# User Manual for Principal Submission of Marks

Introduction

This manual provides a step-by-step guide for college K-REAP Users for Principal Submission of Marks. Please note that marks cannot be edited after Principal Submission

Step 1: Access the College Login Portal
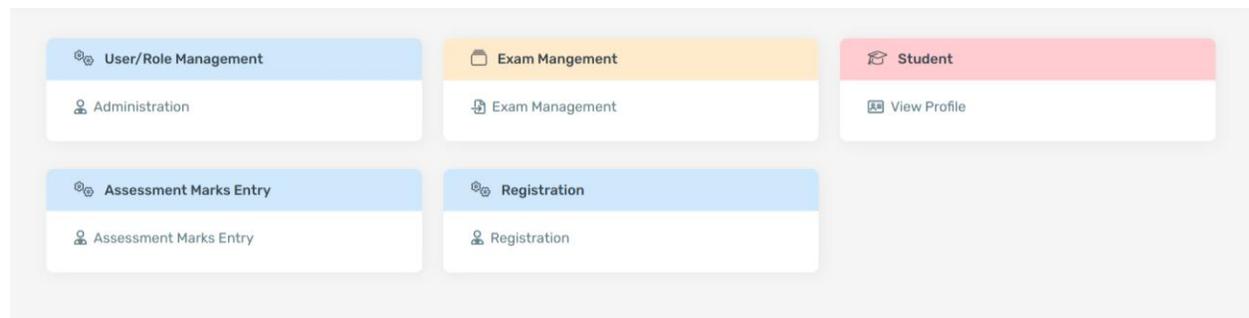
1. **Navigate to the College Login Portal**

   o Open the portal using the URL https://kerala.kreap.co.in/).

   o Click on the **College Login** link to access the login page.
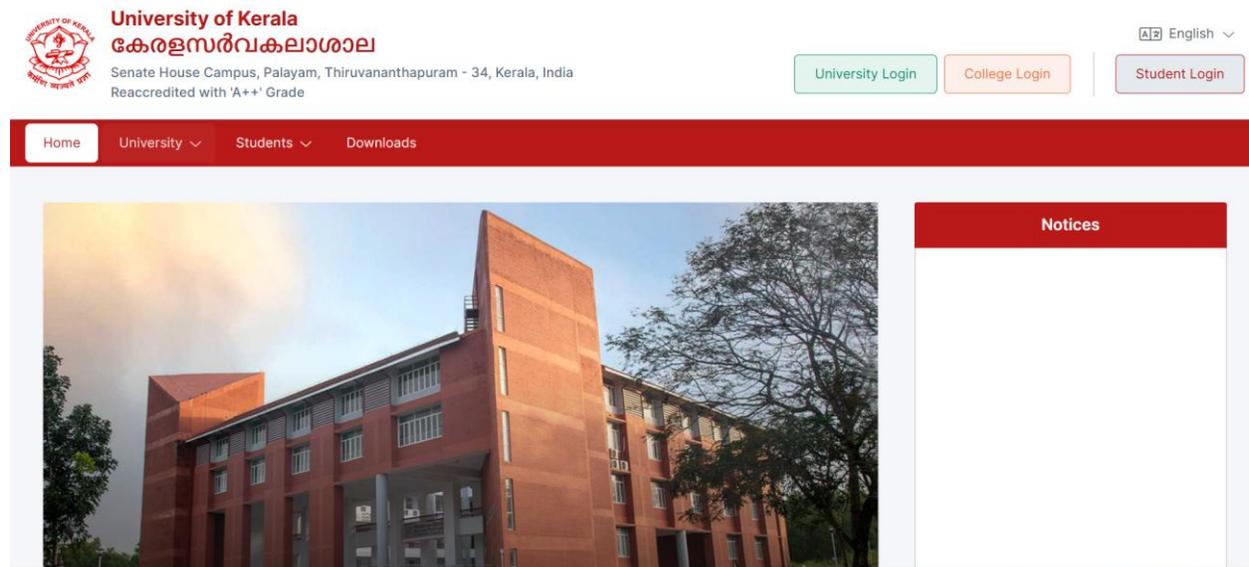
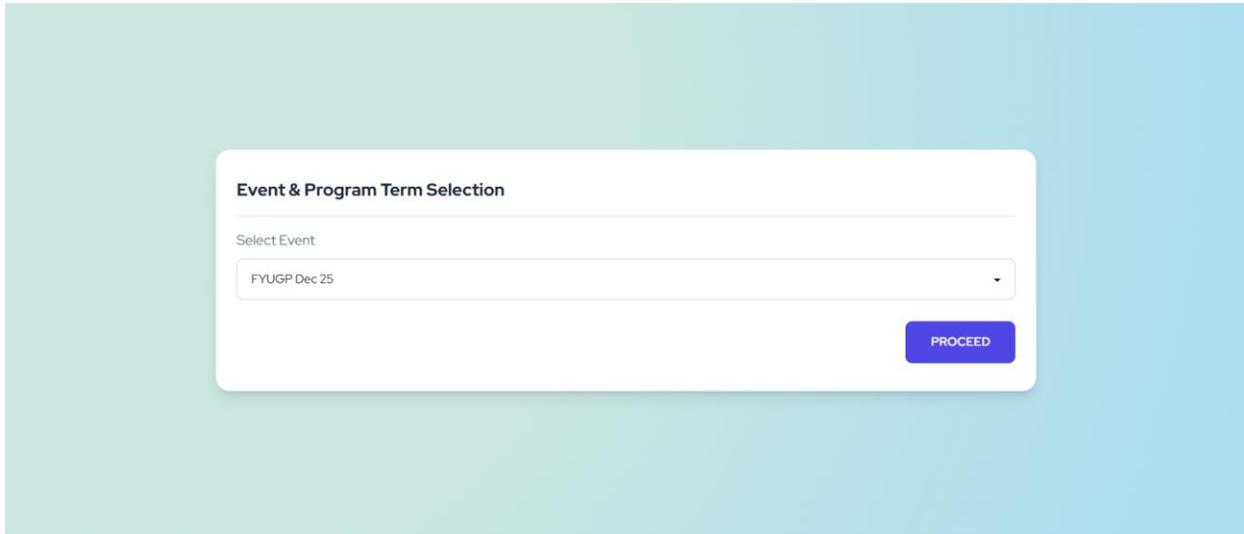### Step 2: Access Assessment Mark Entry

1. **Open the Assessment Mark Entry Tab**

   o Click on the **Assessment Mark Entry**.

2. **Event Selection**
   - o Please make sure to use Google Chrome and laptop for mark entry
   - o Select **FYUGP Dec 25** for 1st Year FYUGP
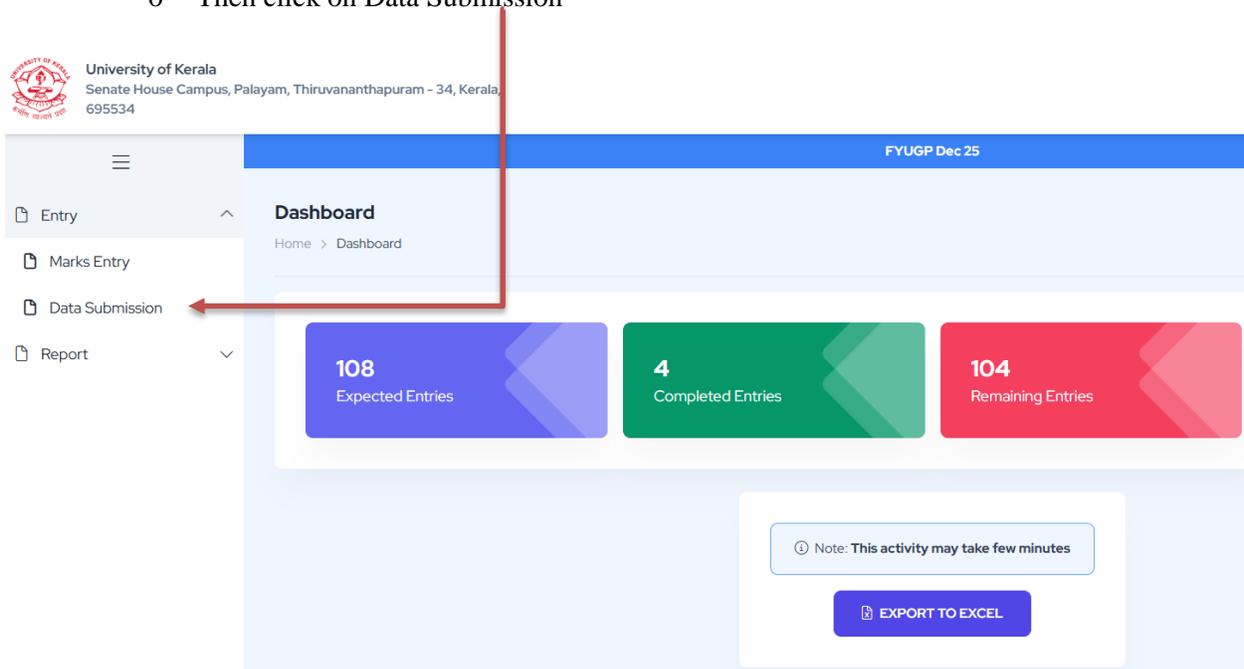   - o Click Proceed

3. **Access Principal Submission**
   - o Click on Entry on the left
   - o Then click on Data Submission

- A program wise list will be shown as below
- Click on the eye icon to see the course wise details if to know the missing details (if any)
- Select and then click Submit at bottom
- **Mark editing will be locked after submission**
- The number of submitted entries can be seen after reloading the page

Data Submission

ADES > Configuration > Data Submission

Sr No	Program Term Name		Expected Entries	Completed Entries	Submitted Entries	Select	Status
1	FYUGP Accounts(with Credits)-Regular-FYUGP-2024-Commerce-FYUGP Year I FIRST SEMESTER	◉	144	4	3	☑	In Progress

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SUBMIT

If you face any error please report to kreap.support@keralauniversity.ac.in