**LIS Housekeeping User’s Manual**

**School Representatives can assign Class Advisers to a class.**

1. **Login Page**

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**[Action Steps]** – **How to log into the LIS Housekeeping Application (Assigning Class Advisers)**

1. Enter your School Representative username and password on the screen shown above, and then click the ‘Sign In’ button.
2. Wait for the system to process your credentials.
3. A successful login will bring you to the LIS Initial Application Page (Item # 2)

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**[Action Steps]** **– How to start assigning Class Adviser to a class.**

1. Click Start Housekeeping



**[Action Steps]** **– Start Assigning Class Advisers.**

1. Click the edit button on the side of the Class Adviser.
2. Proceed to Item # 4.



**[Action Steps]** **– Assign a Class Adviser.**

1. Choose the correct class adviser username on the dropdown that correspond on the

class adviser name or username indicated.

1. Proceed to item #5.



**[Action Steps]** **– Save Class Adviser Choosen.**

1. Click the edit button to save the chosen class adviser.
2. Proceed to Item # 6.
3.



**[Action Steps]** **– Finish.**

1. After assigning class advisers to the available classes you are now finish.
2. Click the Logout button.
3. Have the class adviser login to the housekeeping site – the learners should appear, if not the learner class has no define section. Another housekeeping module is being prepared for this.