

6. Provision of Technical Support to Field Offices for Registration Client User Onboarding

User Onboarding enables the onboarding of the Registration Center Supervisors (RCSs) and Registration Kit Operators (RKO) to the Registration Client System. It allows them to log in and be authenticated using their own biometrics. To onboard the users, Field Offices are required to submit the list of their official users (RCSs and RKO).

Office or Division:	Infrastructure and Systems Management Division
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	PSA Field Offices
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
User Onboarding Template	PhilSys repository
<p>Accomplished PhilSys Account Request Form (PARF) with the following information:</p> <ul style="list-style-type: none"> I. Type of Request <ul style="list-style-type: none"> a. New Account II. Account Holder Information <ul style="list-style-type: none"> a. Last Name b. First Name c. Middle Name d. Suffix e. Designation f. Province/Region g. Office/Company h. Unit/Division/Service i. Employee ID No. j. Contact No. k. Email Address l. Employment Status: <ul style="list-style-type: none"> 1. COSW 2. Regular 3. External/Non-PSA III. Selection of Required Access <ul style="list-style-type: none"> a. Registration Client <p>Matrix User Onboarding template with the following details:</p> <ul style="list-style-type: none"> 1. REGCLIENT_USERS_BIOLOGIN_TEMPLATE (Excel Format) <ul style="list-style-type: none"> a. Column A – Registration ID or Registration Code 	Infrastructure and Systems Management Division through the PhilSys tracking system.

<ul style="list-style-type: none"> b. Column E – Email Address of the registered RCS/RKO c. Column F – RID of the registered RCS/RKO d. Column G – First Name e. Column H – Last Name f. Column I – Roles (choose from the drop-down list) 	
Accomplished ePARF	ePARF link.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out ePARF (Google Form) and upload the signed PARF.	1.1. Monitor responses in the Google Form link.	None	5 minutes	Computer Maintenance Technologist I
None	1.2. Print the PARF.	None	1 minute	Computer Maintenance Technologist I
None	1.3. Check the completeness and assess the accuracy of the information in the PARF. Note: If the information is incorrect and/or incomplete, return the PARF to the requestor for correction/ completion.	None	2 minutes	Information Systems Analyst II/ Computer Maintenance Technologist II
None	1.4. Endorse the PARF to the Division Chief.	None	1 minute	Administrative Assistant
None	1.5. Approve/ disapprove the received PARF and return the form to the Administrative Assistant for dissemination.	None	4 minutes	Information Technology Officer II/III

	Note: If the request is disapproved, return the form to the requestor via email.			
None	1.6. Distribute the approved PARF to designated personnel for appropriate action.	None	1 minute	Administrative Assistant
None	1.7. Validate if the requestor has PSN.	None	1 minute	Information Systems Analyst I/ Computer Maintenance Technologist II
None	1.8. Proceed to User onboarding.	None	5 minutes	Information Systems Analyst I/ Computer Maintenance Technologist II
None	1.9. Update the filed ticket in through the PhilSys tracking system.	None	2 minutes	Information Systems Analyst I/ Computer Maintenance Technologist II
2. Receive the credentials through PhilSys repository.	2.1. Send the credentials through PhilSys repository.	None	1 minute	Information Systems Analyst I/ Computer Maintenance Technologist II
3. Login using the credentials and fill out the Acknowledgement Form from the PhilSys tracking system confirming that the credentials provided are working.	3.1. Receive the Acknowledgement Form and close the Job Ticket.	None	7 Minutes	Information Systems Analyst I/ Computer Maintenance Technologist II
TOTAL:		None	30 minutes	