

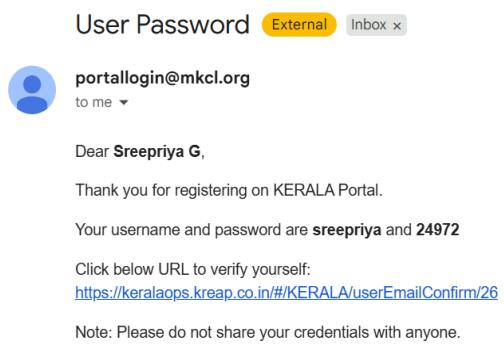
User Manual for first time Login to K-REAP Portal

Introduction

This manual provides a step-by-step guide for K-REAP Users for first time login to K-REAP.

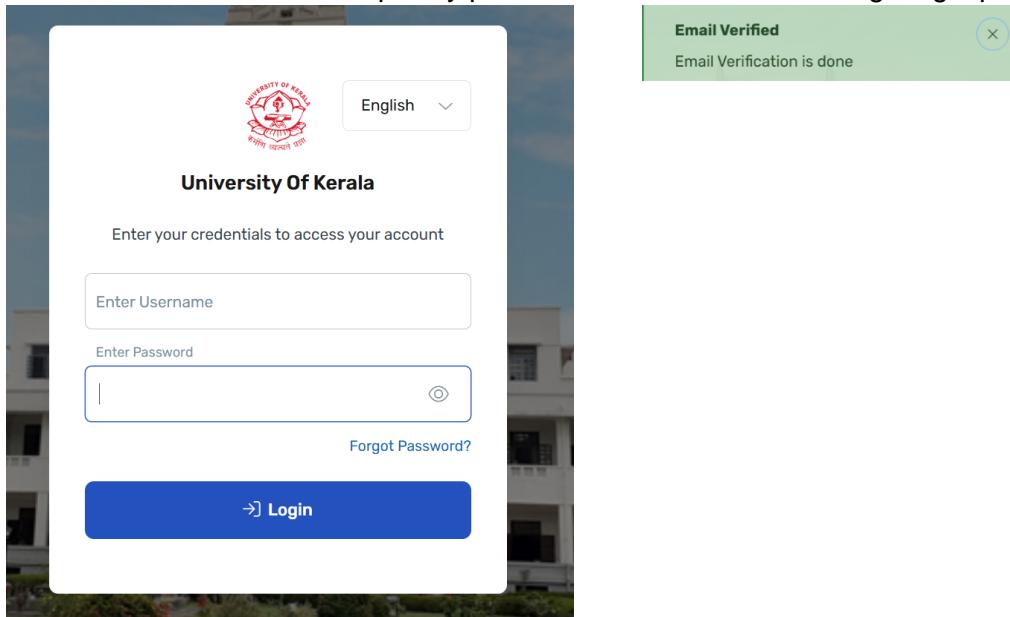
Step 1: Check your email for email

1. Once you are added to K-REAP Portal you will receive the temporary username and password in the email id provided
2. **Click on the link provided to verify the email first**

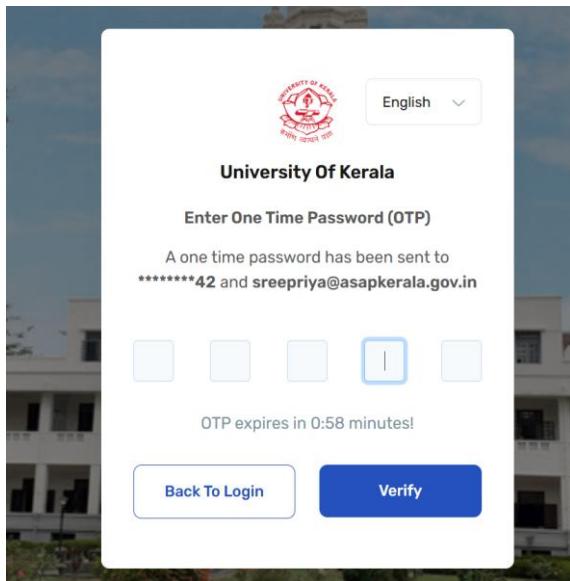


Step 2 : Enter the provided credentials and set new password

1. Enter the username and temporary password received in the College login page

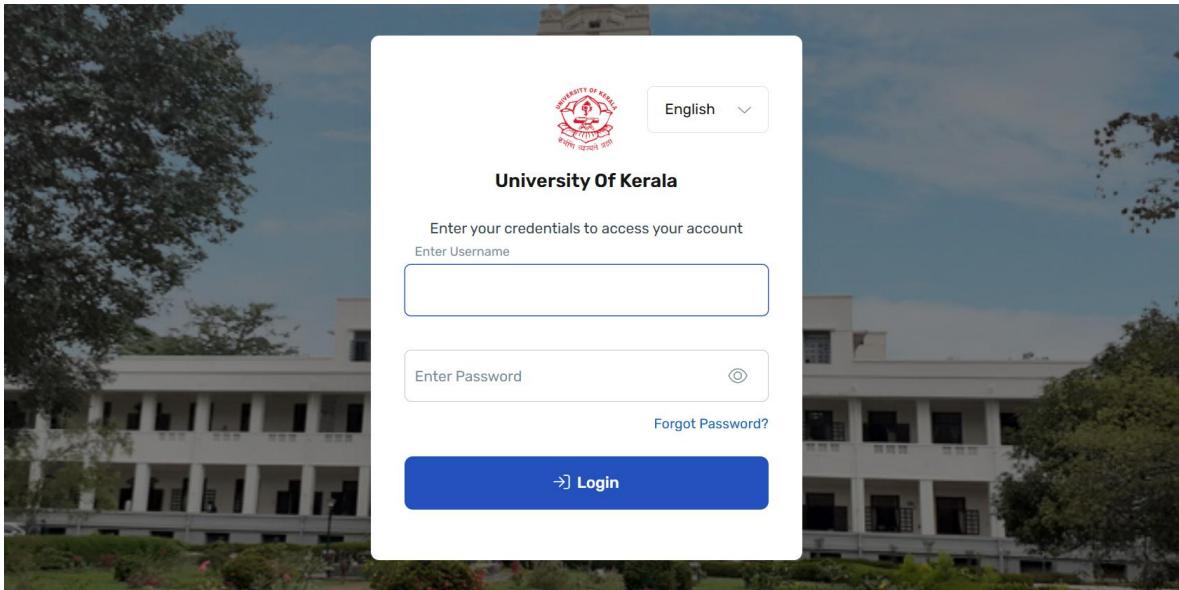


2. Please enter the OTP received in the next screen
3. Set the new password

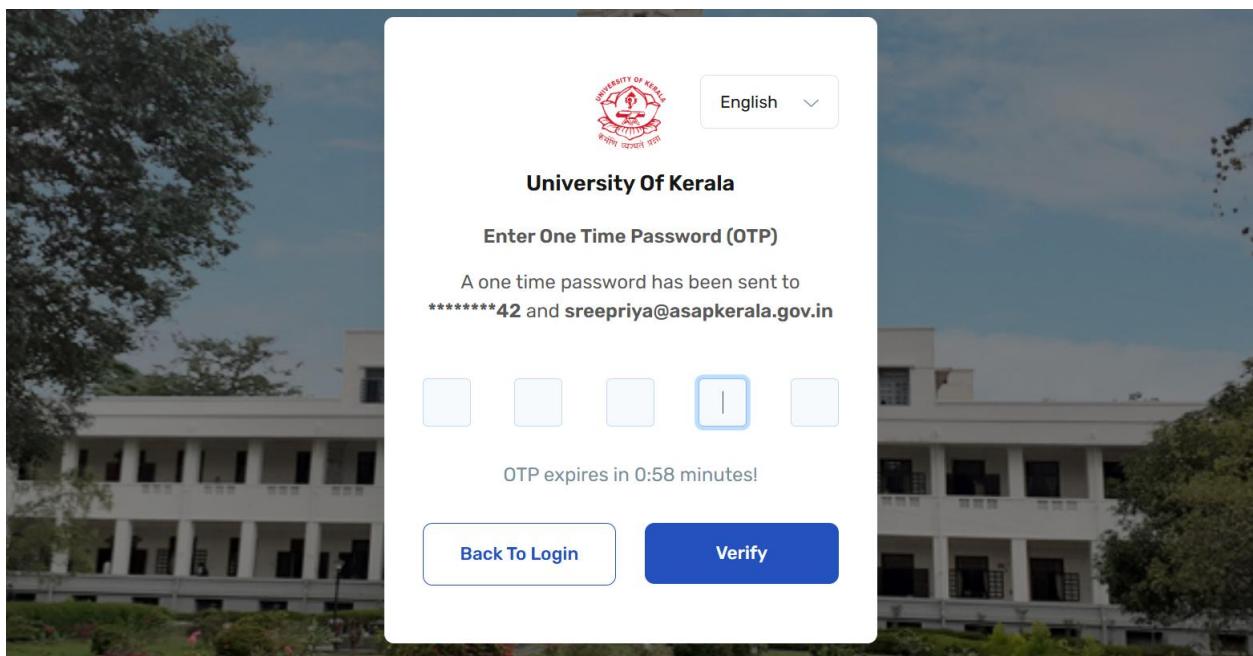


Step 3 : Navigate to the University / College Login Portal

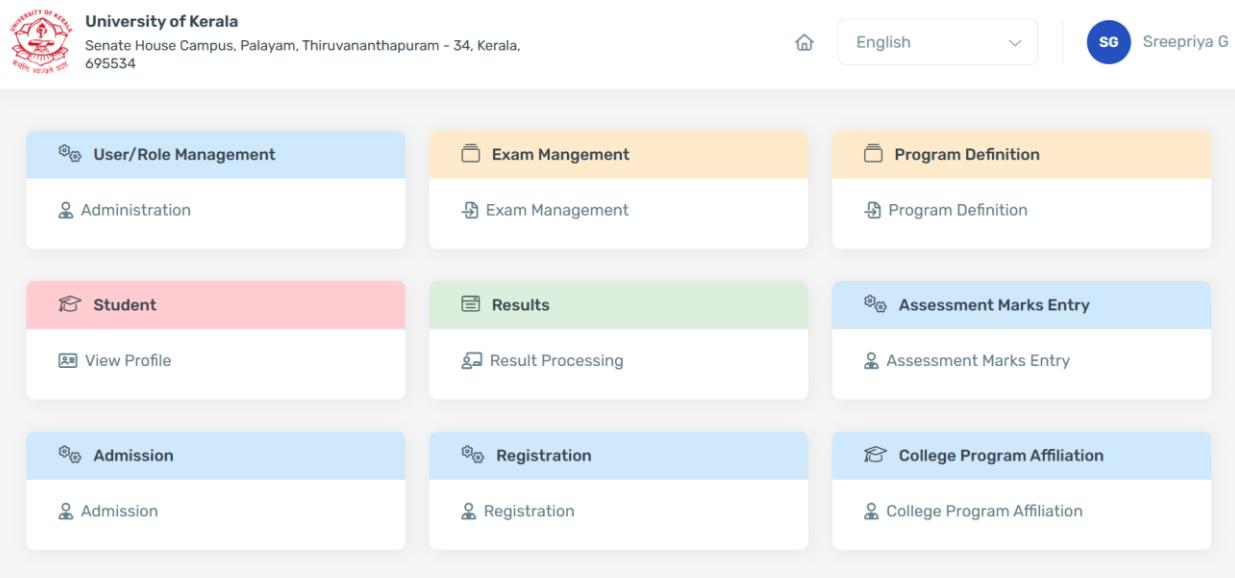
- o Open the portal using the URL (e.g., <https://kerala.kreap.co.in/>).
- o Click on the **College Login** tab to access the login page.
- o Enter your **Username** and **Password** assigned for login.



- a. Enter your OTP received on Mobile or Email.



b. Once logged in you will be redirected to the Dashboard



The screenshot shows the University of Kerala dashboard. At the top left is the university logo and name. To the right are language and user profile settings. The dashboard is organized into a 3x3 grid of colored boxes:

- User/Role Management** (Blue box): Administration
- Exam Management** (Yellow box): Exam Management
- Program Definition** (Yellow box): Program Definition
- Student** (Red box): View Profile
- Results** (Green box): Result Processing
- Assessment Marks Entry** (Blue box): Assessment Marks Entry
- Admission** (Blue box): Admission
- Registration** (Blue box): Registration
- College Program Affiliation** (Blue box): College Program Affiliation