

User Manual for Adding a Faculty in K-REAP Portal

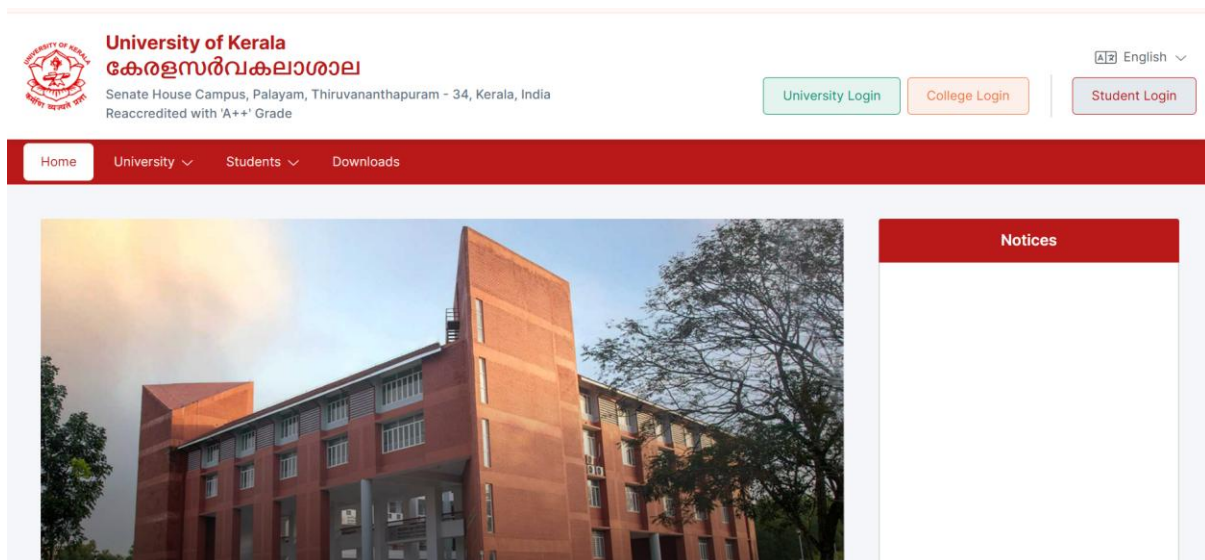
Introduction

This manual provides a step-by-step guide for adding Faculty in KREAP.

Step 1: Access the College Login Portal

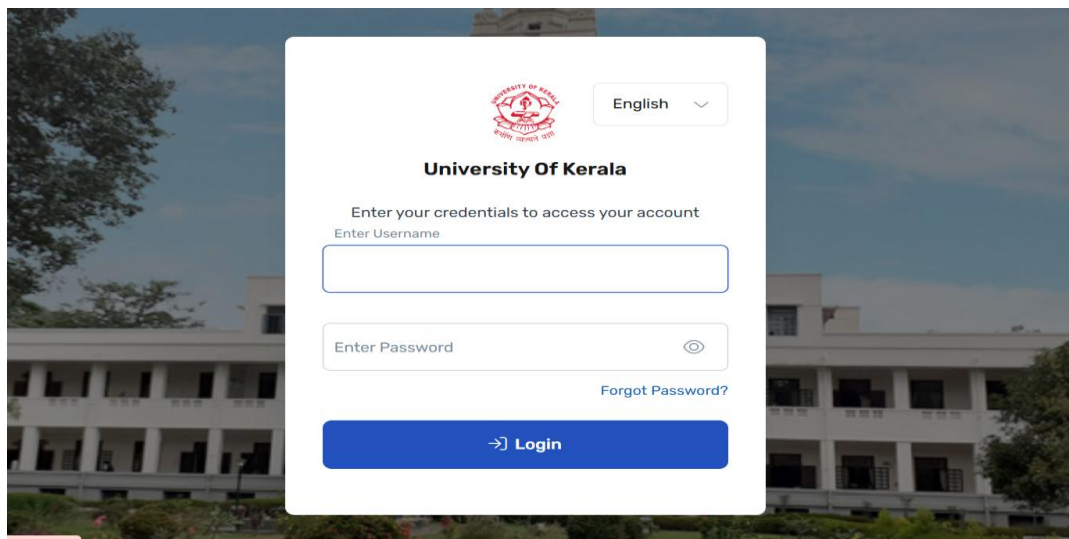
1. Navigate to the University Login Portal

- Open the portal using the URL <https://kerala.kreap.co.in/>
- Click on the **College Login** tab to access the login page.



2. Log In Using Credentials

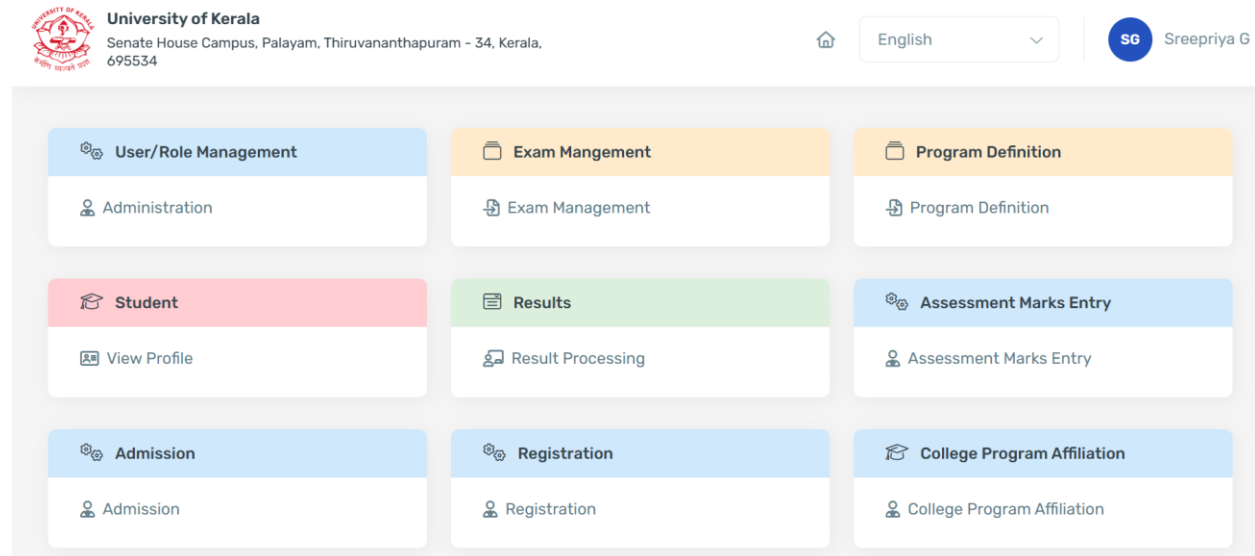
- Enter your **Username** and **Password** assigned for login.



Step 2: Access Administration

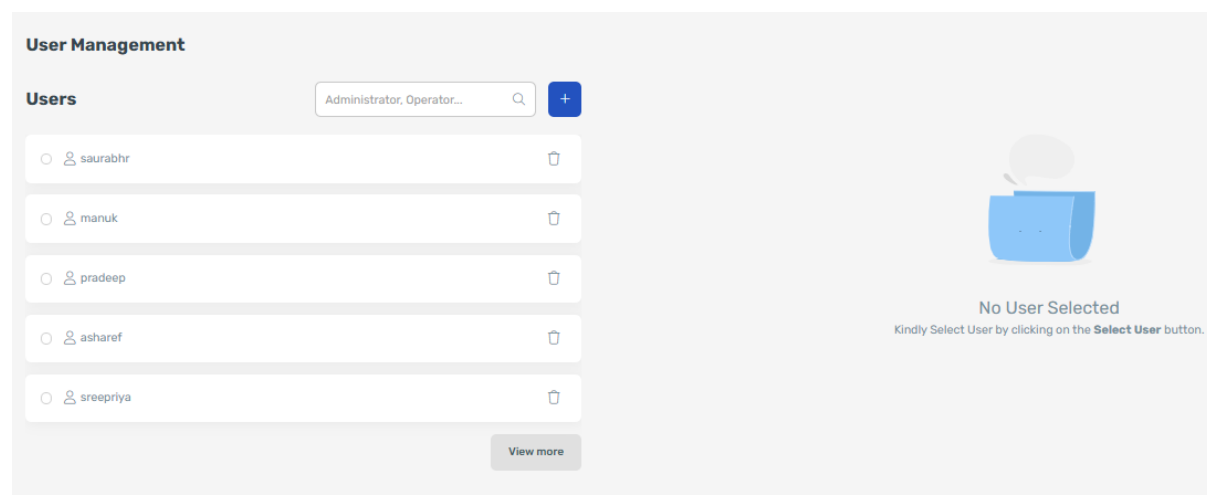
1. Open the Administration Tab

- Click on the **Administration**



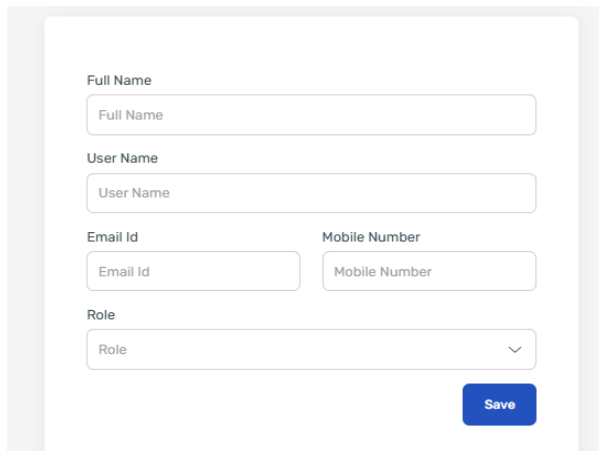
2: Navigate to User Management

- You will see a list of existing users along with options to **search by** , or **add a new user**.



3: Click on + Button to Add User

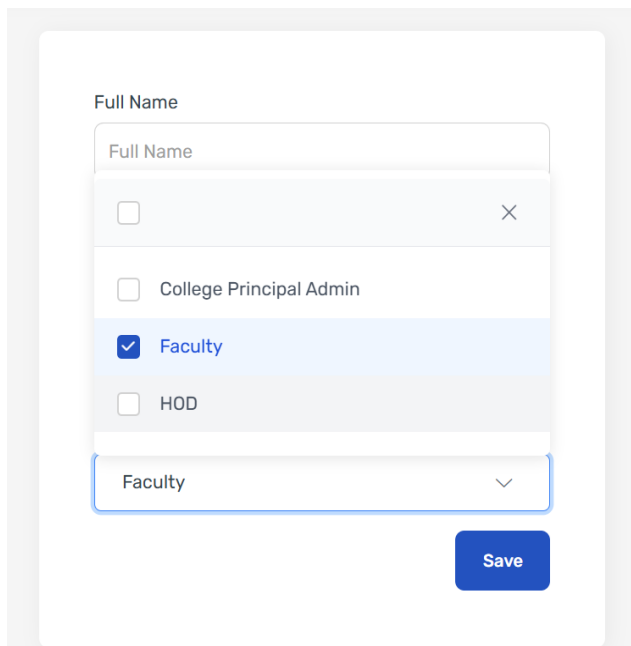
- Click the “+ Add” button (usually in the top-right corner of the User Management screen).
- A new user form will appear.



A screenshot of a user management interface showing a form to add a new user. The form is titled 'Full Name' and contains several input fields: 'Full Name', 'User Name', 'Email Id', and 'Mobile Number'. Below these fields is a dropdown menu labeled 'Role' with a downward arrow. A blue 'Save' button is located at the bottom right of the form.

4: Fill in User Details

- Full Name, User Name, Email Id, Mobile Number
- Then, **select the user role as “Faculty”** from the **Role** dropdown menu.
- Make sure all required fields are filled correctly.
- Click on Save to add user



A screenshot of the same user management interface, but with the 'Role' dropdown menu open. The dropdown menu shows three options: 'College Principal Admin', 'Faculty' (which is selected and highlighted in blue), and 'HOD'. The 'Save' button is still visible at the bottom right.

