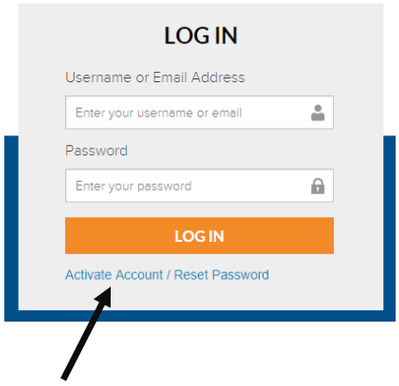
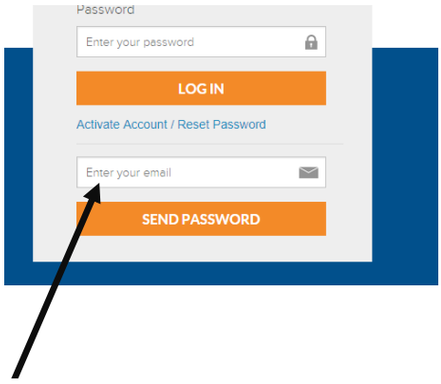
How to open and complete/update your profile in eHRIS account.

1. Open the DepEd eHRIS website at **https://fo.ehris.deped.gov.ph/**
2. For the first time user or those who forget the password.

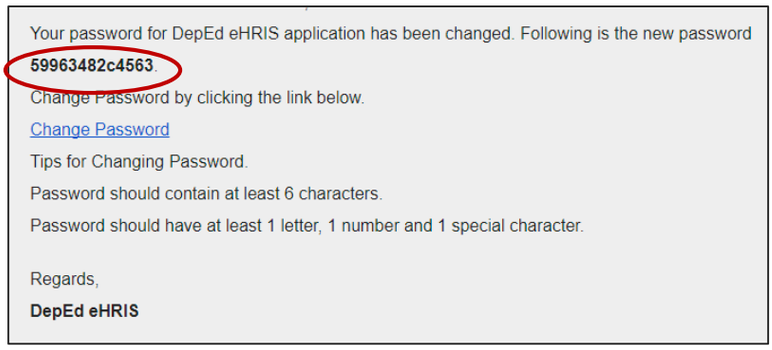


CLICK Activate Account/Reset Password

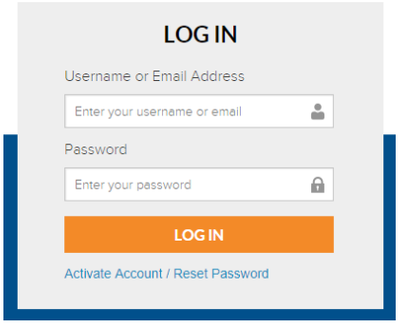


Place your email then click SEND PASSWORD

3. Open your email and get the sent PASSWORD.

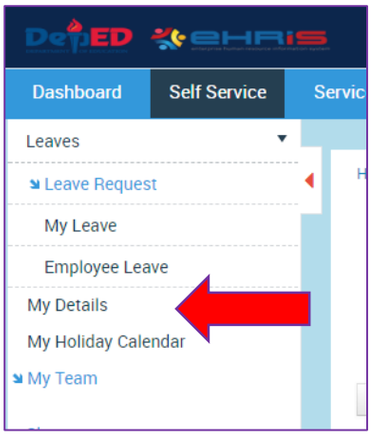
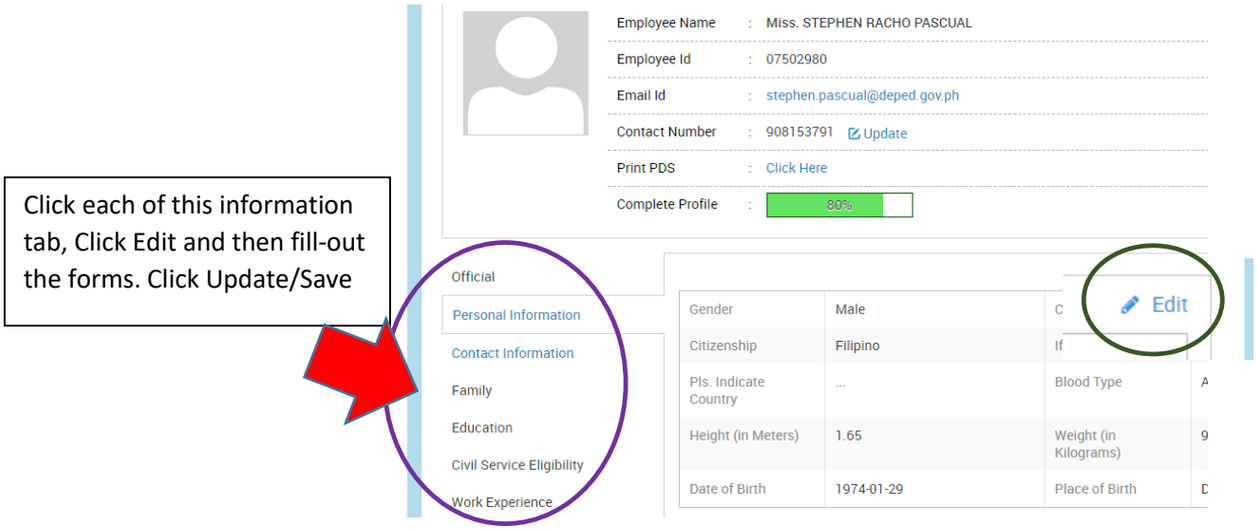


4. Log-In at **https://fo.ehris.deped.gov.ph/** using your new password.



5. Select the **Self Service** Button.

6. Select **My Details.**



7. Complete all the information until **Complete Profile** is 100%.