# **Frequently Asked Questions (FAQ)**

## 1. How do I log in to the LASER-web site?

• Click on the "Login" button on the homepage. You'll be automatically redirected to the Microsoft account login page. Enter your credentials to access your dashboard.

# 2. What should I do if I forget my password?

• Visit the Microsoft account login page and click on "Forgot password?" Follow the instructions to reset your password.

#### 3. How can I contact the school for assistance?

• Go to the "Help" section and use the "Contact Us" option to reach the school's support team, or leave a message using the provided form.

#### 4. Where can I find information about the school's departments?

• Navigate to the "Departments" section to explore all subject areas and view detailed information about each department.

#### 5. How can I access my grades?

 Access the "Resources" section, then click on the "M.A.P Portal" to view your grades and other academic details.

#### 6. What is D.R.I.V.E. and how do I use it?

• D.R.I.V.E. is a resource portal in the "Resources" section providing access to necessary files for information, circulation, and submission. Click on D.R.I.V.E. to find the materials you need.

### 7. Where can I find news and updates about the school?

• Go to the "About" section and click on "News" to stay informed about the latest announcements and events.

#### 8. How do I find information about non-teaching offices?

• Visit the "Offices" section to view information about the Principal's Office, Guidance Office, Clinic, Records Office, and School-Based Management (SBM).

#### 9. Can I access the site from mobile devices?

Yes, the LASER-web site is optimized for use on most mobile devices and tablets.

#### 10. Who do I contact if I encounter technical issues?

• If you experience any technical difficulties, please visit the "Help" section and use the "Contact Us" option to get in touch with technical support.