GTU-HOD User Login Creation
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1. LOGIN PAGE

Login with College login credentials & click on sign in button.

After click on Sign In button below screen will be displayed.
2. REGISTER STAFF

**Purpose:** Using this screen, college can do the registration of the new staff/Hod in which college they want to register.

1. Select Administration->Register staff. Click on Register staff menu.

![Register Staff Menu](image)

1. After clicking on Register staff menu, below screen will get display.

![Register Staff Form](image)
2. Enter valid Pan No. for eg. BEEET9897T
3. Click on Verify button. After clicking on Verify button validation message will throw “Pan no. available”. If Pan no. already present then validation message will throw “Pan no. already exits”

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Validation if Any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pan no</td>
<td>Enter valid Pan no</td>
<td>Alpha numeric</td>
</tr>
<tr>
<td>Select institute</td>
<td>Based on college will get auto fetch</td>
<td></td>
</tr>
<tr>
<td>Job title</td>
<td>Select Job title</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Select respective title</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Enter Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Enter First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>Enter Middle Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Select respective gender type</td>
<td></td>
</tr>
<tr>
<td>Mobile number</td>
<td>Enter valid Mobile number of 10 digit</td>
<td>Numeric</td>
</tr>
<tr>
<td>Email</td>
<td>Enter valid email</td>
<td></td>
</tr>
<tr>
<td>Login Id</td>
<td>Enter login id</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>Enter password</td>
<td>Alpha numeric</td>
</tr>
<tr>
<td>Confirm password</td>
<td>Enter confirm password</td>
<td>Confirm password has to be same as initial password</td>
</tr>
</tbody>
</table>
5. Click on ‘Register Now’ button. After clicking on Register Now button “Staff registered successfully” validation message will throw.

6. Click on ‘Ok’ button to proceed further.
3. MAINTAIN USER ROLES

Purpose: The staff /Hod which is registered using Register New Staff, can be assigned the roles such as Head Of Dept, College superuser, Academic cell Exam Section etc.


![Maintain User Roles Menu]

2. After clicking on Maintain User Roles menu, below screen will be displayed.

![Maintain User Roles Screen]
Steps of assigning the roles are as follow:

1. Enter the staff details which was created while staff registration as a Login id /First/Last Name etc.
2. Click on Search button.
3. After clicking on search button, the staff name will be displayed as shown below.
4. Click on the check box against the staff’s name.
5. Click on the Role Name- check box on the left pane.
6. Click on ‘Save button.

7. After clicking on Allocate button, ‘Data saved successfully’ message will be displayed & assigned role will be displayed under role column.
4. MAINTAIN USER PROGRAM

Purpose: Using this screen, User can be assigned the program to staff.

1. Select Administration->Maintain User Program. Click on Maintain User Program menu.

3. After clicking on Maintain User Program menu, below screen will be displayed.
4. Click on **Show Search** button as shown below.

5. Enter any staff details i.e. First name, Last name, login id or email id in search filter & click on **Search** button.

6. After clicking on **Search** button, staff record will be displayed.

7. Click on radio button.
8. After clicking on radio button, below screen will be displayed.

<table>
<thead>
<tr>
<th>Basic Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: Mahi</td>
</tr>
<tr>
<td>Last Name: Sharma</td>
</tr>
<tr>
<td>Login Id: <a href="mailto:BE_042_16_head1@gtu.edu.in">BE_042_16_head1@gtu.edu.in</a></td>
</tr>
<tr>
<td>User Role: HOD, COLLEGE STAFF</td>
</tr>
</tbody>
</table>

9. User Program grid—>Select Stream & Program to assign program to them.

10. Click on **Save** button as shown below.
11. After clicking on **Save** button, ‘**Data saved successfully**’ message will be displayed.

12. Click on **OK** button to proceed further.

5. **FORGOT PASSWORD**

*Purpose:* Using this screen, User can be changed the password. You can see this link in home page.
3. After clicking on **Forgot Password** menu, below screen will be displayed.

4. Enter Login Id & click on submit button.
5. After clicking on **Submit** button, ‘**Email has been sent to you for resetting the password.**’ message will be displayed.

6. After that user will get Reset password mail, click on that link & change the password.
END MANUAL