

# User Manual for Adding a Faculty in K-REAP Portal

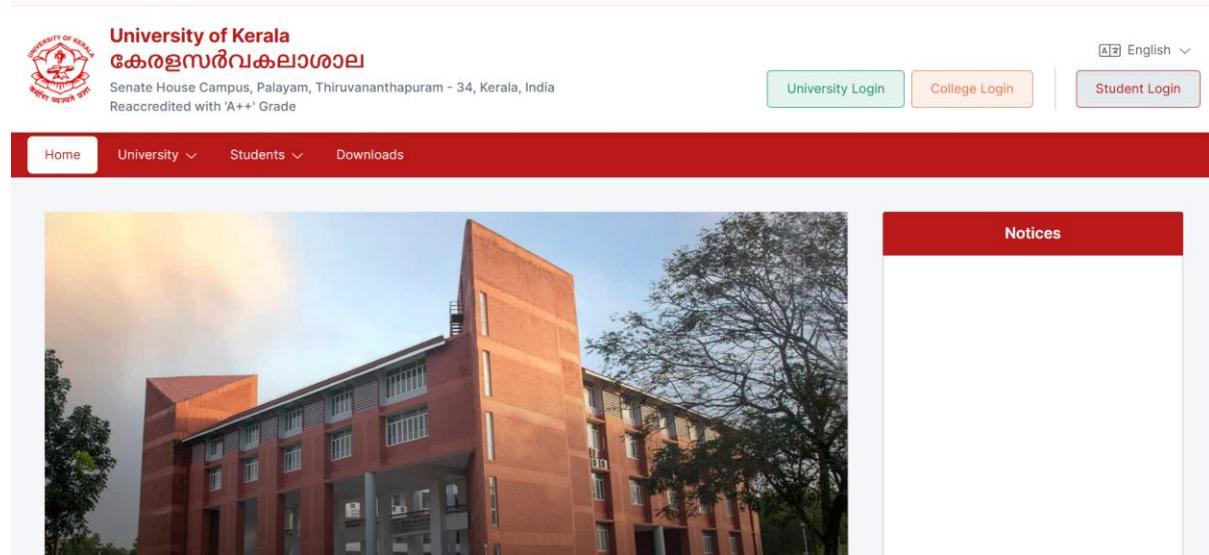
## Introduction

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

### Step 1: Access the College Login Portal

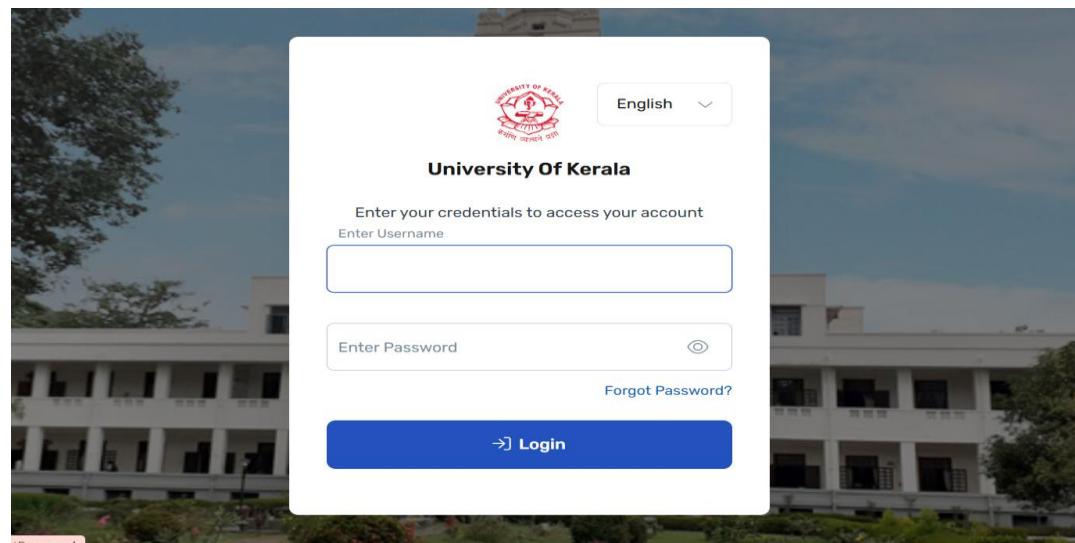
#### 1. Navigate to the University Login Portal

- 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

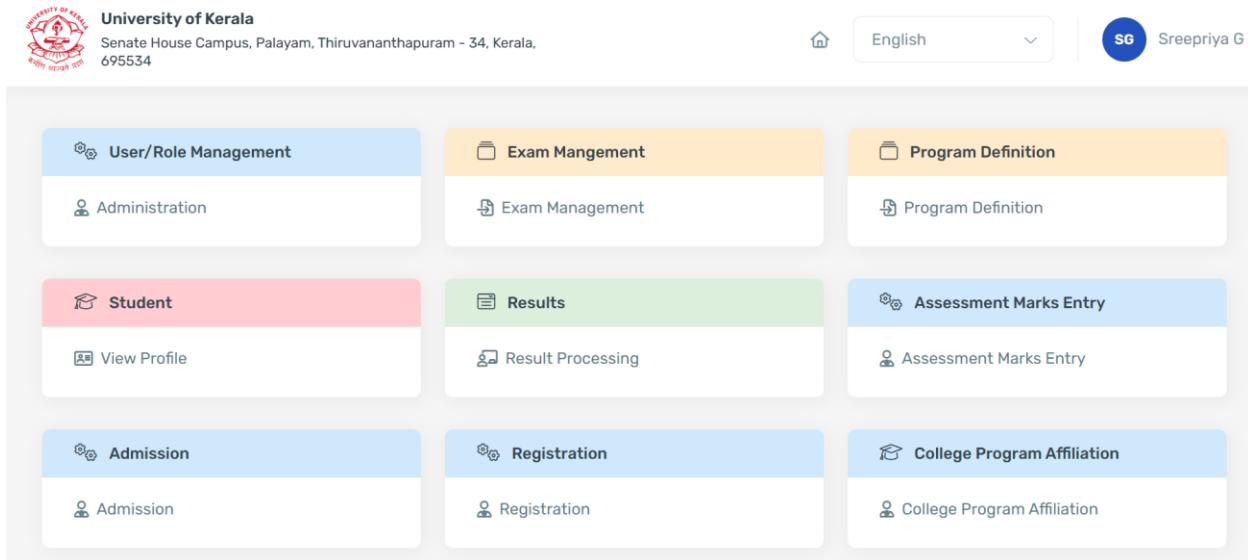
- Enter your **Username** and **Password** assigned for login.



## Step 2: Access Administration

### 1. Open the Administration Tab

- Click on the Administration



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English Sreepriya G

User/Role Management

Administration

Exam Management

Program Definition

Student

View Profile

Results

Result Processing

Assessment Marks Entry

Assessment Marks Entry

Admission

Admission

Registration

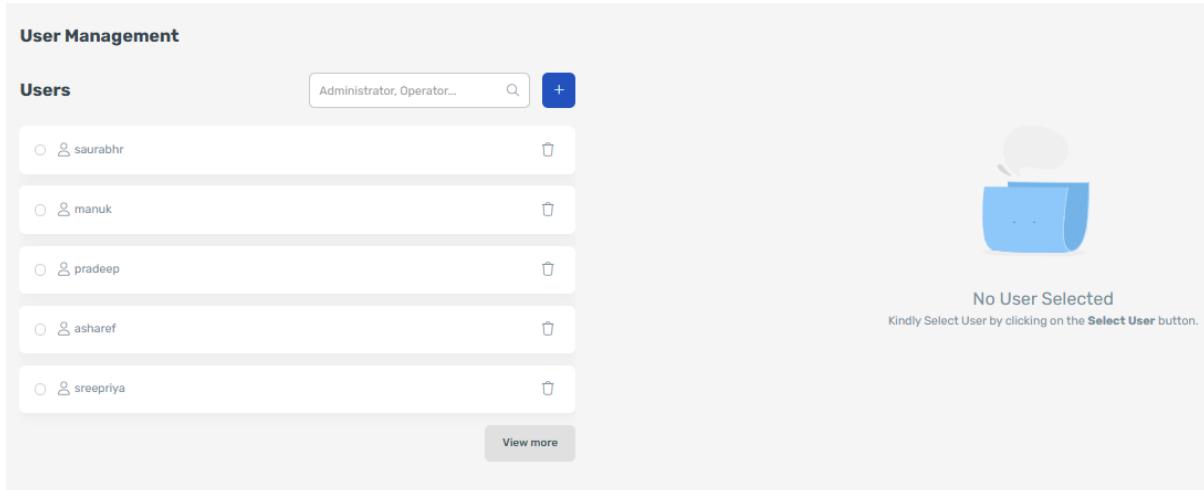
Registration

College Program Affiliation

College Program Affiliation

### 2: Navigate to User Management

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



User Management

Users

Administrator, Operator...

+ Select User

saurabhr

manuk

pradeep

asharef

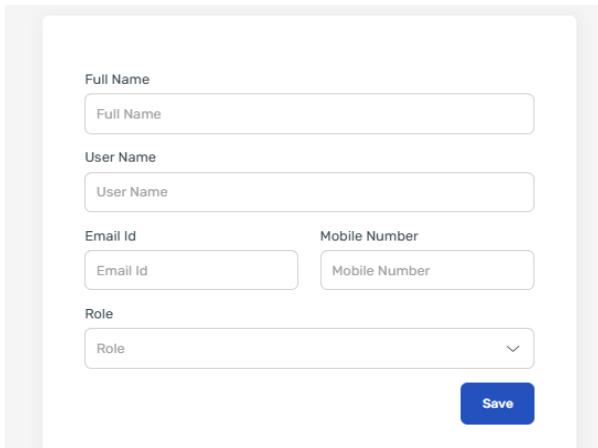
sreepriya

No User Selected  
Kindly Select User by clicking on the **Select User** button.

View more

### 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.

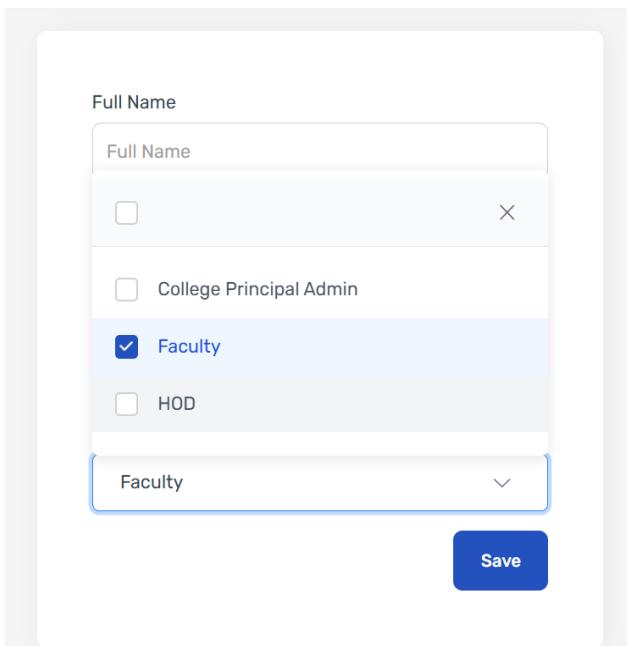


The image shows a user addition form with the following fields:

- Full Name: An input field with the placeholder "Full Name".
- User Name: An input field with the placeholder "User Name".
- Email Id: An input field with the placeholder "Email Id".
- Mobile Number: An input field with the placeholder "Mobile Number".
- Role: A dropdown menu with the placeholder "Role".
- Save: A blue "Save" button at the bottom right.

### 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



The image shows the user addition form with the "Role" dropdown open, displaying the following options:

- College Principal Admin
- Faculty** (selected, indicated by a checked checkbox and blue background)
- HOD

The "Faculty" option is highlighted with a blue border. The Save button is at the bottom right.

