



QUICK GUIDE

SPMS Creation and Printing of OPMCJ

- 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>OPMCJ**.
 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 OPMCJ**
 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 **OPMCJ**.