. Click **Upload Now** button.



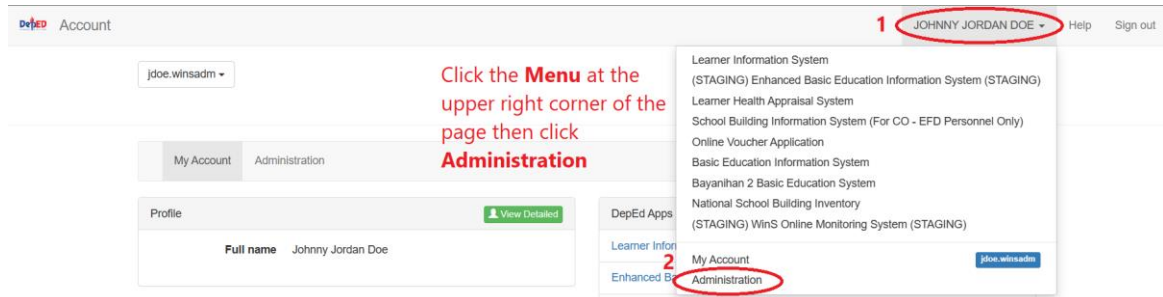
5. Upon successful upload, you will see the Overall Score and the Date Uploaded. If there are changes on the school data, the division wins officer or school wins coordinator can upload the excel-based form again while the system is open for upload.

2.6. PASSWORD RESET MODULE

One of the benefits of integrating WinS OMS to the EBEIS is the password reset module. Users can request password reset as follows:

- WinS Coordinator must request to WinS Administrator
- WinS Administrator must request to ICT Officer

1. Login to <https://oms.wins.deped.gov.ph> as WinS Administrator or ICT Officer. Click on the **Menu**.
2. Click **Administration**.



3. On the **List of Personnel** page, choose the user account and then, click the **Folder** icon button.

Personnel 000000 - School ES / WINS

Personnel 2		Manage Personnel	
WINS			
	Name Last, First	Username	Last Login
1	DELA CRUZ, GEORGIA *	gdelacruz.winscoor	3 
2	DOE, JOHNNY	jdoe.winsadm	🕒 16:08 

4. Click on the **Reset Password** button.

Note: By clicking the reset password button, the system will revert the selected user to its default password. The default password is the same as **username**.

Georgia Culasisi Dela Cruz

gdelacruz.winscoor

Personnel Info Update

Full name GEORGIA CULASISI DELA CRUZ

Gender Female

Birthdate 11/03/1983

View extended profile

Account Maintenance

4 Reset Password Lock

Access List

000000 - School ES WINS
ELEMENTARY, City/Municipality

Coordinator ✕ Add Role

By clicking the reset password button, the system will revert to the user's default password.

5. A “**Username password reset to default.**” notification message will be displayed to indicate that the password has been set to default. You can now advise the requesting user to login using the default password. Click the close button.

3. HELPDESK

For inquiries and concerns encountered in the system, please contact icts.usd@deped.gov.ph or visit support.deped.gov.ph .