Guidance Counseling Information Management System User Manual
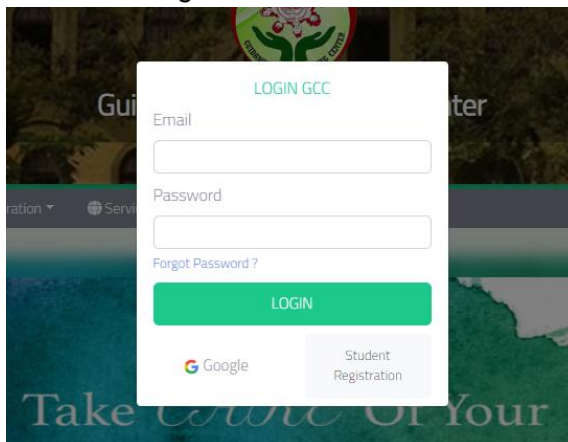
Guidance Coordinator

Login

1. Go to the website home page.
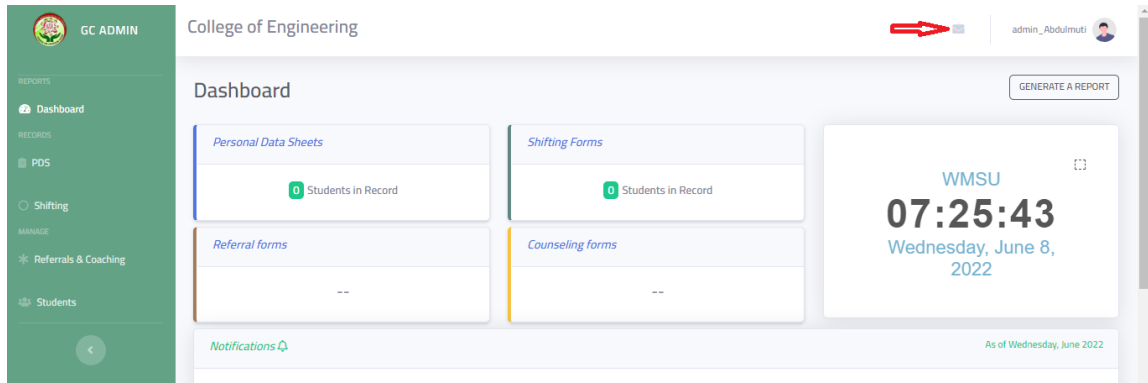2. Click on the sign in button on the right of the homepage:

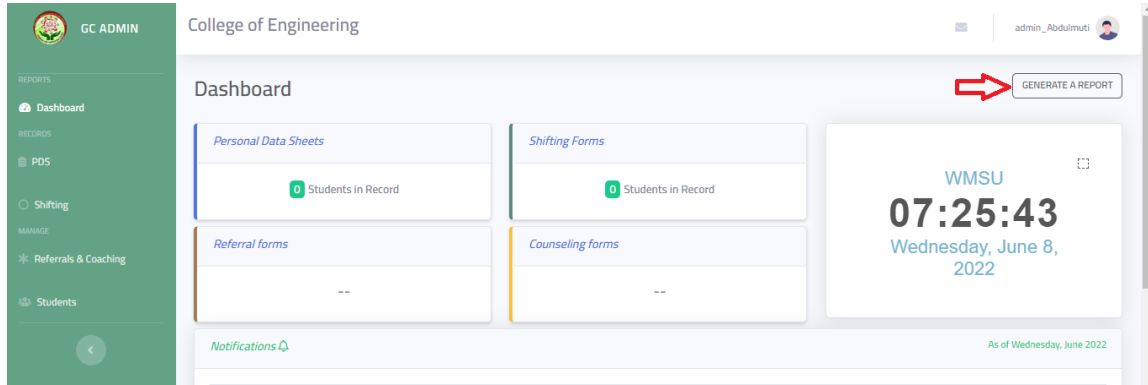3. In the login box, enter the Username (always an email address) and Password then click on login.

Messaging

Click the envelop icon on the upper right of the page to send a message to one or more student.
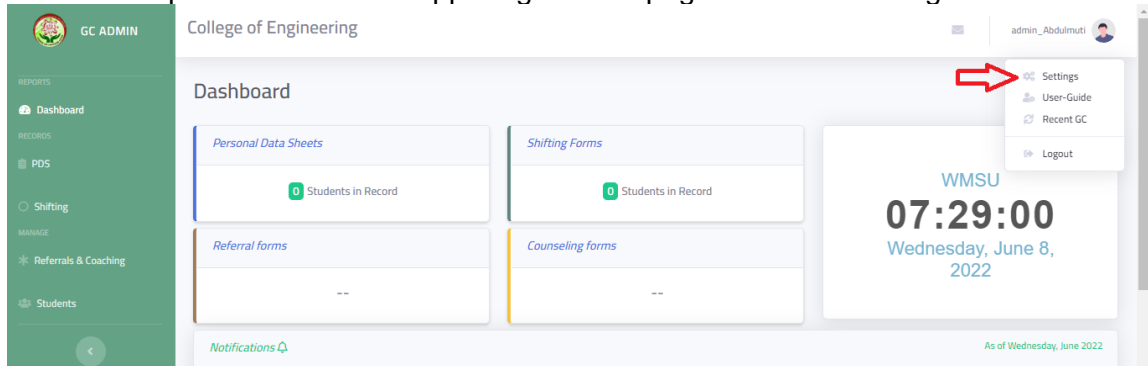

Generate a Report

To generate a report, click on Generate a Report button on the upper right of your Dashboard.

Settings and Personal Information

Click on the picture icon on the upper right of the page then click Settings under it.

Notification

In the Dashboard section, all notifications will be shown, including students who have filled up, update and modify their PDS, or student who filled up the shifting form. and the PDS transfer request that is requested by receiving college and other notifications.

Printing Personal Data Sheet

Click PDS on the Sidebar, then click the print icon on the right part corresponding the student's Personal Data Sheet.

Viewing Personal Data Sheet

Click PDS on the Sidebar, then click the eye icon on the right part corresponding the student's Personal Data Sheet.

Personal Data Sheet Update Student Notification

Check the checkbox corresponding the student that needs update. Then click the Notify button below.

Shifting Request

To view the shifting request forwarded by the Guidance and Counseling Center click Shifting on the sidebar.

Shifting Request Approval

Check the checkbox corresponding the student that you want to approve. Then click the Approve button below.

Or you can just simply click the Approve button corresponding to a student.

Decline Shifting Request

To decline a shifting request, click on the decline button corresponding to a student shifting request that you want to decline.

You can also view all the details and information attached to the shifting request and also the shifting forms by clicking the View button.

You can also view all the declined shifting records by clicking on the View Declined Records below.

Student List and Search

You can also view and search all the students enrolled in your college by clicking the Students on the sidebar.