

# User Manual for Attendance Entry

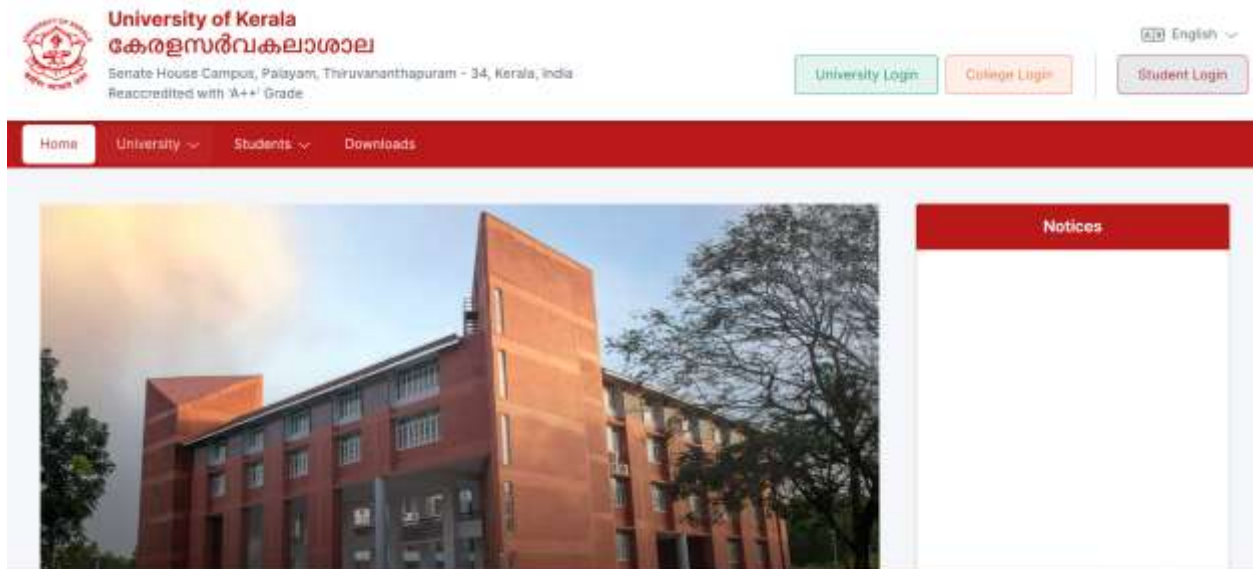
## Introduction

This manual provides a step-by-step guide for college K-REAP Users for attendance entry to Portal

### *Step 1: Access the College Login Portal*

#### 1. **Navigate to the College Login Portal**

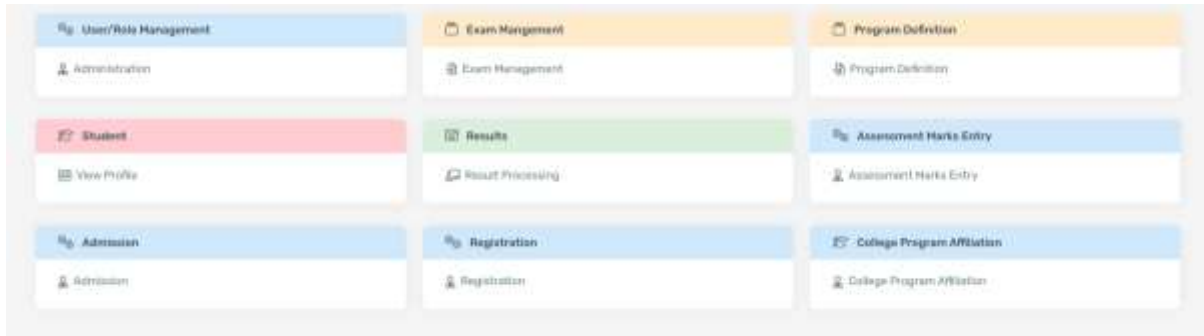
- Open the portal using the URL <https://kerala.kreap.co.in/>).
- Click on the **College Login** link to access the login page.



### *Step 2: Access Exam Management*

#### 1. **Open the Exam Management Tab**

- Click on the **Exam management**.



## 2. Event & Program Term Selection

- Select **Session Name**
- Select Faculty
- Select Program
- Click Proceed

## 3. Go to APC

- Click **Enter Student Attendance**
- Enter the overall attendance of the student as shown below
  1. **Above Condonable** means above condonable limit (i.e. No Attendance shortage)
  2. **Within Condonable** means within condonable limit (i.e student has attendance shortage but is eligible for condonation)
  3. **Below Condonable** means below the condonable limit (i.e student has attendance shortage and is not eligible to write exam)
- Mark the Program wise attendance as show below
- Details **cannot be edited** once you click save

Sr No	K-REAP PRN	Student Name [L]	Attendance (In Percentage)	Remark
1	202500006323	TEST ONE	%	Select remark
2	202500006322	TEST THREE	%	Above Condozable Within Condozable Below Condozable
3	202500006326	TEST FOUR	%	Select remark
4	202500006468	TEST TWO	%	Select remark

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