

Stop



How do I access the eHRIS Self-Service Module?

STEPS

- 1. First, you need to have your email address (DepEd provided for all permanent employees or Gmail account for non-regular employees) that is registered in the eHRIS (refer to Diagram). Otherwise, you will receive "Account does not exist" message. In this case, contact the ICT Service User Support Division (*icts.usd@deped.gov.ph*) to register your email account.
- 2. Access the eHRIS through http://ehris.deped.gov.ph.
- 3. At the eHRIS login page, click Activate Account
- 4. Type your valid email address in the space provided
- 5. Click Send Password button
- **6.** Open your mailbox to access the default password provided by the system
- **7.** At the eHRIS login page, input your User Name and the default Password emailed to you by eHRIS in the spaces provided
- **8.** You may change the default password by clicking on the inverted triangle icon located at the upper right side of the landing page.

I have successfully logged into the eHRIS **Self-Service** but my PDS record is blank.

STEPS to create a PDS record in the eHRIS:

- 1. From eHRIS Dashboard, click **Self-Service**., then select **My Detail** from the left menu panel.
- 2. Proceed with entering your personnel data.
- 3. Make sure to save data entered in every tab.