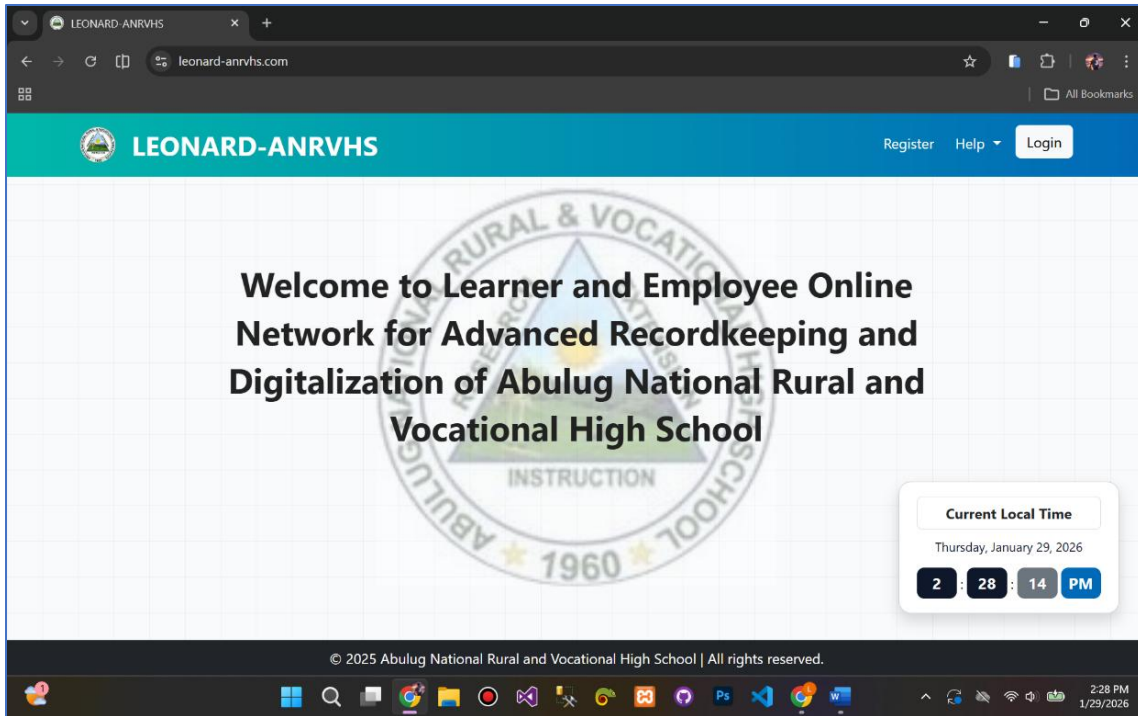## System Access Overview

LEONARD (Learner and Employee Online Network for Advanced Recordkeeping and Digitalization) is a web-based system that can be accessed using any modern web browser with an internet connection. No software installation is required.

1. Accessing the System

1. Open a web browser (Google Chrome recommended).
2. Type **https://leonard-anrvhs.com/** in the address bar.
3. Press **Enter**.
4. The LEONARD landing page will appear.

2. Logging In

1. Click the **Login** button at the top-right of the page.
2. Choose a **Login Type**:
   - **Regular** – For system access and school transactions
   - **DTR** – For attendance/time record access
3. Enter your **Username or Email**.
4. Enter your **Password**.
5. Click **Login**.

If login is successful

You will be redirected to your dashboard.

If login fails

Check your username/email and password, then try again.

3. Learner Pre-Registration

If you are a new learner:

1. Click **Register** on the top menu.
2. Fill out the form with the required details:
   - o LRN
   - o First Name
   - o Last Name
   - o Gender
   - o Birthdate
3. Review your information.
4. Click **Submit**.

After submitting

Your information is saved. Wait for the school to process your registration.

⚠️ Pre-registered learners cannot log in yet. Login access is given only after enrollment and account creation by the school.

4. Help Menu

Click **Help** on the top navigation bar.

Announcement

View important school and system updates.

Contact Us

Use the form to send:

- Questions

- Suggestions
- Concerns

You must provide:

- Name
- Email
- Subject
- Message

The school's contact information (address, phone, email) is also displayed.

User Guide

Opens this guide for reference.

5. Tips

✔ Use a stable internet connection
✔ Double-check details before submitting forms
✔ Keep your login credentials secure
✔ Contact the school if you experience issues