

# DepEd Monitoring Mobile App User Guide

## 1. Installing the DepEd Monitoring Mobile App

You can find and download the installer at [mobileapp.deped.gov.ph](http://mobileapp.deped.gov.ph).



## 2. User Login and Password Reset

### 2.1 Login via Pre-Approved Email

The previous version of the DepEd Monitoring mobile app allowed users to sign up for account registration. Users who were able to sign up and were pre-approved can login directly to the mobile app by clicking the **Sign In** button and login using their pre-approved email and a personal password they set after approval of their account registration.

If user cannot remember or retrieve their email, click on **Forgot password?** to redirect you to the forgot password page. Enter your pre-approved email address and click on **Send me reset password instructions**. Check your email for reset password instructions from DepEd Mobile App Mailer. Click on **change my password** to redirect you to the change password page. Nominate a new password and make sure to take note of your new password.

## 2.2. Login via DepEd Commons

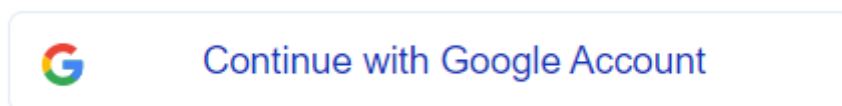
If you already have an account in DepEd Commons, you may use it to login to the DepEd Monitoring Mobile app.

Step 1. On the login page of the DepEd Monitoring Mobile app, click "**Sign in with DepEd Commons**". You will be redirected to the login page of DepEd Commons for teachers.

Step 2. You have three ways to login:

- a. Click Continue with Commons Account. Enter DepEd Commons activated login credentials on the form. (You must have an activated DepEd Commons account after confirming your Office 365 email address)
- b. Sign in with Google (GSuite, DepEd Gmail)

Step 1. Click the Continue with Google button.



Step 2. Enter my GSuite/DepEd Gmail account and click Next.

## Sign in

to continue to [depd.gov.ph](https://depd.gov.ph)

Email or phone

[Forgot email?](#)

[Create account](#)

**Next**

Step 3. Enter my GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.

## Welcome

 [mobileapps.ios@depd.gov.ph](mailto:mobileapps.ios@depd.gov.ph)

Enter your password

.....

☐ Show password

[Forgot password?](#)

**Next**

c. Sign in with Microsoft (Office 365, depd.gov.ph email)

Step 1. Click the Continue with Microsoft button.



[Continue with Microsoft Account](#)

Step 2. Select Tenant and click the Sign In button.

## Select Tenant

NCR-1



Cancel



Sign in

Step 3. Enter my O365 email. Click Next.



## Sign in

username@ncr1.deped.gov.ph

[Can't access your account?](#)

Next

Step 4. Enter the password to my O365 account. Click Sign In.



← lms.teacherdemo@ncr1.deped.gov.ph

## Enter password


Password

[Forgot my password](#)

Sign in

Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Monitoring Mobile app homepage.

## 2.3 Change Password

Once logged in to the mobile app, you may reset your in app password. Click on the 

icon and click **Change Password** to nominate a new password. This password can only be used if you sign un directly to the mobile app.

Changing password will not change your DepEd Commons password or your .deped.gov.ph Gmail/o365 passwords.

## 3. Memoranda

In this section, you can view all the memos and guides issued by DepEd.



### Memoranda

## 4. Surveys/Trackers

FACILITIES TRACKER (ECQ) USER GUIDE

The facilities tracker is a reporting tool where you can submit information specifically about the use of school facilities in this crisis situation. In this section, you can see all the questionnaires that are assigned to you. Each questionnaire has labels that indicate whether it is a survey or a tracker, its resubmission type, and its delivery status.

As a reminder, ensure that before responding to each point, carefully read each question/statement and be timely and accurate with the information. To know more about each label, tap the **What's this** button at the bottom of the homepage of the mobile app.

### Survey / Tracker

Records one entry per user.

#### 4.1. Responding to Questionnaires

Step 1. Choose from the list of questionnaires available to you. Accepts multiple submissions.

Step 2. Fill out the form. Some questions require only one response, while others allow you to select more than one.

### Resubmission

Make sure to answer all the required questions, which are marked by an asterisk (\*).

Step 3. Upon reaching the end of the questionnaire, click the **Submit** button. First submission is final submission.

### Delivery Status

You haven't submitted any

Step 4. The mobile app will display your responses for you to review them. If you are satisfied with your answers, click on the **Proceed** button. If you wish to change your responses, click on the **Edit** button and update your responses. Repeat Step 3.

You will know if your response has been successfully saved and submitted if you are able to see this prompt:



Revision #19

## Report Sent

Created Mon, Apr 26, 2021 11:51 AM by [Admin](#)

Updated Thu, Jul 28, 2022 11:51 AM by [Admin](#)

Thank you for submitting.