

User Manual for Adding a Sub Admin in K-REAP Portal

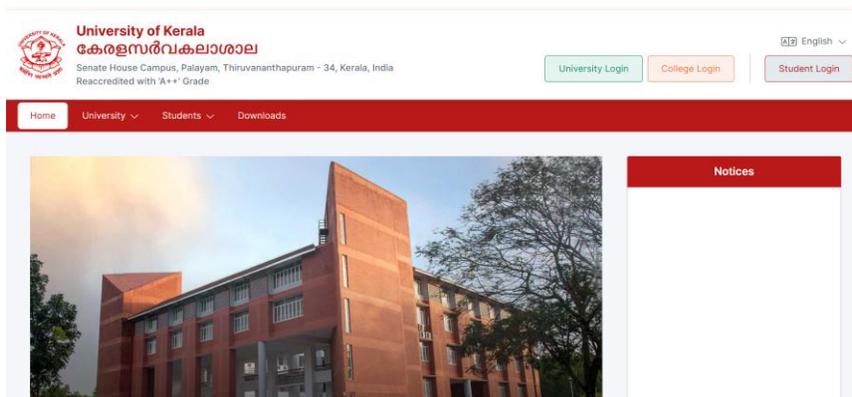
Introduction

This manual provides a step-by-step guide for adding Sub Admin role in KREAP. A new user can only be added from the Principal Login and Sub Admin role can be additionally assigned to existing users for giving them the privilege to add users

Step 1: Access the College Login Portal

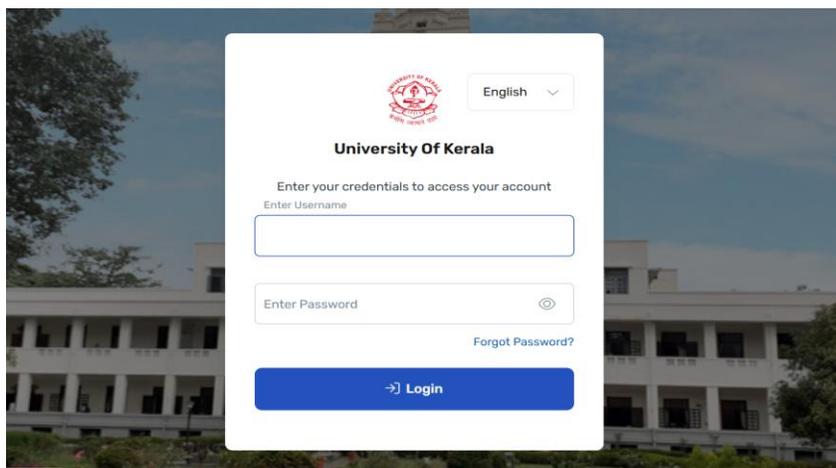
1. Navigate to the University Login Portal

- 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

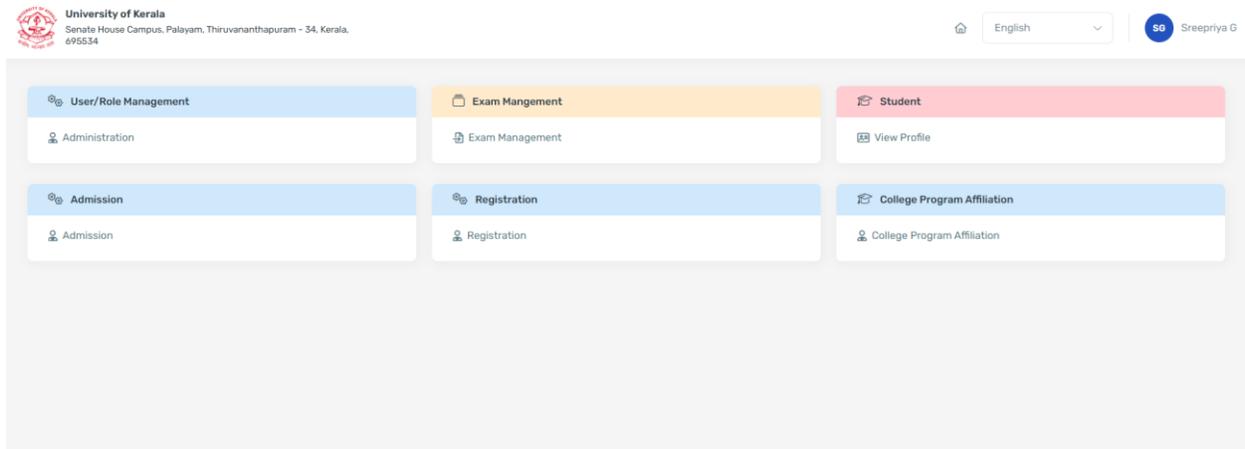
- Enter your **Username** and **Password** assigned for login.



Step 2: Access Administration

1. Open the Administration Tab

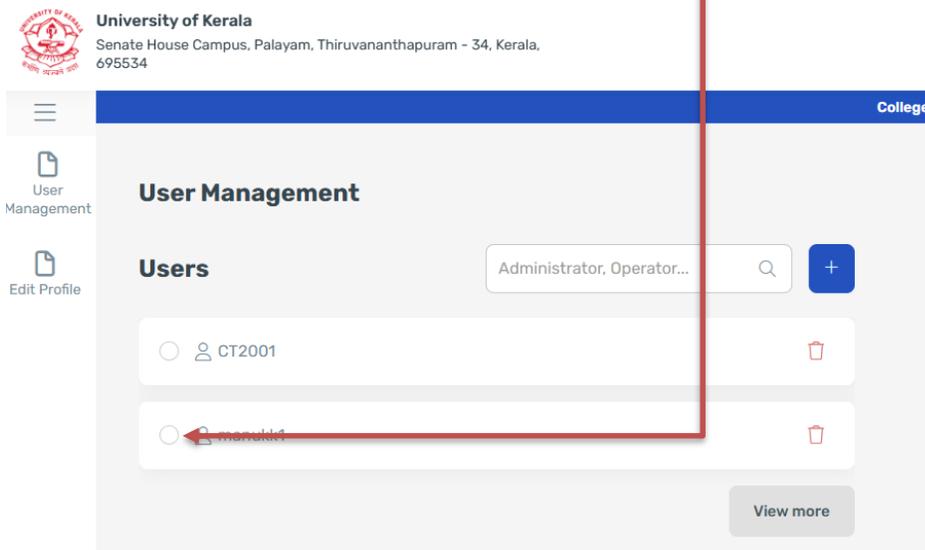
- Click on the **Administration**



Step 3 : Assigning Sub Admin to existing user

1 : Navigate to User Management

- You will see a list of existing users along with options to **search by username**.
- Click on the round given against the username



2 :Edit the role

- The user details will be displayed on right
- Click on the blue icon against the

The screenshot displays the 'User Management' section of the University of Kerala portal. On the left, a list of users includes 'CT2001' and 'manukk1'. A red arrow points from the blue edit icon next to 'manukk1' to the 'User Details' panel on the right. The 'User Details' panel shows the following information:

Full Name	MANU K K		
User Name	manukk1		
Email Id	wpmalayalam@gmail.com	Mobile Number	7012633707
Role	FYUGP Coordinator,HOD		
Link	Send Email Verification This Link is Disabled Because User is active		

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3. Assign new role

- Select the Sub-Admin role from the drop down shown below
- Click on update to make changes

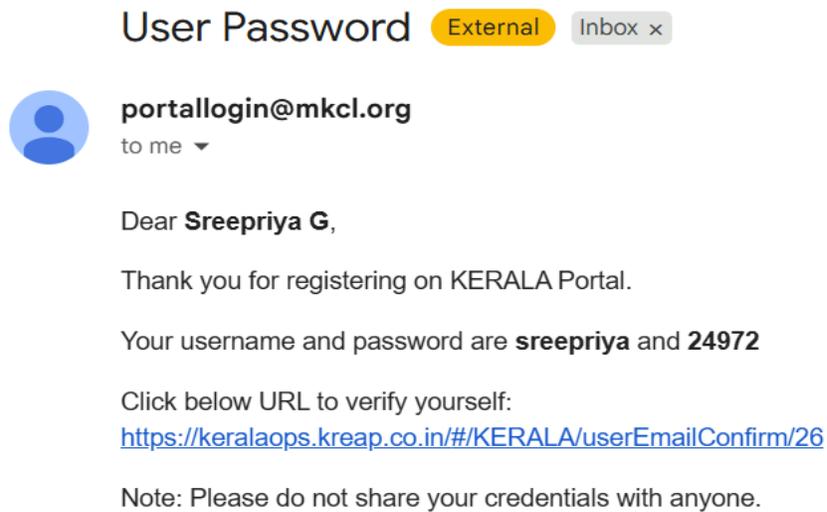
The screenshot shows a modal window titled 'Full Name' for assigning roles to a user. The modal contains a list of roles with checkboxes:

- Faculty
- FYUGP Coordinator
- HOD
- SubAdmin

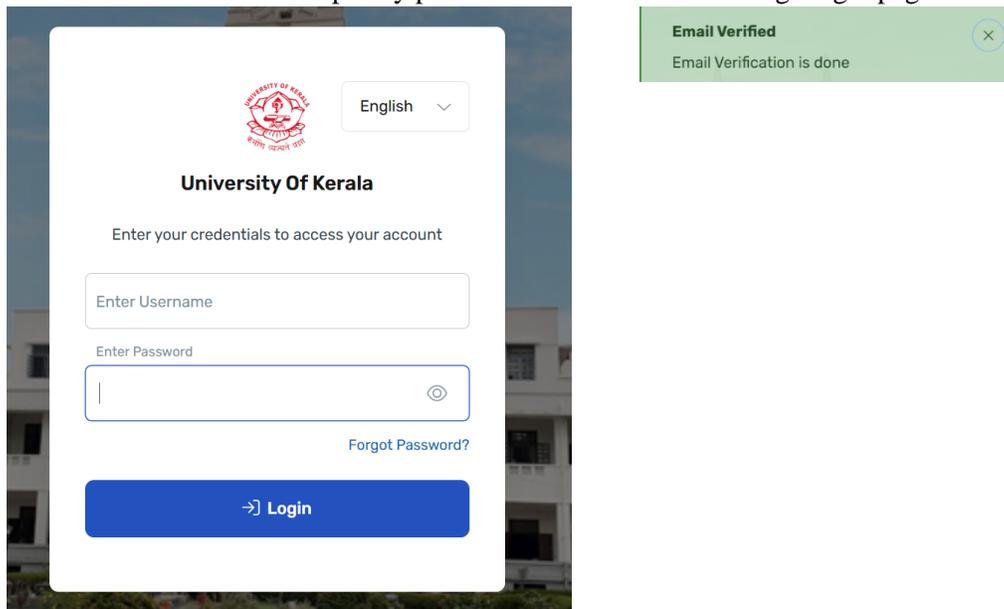
The selected roles are displayed in a dropdown menu at the bottom of the modal: 'HOD, SubAdmin'. A red arrow points from the 'Update' button to the 'SubAdmin' role in the list. An 'Update' button is located at the bottom right of the modal.

Step 4 : Re-Verification of profile

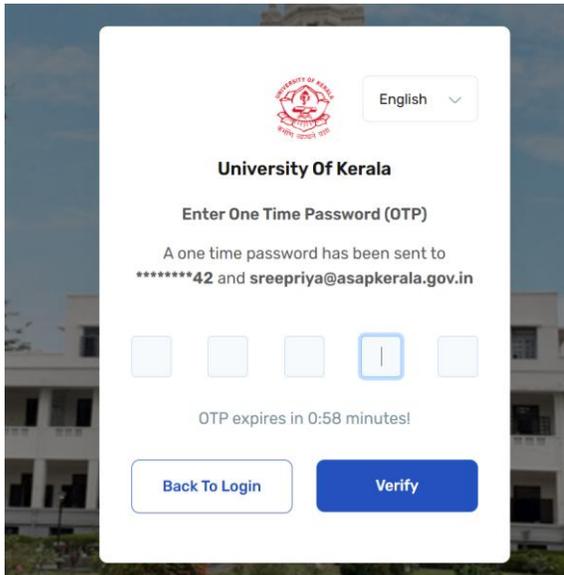
1. Once new sub admin role is added to K-REAP Portal you will receive the temporary username and password in the email id provided
2. **Click on the link provided to verify the email first**



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



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



In the next screen login with the new password and enter the OTP. You will reach the dashboard.