

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

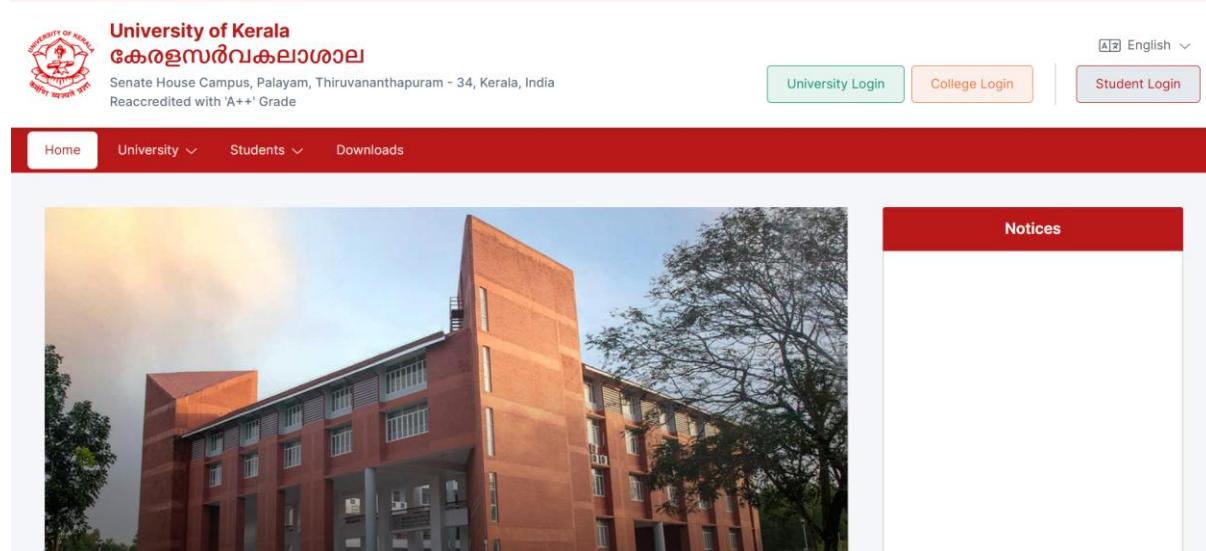
## Introduction

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

### Step 1: Access the College Login Portal

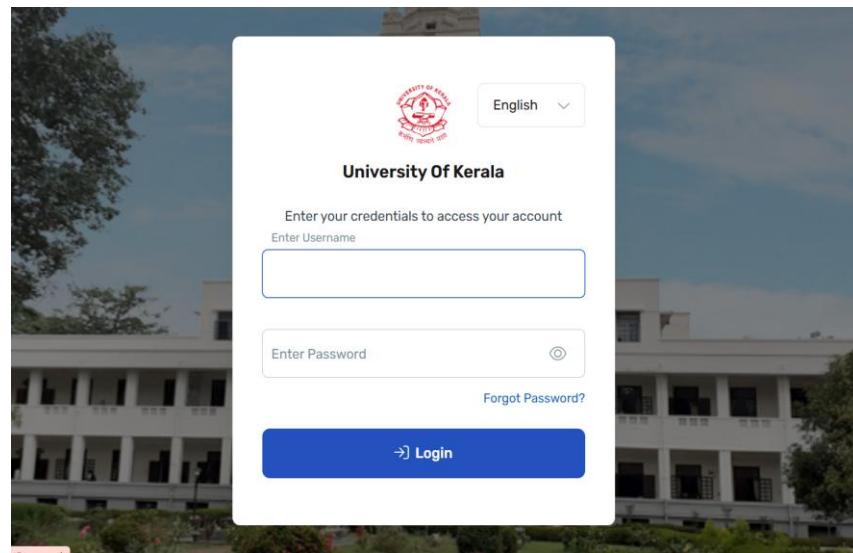
#### 1. Navigate to the University Login Portal

- 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

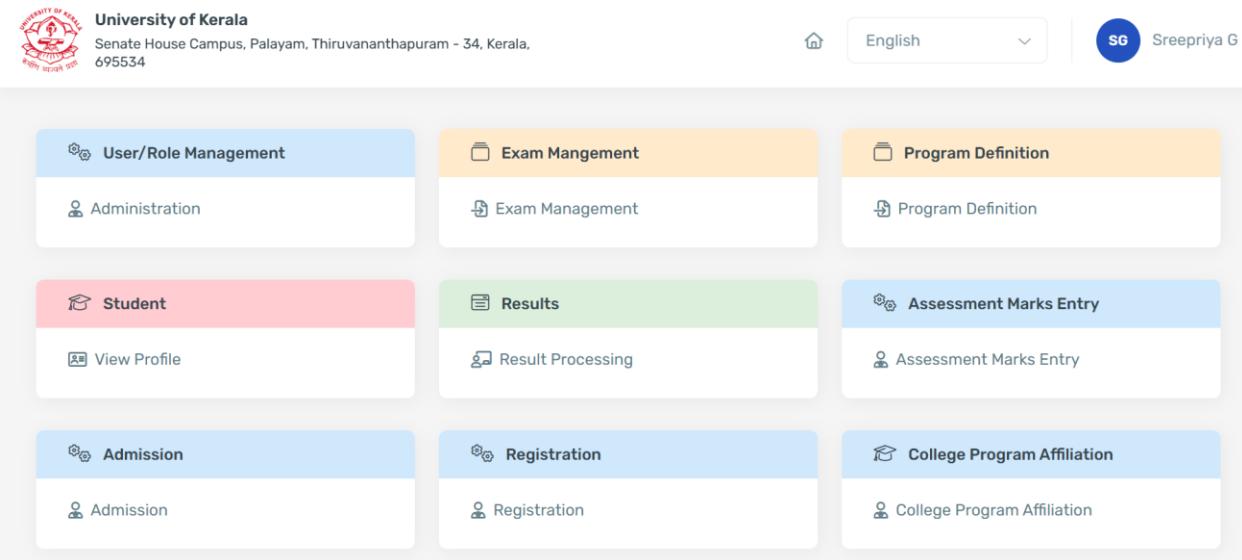
- Enter your **Username** and **Password** assigned for login.



## Step 2: Access Administration

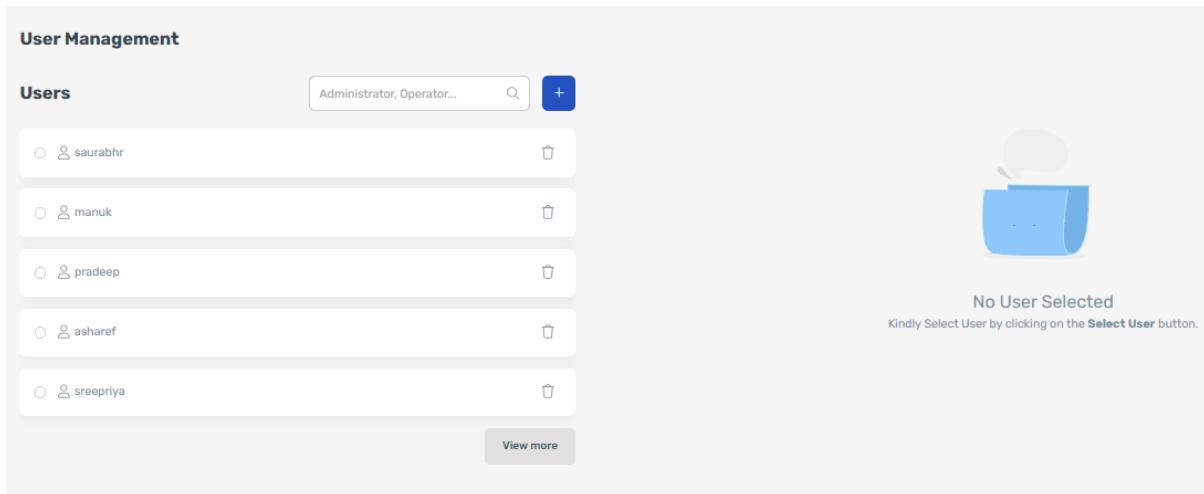
### 1. Open the Administration Tab

- Click on the Administration



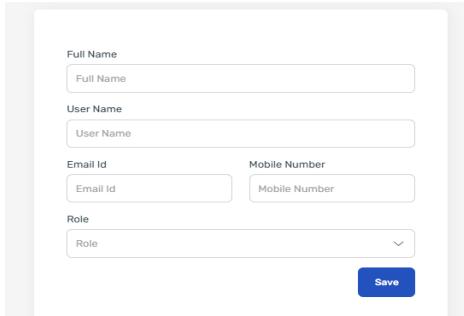
### 2: Navigate to User Management

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



### 3: Click on + Button to Add User

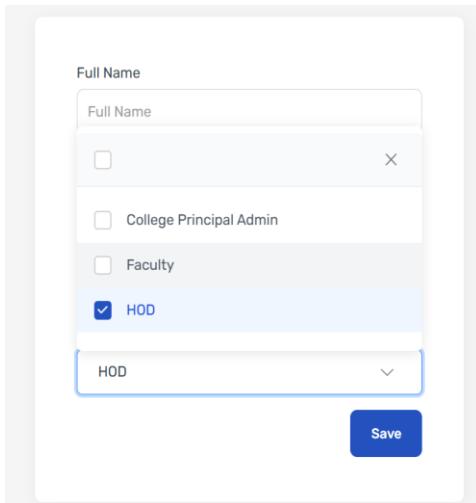
- Click the “+ Add” button (usually in the top-right corner of the User Management screen)
- A new user form will appear.



A screenshot of a user registration form. It includes fields for Full Name, User Name, Email Id, and Mobile Number, each with a text input box. Below these is a 'Role' dropdown menu with an option for 'HOD'. A blue 'Save' button is at the bottom right.

#### 4: Fill in User Details

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



A screenshot of a dropdown menu for selecting a role. It lists 'College Principal Admin', 'Faculty', and 'HOD'. The 'HOD' option is selected, indicated by a checked checkbox and a blue background. A blue 'Save' button is at the bottom right.