**PhilTech School Management System**

**Complete User Manual**

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1. **Introduction**

The PhilTech School Management System is a comprehensive platform designed to manage school-related activities and information. This system caters to different user roles including students, teachers, administrators, and registrars.

**About PhilTech-GMA**

PhilTech-GMA, formally known as Philippine Technological Institute of Science, Arts, and Trade - Central INC., is located at 2nd Flr. CRDM Building, Congressional Road, Cor. Gov. Drive, Brgy. G. Maderan, GMA, Cavite.

1. **Getting Started**

When launching the system, users are presented with three main options:

- Sign Up: For new user registration

- Log In: For existing user access

- Exit: To safely close the application

**3. Account Management**

**Sign Up Process**

1. Select "Sign Up" from the main menu

2. Enter required information:

- Username (must be unique)

- User ID number (maximum 15 digits, must be unique)

- Password (minimum 6 characters)

3. Select occupation:

- Student

- Admin (includes additional role selection)

4. For Admin selection, choose specific role:

- Teacher

- Administrator

- Registrar

5. Review information

6. Confirm registration

**Important Requirements:**

- Usernames must be unique

- ID numbers must contain only digits (max 15)

- Passwords require minimum 6 characters

- All fields are mandatory

**Login Process**

1. Select "Log In" from main menu

2. Enter credentials:

- User ID number

- Password

3. System validates credentials

4. Access granted to role-specific menu

**4. User Roles**

**Student Capabilities:**

- Access student portal

- View grades and academic records

- Submit EOG document requests

- Update personal information

- View enrollment status

- Access class schedules

**Teacher Functions:**

- Manage class records

- Input and update grades

- View class lists

- Generate class reports

- Mark attendance

- View attendance records

- Communicate with students

**Administrator Privileges:**

- System-wide access control

- User account management

- School policy configuration

- Generate administrative reports

- Manage system settings

- Process EOG requests

- Classroom management

**Registrar Responsibilities:**

- Manage student enrollment

- Handle subject management

- Process EOG requests

- Maintain academic records

- Generate transcripts

- Manage course schedules

**5. System Navigation**

**Main Menu Options:**

- Sign Up

- Log In

- Exit

**Role-Specific Menus**

1. **Administrator Functions:**

**Enrollee Management:**

1. View Enrollees by Program

- BSCS

- BTVTLED

- EDUC

2. Remove Enrollee

3. Process Enrollment Requests

**EOG Request Management:**

1. View Requests

- Certification requests

- Clearance requests

2. Process Requests

- Approve/Deny requests

- Update request status

- Generate documentation

**Classroom Management:**

Current Faculty and Schedules:

1. Allan Vele

- Understanding the Self (Ge1)

- Saturday 7:00 am - 10:00 am

2. Jude Rodriguez

- Mathematics in Modern World (Ge2)

- Saturday 10:00 am - 1:00 pm

3. Nori Lacerna

- Readings in Phil. History (Ge3)

- Saturday 1:00 pm - 4:00 pm

4. Raiven Gordon

- Intro to Computing (Cc111)

- Monday 9:00 am - 2:00 pm

5. Carl Jimenez

- Fund. of Programming 1 (Cc112)

- Thursday 7:00 am - 12:00 pm

6. Michael Atienza

- PATHFIT1: Tuesday 7:00 am - 8:45 am

- NSTP1: Wednesday 9:00 am - 12:00 pm

- PLS: Wednesday 12:00 pm - 1:00 pm

**7. Registrar Functions:**

**Student Management:**

1. View Student List

- Search by course

- View complete details

- Print student information

2. Add New Student

3. Update Student Information

4. Archive Student Record

**Subject Management:**

1. Add New Subject

- Subject code

- Description

- Units

- Prerequisites

2. Update Subject Details

3. View Subject List

4. Remove Subject

**Request Processing:**

1. Handle Document Requests

- Enrollment certificates

- Grade certifications

- Transfer credentials

2. Process EOG Requests

**8. Teacher Functions:**

**Class Management:**

1. View Class Lists

2. Track Attendance

3. Monitor Performance

4. Generate Reports

**Attendance System:**

1. Mark Attendance

- Daily attendance

- Subject-wise tracking

2. View Attendance Records

3. Generate Reports

**Grade Management:**

1. Input Grades

2. Modify Existing Grades

3. Calculate Final Grades

4. Generate Grade Reports

**9. Student Functions:**

**Enrollment Process:**

1. Complete Enrollment Form

- Personal information

- Course selection

- Contact details

2. Submit Requirements

3. View Enrollment Status

**Academic Records:**

1. View Grades

2. Check Attendance

3. Access Course Materials

**Document Requests:**

1. Submit EOG Requests

- Certification

- Clearance

2. Track Request Status

**10. Security and Best Practices:**

**Password Management:**

- Change password every 3 months

- Use strong combinations

- Never share credentials

**Data Protection:**

- Regular backups

- Secure storage

- Limited access permissions

1. **Contact Information:**

- Tel: (046) 409-94-90

- Globe Mobile: 0955-135-4698

- Social Media:

- Facebook Page: Philtech GMA

- Instagram: philtechgma

- YouTube: Philtech GMA

**12. Troubleshooting:**

**Common Issues:**

1. Login Problems

- Verify credentials

- Check caps lock

- Reset if necessary

2. System Performance

- Clear temporary files

- Check network connection

- Update system regularly

3. Document Processing

- Verify printer connection

- Check paper settings

- Ensure proper permissions

**Support Contact**

For technical support or assistance, contact the IT department through the provided contact information in Section 11.