

User Manual for Adding a HOD in K-REAP Portal

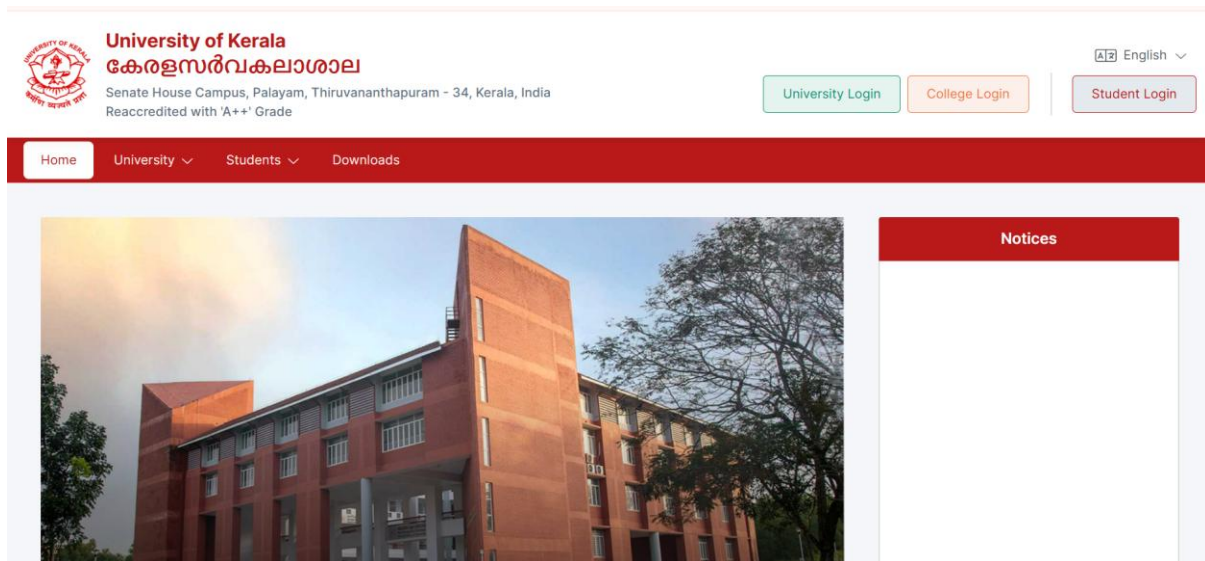
Introduction

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

Step 1: Access the College Login Portal

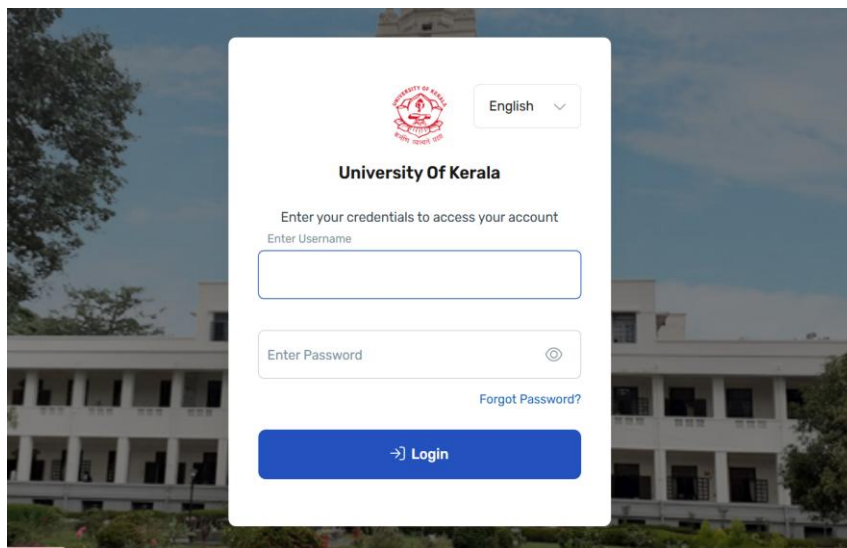
1. Navigate to the University Login Portal

- 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

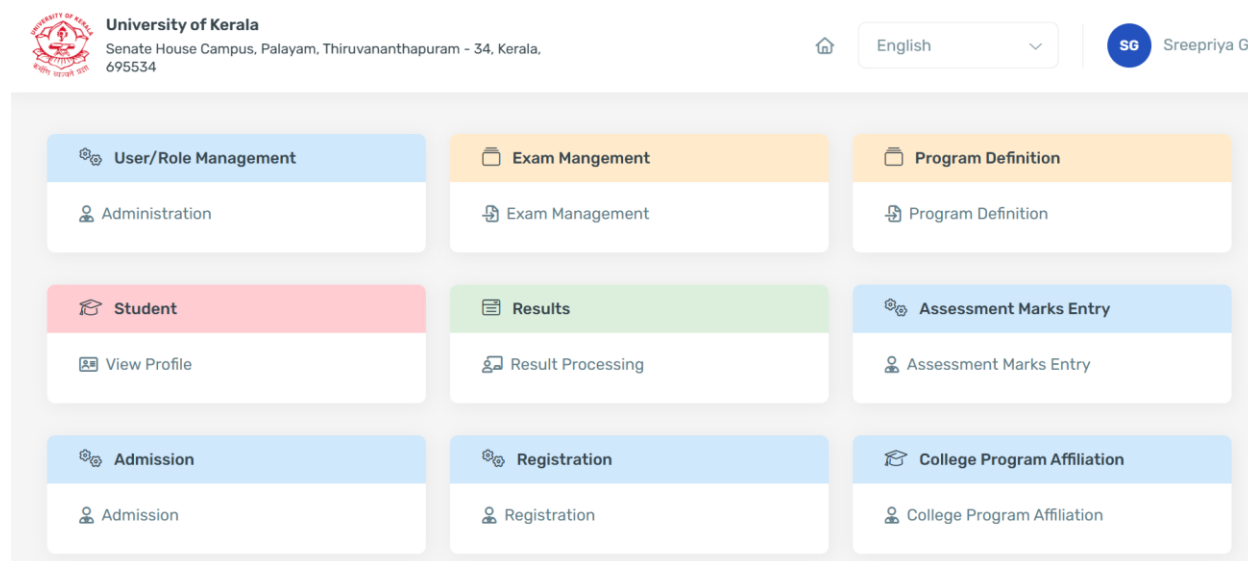
- Enter your **Username** and **Password** assigned for login.



Step 2: Access Administration

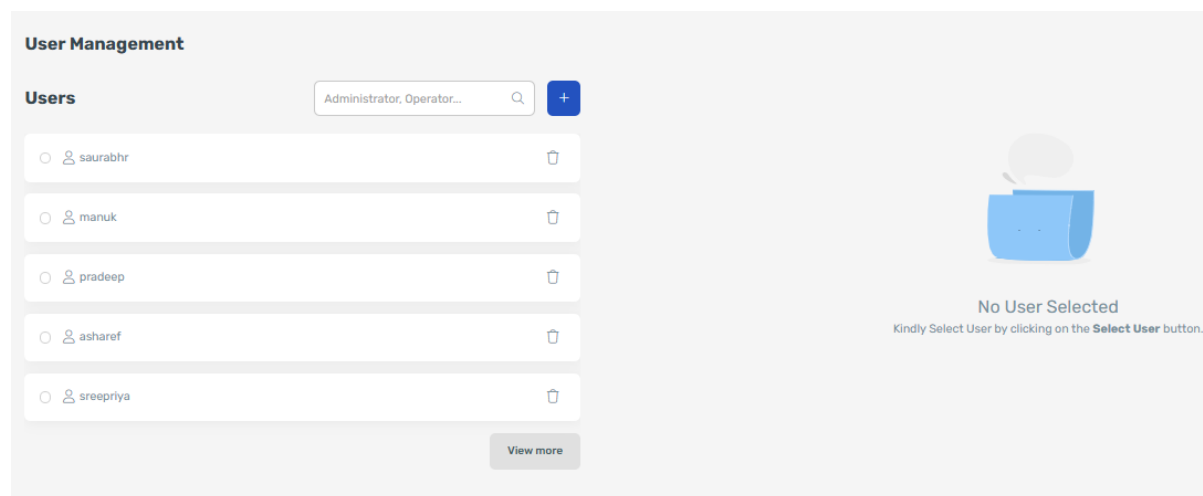
1. Open the Administration Tab

- Click on the **Administration**



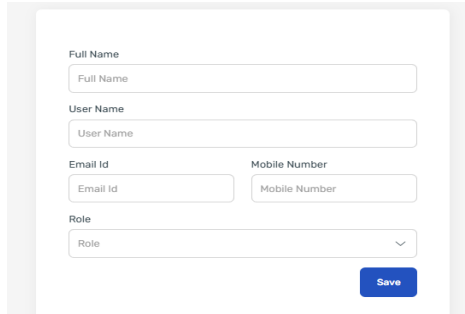
2: Navigate to User Management

- 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

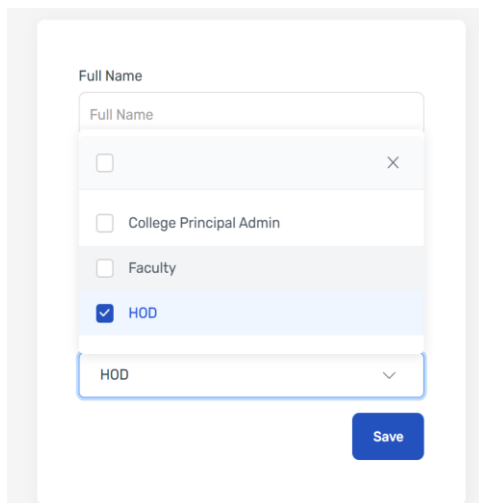
- Click the “+ Add” button (usually in the top-right corner of the User Management screen)
- A new user form will appear.



A screenshot of a user details form. It contains the following fields: 'Full Name' (text input), 'User Name' (text input), 'Email Id' (text input), 'Mobile Number' (text input), and 'Role' (dropdown menu). 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 “HOD”** from the ***Role*** dropdown menu.
- Make sure all required fields are filled correctly.
- Click Save to create the user



A screenshot showing the 'Role' dropdown menu open. The dropdown list contains four options: 'College Principal Admin', 'Faculty', 'HOD' (which is selected and highlighted in blue), and 'HOD' (repeated). A blue 'Save' button is visible at the bottom right of the form.