



QUICK GUIDE

Print Approved LPP

1. **Log in to <https://uis.up.edu.ph>**
 - Enter UIS credentials (username and password) > Login button
2. **UIS Home Page > Main Menu**
 - UP Employee Self Service > Employee Submissions/Requests > Limited Practice of Profession > Print LPP
3. **Print Approved LPP**
 - Fill up text fields (Note: * - Required field)
 - Start Date
 - End Date
 - Click Continue button
4. **Schedule Request: Review**
 - Click Submit button

Confirmation

Note: Your request for UP HR Limited Practice of Profession has been scheduled. The Request ID is 5XXXXX

- Click Ok button
5. **Requests**
 - Requests Summary Table**
 - Click the Refresh button until the Phase becomes Completed and the Status becomes Normal.
 - Click Output icon to view the report