

# Alumni User Manual

## (A) Alumni Registration Process

Step 1: Registration using website login page

The screenshot shows the 'Sign in' page. At the top, there are two radio buttons: 'Alumnus' (selected) and 'Staff'. Below these are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the password field. At the bottom, there are three links: 'Don't have an account?' (with a green 'Register Now!' link next to it), 'Create Account' (highlighted with a black box and a red arrow pointing to it from the text 'Click on'), and 'Forgot your Password!'.

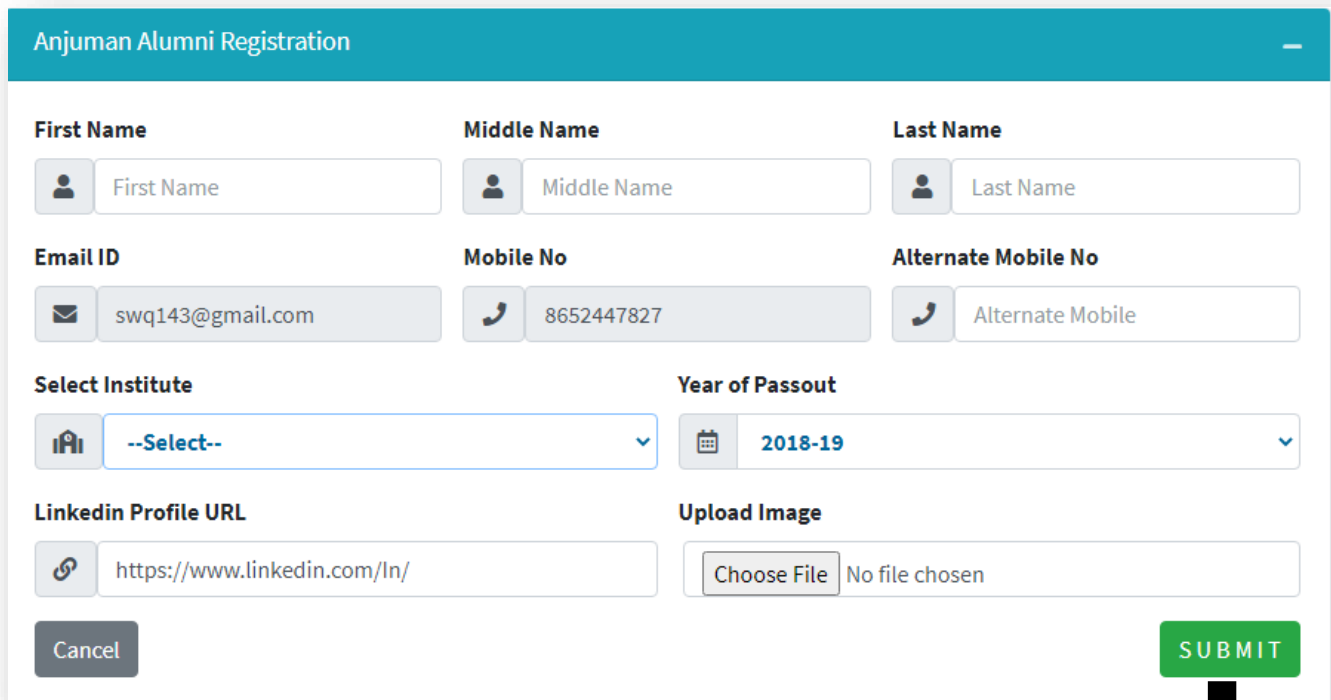
Step 2: Enter Name, Email and Mobile No.

The screenshot shows the 'Anjuman Alumni Registration' form. It has a teal header. The form contains three input fields: 'Name', 'Email ID' (with an envelope icon), and 'Mobile No' (with a phone icon). There are 'Cancel' and 'SUBMIT' buttons at the bottom.

Step 3: Alumni get verification code in their email.

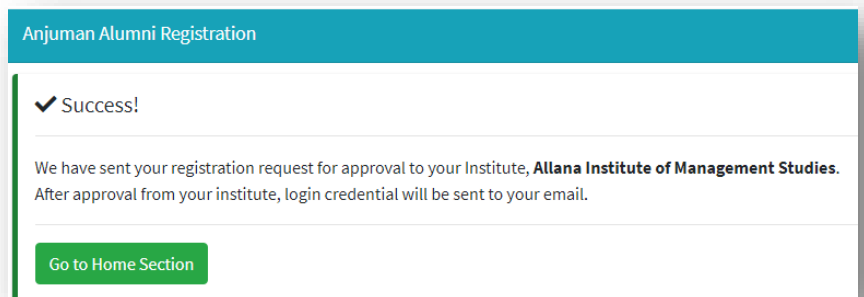
The screenshot shows the 'Anjuman Alumni Registration' verification screen. It has a teal header. A green checkmark icon is followed by the text 'Verification Code !'. Below this is an input field labeled 'Enter Verification Code'. A message in orange text says 'We have sent Verification code on your email: swq143@gmail.com'. At the bottom is a green 'Submit' button. Red arrows point from the text 'Enter verification code' to the input field and from 'Click on Submit' to the 'Submit' button.

Step 4: On successful verification code, Alumni redirect to next registration page. Where Alumni enter his personal details, selecting institute and pass out year.



The image shows a registration form titled "Anjuman Alumni Registration". The form contains several input fields: "First Name", "Middle Name", and "Last Name" (each with a person icon); "Email ID" (with an envelope icon, containing "swq143@gmail.com"); "Mobile No" (with a phone icon, containing "8652447827"); "Alternate Mobile No" (with a phone icon); "Select Institute" (a dropdown menu with "--Select--"); "Year of Passout" (a dropdown menu with "2018-19"); "Linkedin Profile URL" (with a link icon, containing "https://www.linkedin.com/In/"); and "Upload Image" (with a "Choose File" button and "No file chosen" text). At the bottom left is a "Cancel" button, and at the bottom right is a green "SUBMIT" button. A large black arrow points downwards from the "SUBMIT" button.

Step 5: Alumni received message----  
wait for institute approval



The image shows a success message box titled "Anjuman Alumni Registration". It contains a green checkmark icon followed by the text "Success!". Below this, it says "We have sent your registration request for approval to your Institute, **Allana Institute of Management Studies**. After approval from your institute, login credential will be sent to your email." At the bottom, there is a green button labeled "Go to Home Section".

Step 6: After approval, Alumni can login by using login credential

# Alumni Login

**Home** : Visible his institute news, events, jobs, alumni

**Alumni Directory**: Visible his institute alumni

## **Jobs:**

Search by: News Heading, News Content, News Date

Search by Description

Active: All, active and inactive

## **Steps to Add New Jobs:**

Click on green tab



Add New Jobs



Add Jobs

**News Heading**

**News Description**

**Event Date**

**Upload Image**

## Steps to View Jobs:

Click on the Blue Tab →

View




 <p>Image</p>	<b>About Jobs</b>
	<b>Heading:</b> <b>Content:</b> <b>Date:</b> <a href="#">Back to Home</a>

## Steps to Edit Jobs

Click on Yellow tab →

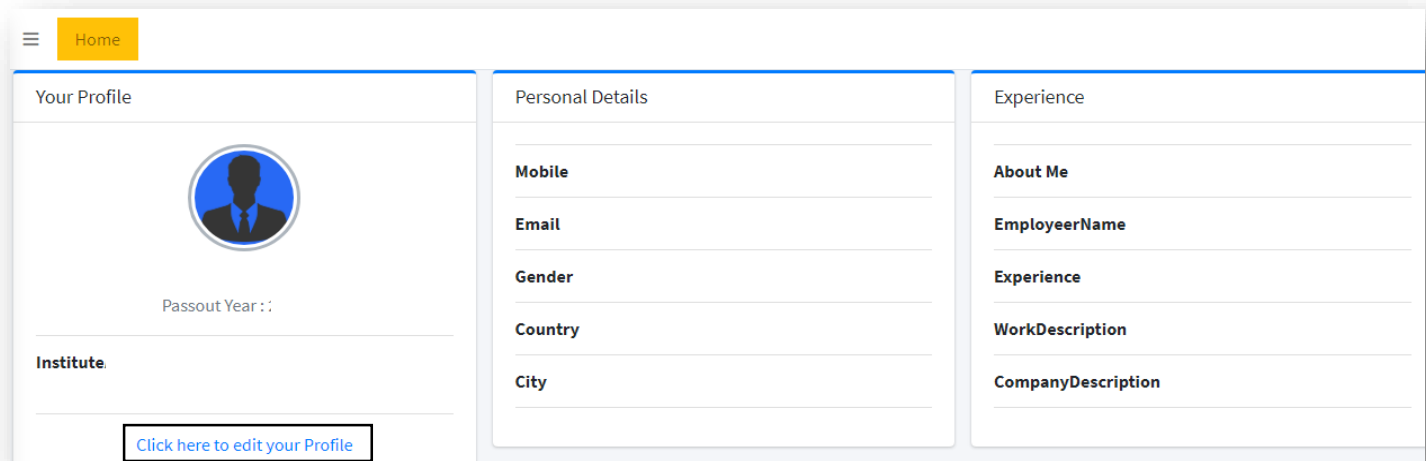
Edit



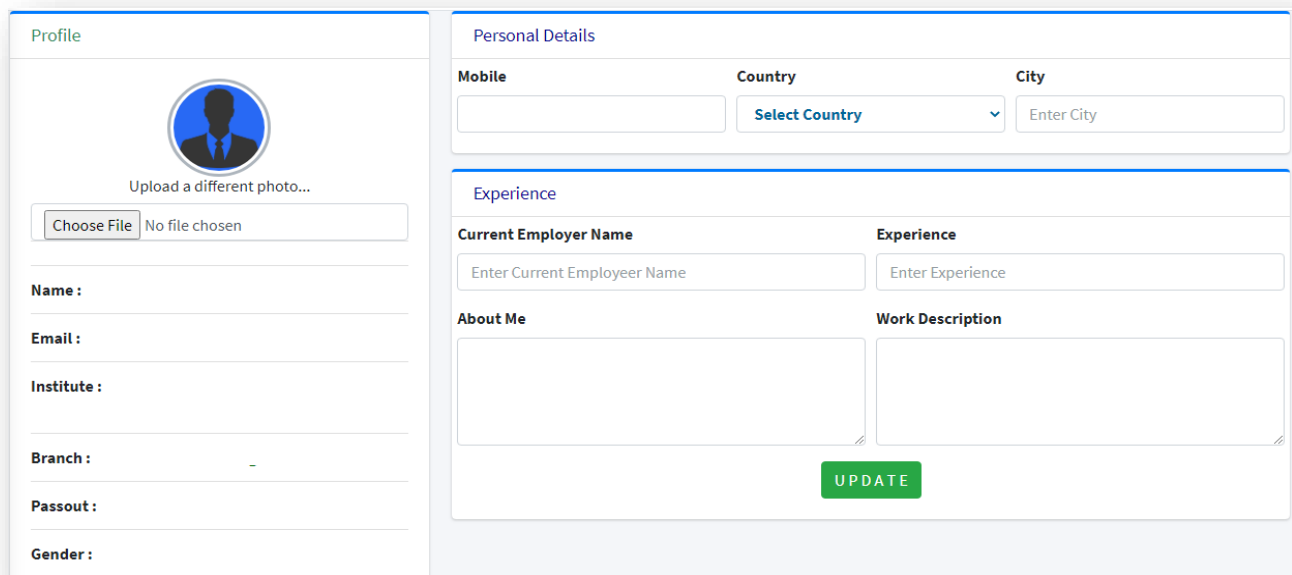
 <p>Image</p> <p>Upload a different photo...</p> <a href="#">Choose File</a>	<b>Jobs Section</b>
	<b>Heading:</b> <input type="text"/> <b>Description:</b> <input type="text"/> <b>Date:</b> <input type="text"/> <b>Active</b> <input type="radio"/> Yes <input type="radio"/> No <a href="#">UPDATE</a> <a href="#">Back to News Section</a>

## Profile:

Alumni can change his/her personal details, experience and profile photo



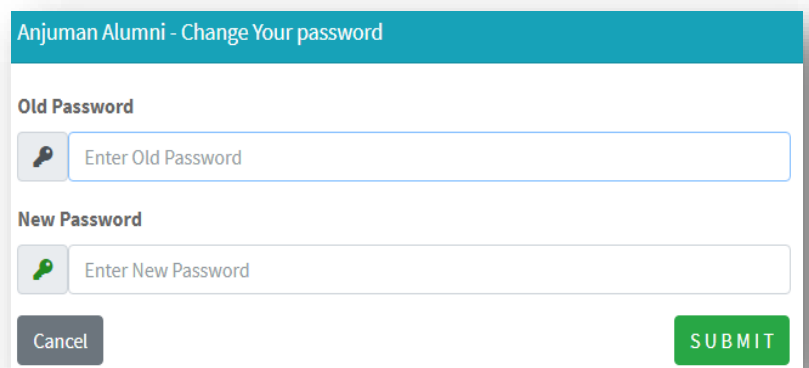
The screenshot shows a user profile page. On the left is a profile card with a placeholder photo, a 'Passout Year' field, and an 'Institute' field. Below the card is a button that says 'Click here to edit your Profile'. To the right are three columns of form fields: 'Personal Details' (Mobile, Email, Gender, Country, City), 'Experience' (About Me, EmployeeName, Experience, WorkDescription, CompanyDescription), and 'About Me' (EmployeeName, Experience, WorkDescription, CompanyDescription).



This screenshot shows the profile editing interface. An arrow points from the 'Click here to edit your Profile' button in the previous screenshot to this page. The profile card on the left includes a photo upload section with a 'Choose File' button and 'No file chosen' text. Below the card are fields for Name, Email, Institute, Branch, Passout, and Gender. The main form area is divided into three sections: 'Personal Details' (Mobile, Country with a 'Select Country' dropdown, and City), 'Experience' (Current Employer Name and Experience), and 'About Me' (Work Description). A green 'UPDATE' button is located at the bottom right of the form.

## Change password:

Alumni can change their password



The screenshot shows a password change form titled 'Anjuman Alumni - Change Your password'. It features two input fields: 'Old Password' with a key icon and 'New Password' with a key icon. At the bottom, there are two buttons: a grey 'Cancel' button and a green 'SUBMIT' button.

## Donation: Alumni can donate their Zakat, General or Corpus

Donation

Select Project

Name

Mobile

Email

Donation Type

Zakat

General

Corpus

Amount

**DONATE**

PayU biz

THIS IS A TEST SERVER. PLEASE DO NOT USE YOUR LIVE CARD OR BANK ACCOUNT HERE !!

Amount: Rs. 500.00 Transaction ID: 436982

Choose a payment method

Get upto ?150 cashback in your Amazon Pay account instantly!

Credit Card

Debit Card

Debit Card (ATM PIN)

Net Banking

PhonePe

Pay

UPI

Scan and Pay

Use LazyPay

Card Type  VISA  MasterCard

Card Number

Name on Card

CVV Number

Expiry Date

What is CVV number?


Month Year

Note: In the next step you will be redirected to your bank's website to verify yourself.

**Pay Now**

or Go back to [www.testpayu.com](http://www.testpayu.com)

Payment Status



PaymentStatus :

Project Name:

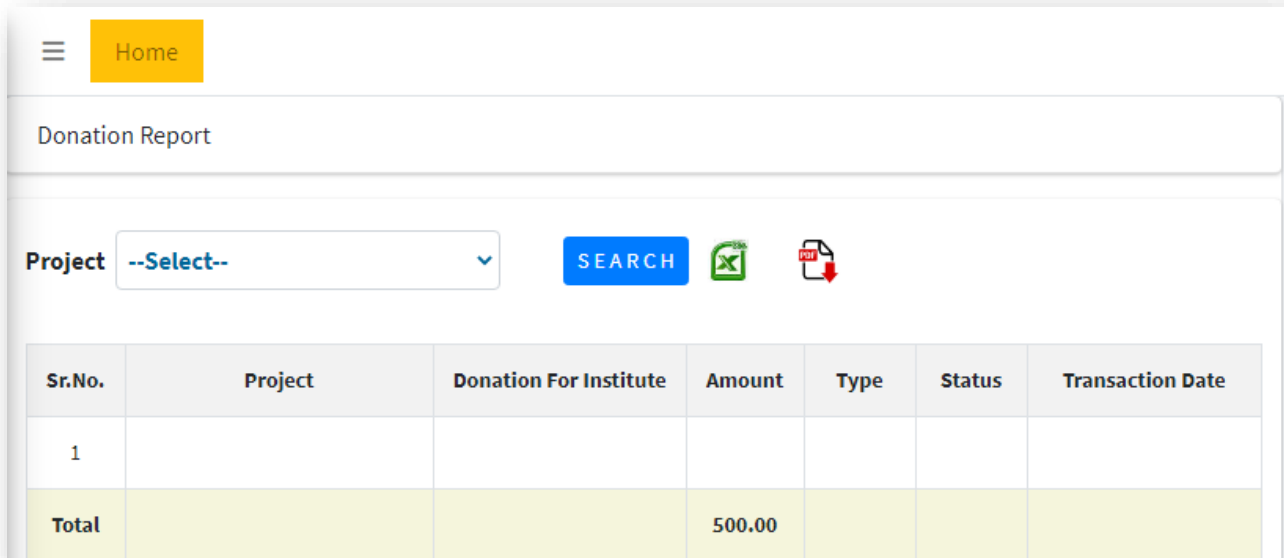
Amount :

Transaction ID :

[Click here to Home Page](#)

## Donation Reports:

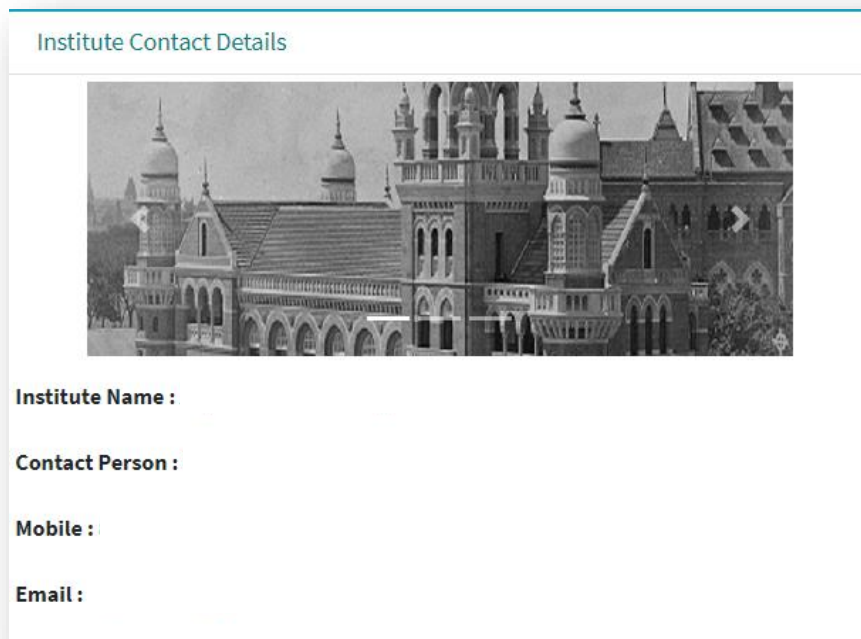
Alumni can see his/her transaction details in donation report. He/she can also export data in excel and pdf.




Sr.No.	Project	Donation For Institute	Amount	Type	Status	Transaction Date
1						
<b>Total</b>			500.00			

## Institute Contact:

Alumni can see the contact details of his/her institute (Institute Name, Contact Person, Mobile No. & Email id)



Institute Contact Details



**Institute Name :**

**Contact Person :**

**Mobile :**

**Email :**