

2. USER ACCOUNT MANAGEMENT OF VARIOUS DEPED INFORMATION SYSTEM AND OTHER APPLICATIONS

Creation, deletion, and resetting of passwords for the regular SDO proper and field personnel. This includes, but not limited to, the DepEd Google for Education Accounts, DepEd Partnerships Database System, Office 365, among others.

Office or Division:		ICT Unit		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		SDO Personnel, School-Based Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Email Request for User Account Management		SDO Personnel, School-Based Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receipt of email request	Verify the request for creation, deletion, and resetting of passwords	None	5 minutes	IT Officer
	Processing of requests <ul style="list-style-type: none"> For O365 account creation, it will take 1-2 weeks lead time 	None	5-10 minutes	IT Officer
	Notification of the concern on the status of the request	None	5-10 minutes	IT Officer
TOTAL:			25 minutes	