



## QUICK GUIDE

### SPMS Creation and Printing of IPMCJ

- a) **Log in to <https://uis.up.edu.ph>**
  1. Enter UIS credentials (username and password) > Login button.
  
- b) **Creation of OPMCJ (UIS Home Page > Main Menu)**
  1. Select **UP Supervisor Self Service>SPMS>Monitoring and Coaching>IPMCJ**.
  2. Choose the specific employee to guide and select action.
  3. Fill up the data necessary.
  4. Click **Next** and review the data.
  5. Press **Submit** to apply changes.
  
- c) **Printing of OPMCJ (UIS Home Page > Main Menu)**
  1. Select **UP Supervisor Self Service>Coaching and Monitoring>Print IPMCJ**
  2. Indicate the specific Journal ID and assignment then press Continue.
  3. Review the document. Once complete, press submit and wait for the generated report of the **IPMCJ**.