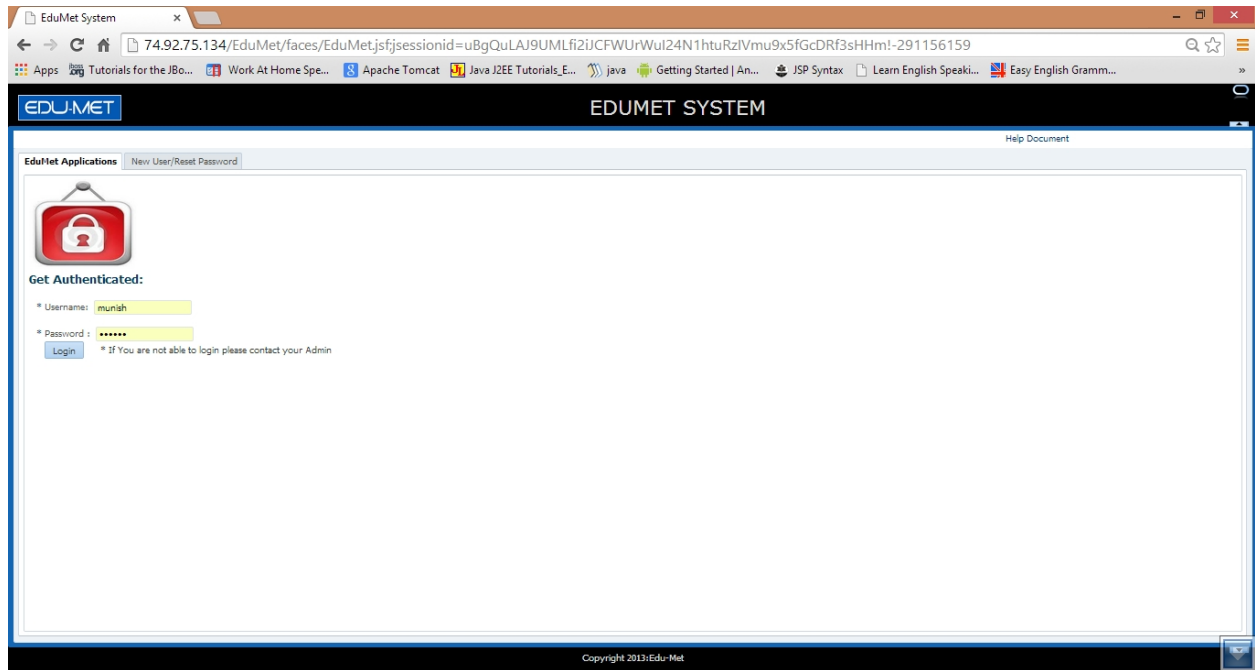




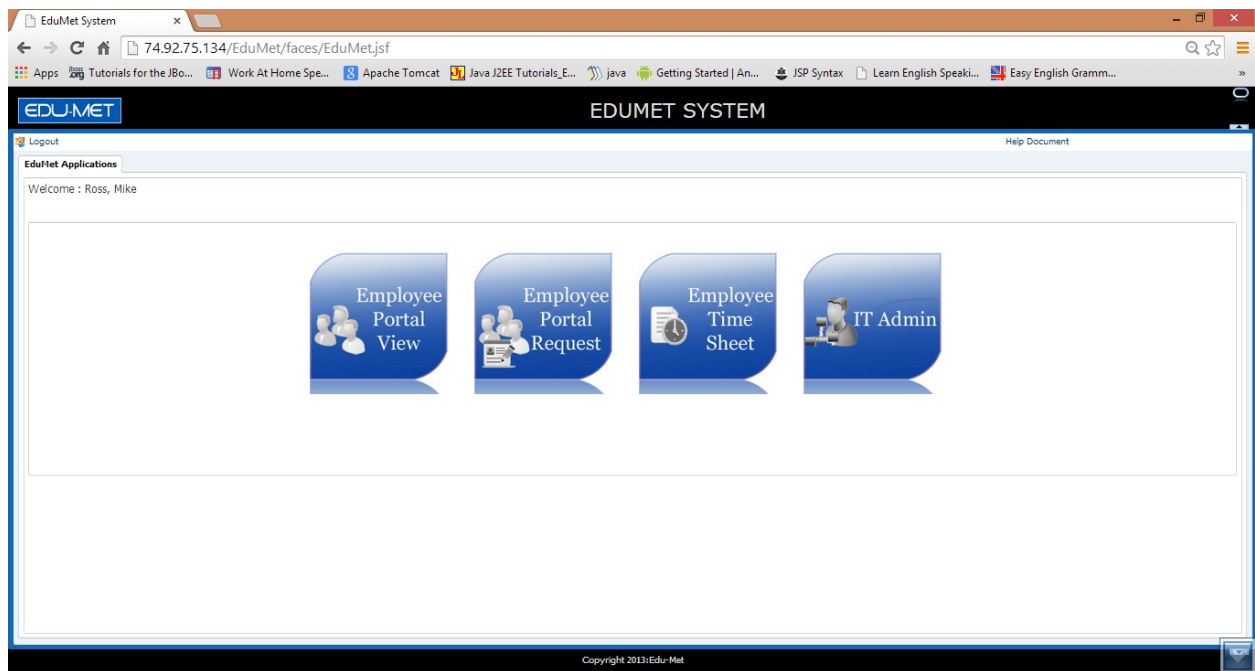
Edu-Met System Help

7/7/2014

1) Employee can access Edu-Met System through the main Application Login Page.



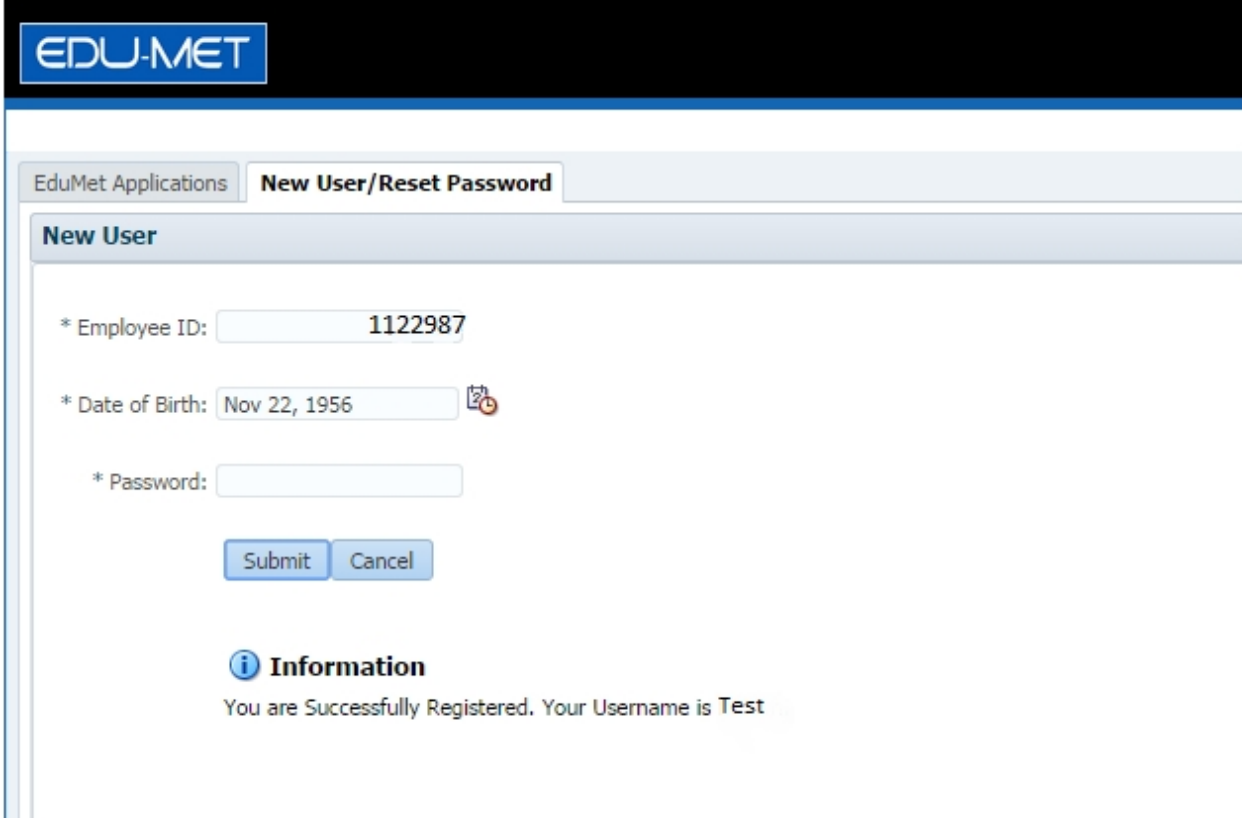
2) After Successful login Employee will be directed to the below screen. Which have icons for Edu-Met Modules available for the employee.



3) New User Registration

Below are the screens for Registering New User. Only employees who are allowed to do self registration can register themselves through these screens. Employees who are not allowed to do self registration have to contact their Employer for username and password specifications.

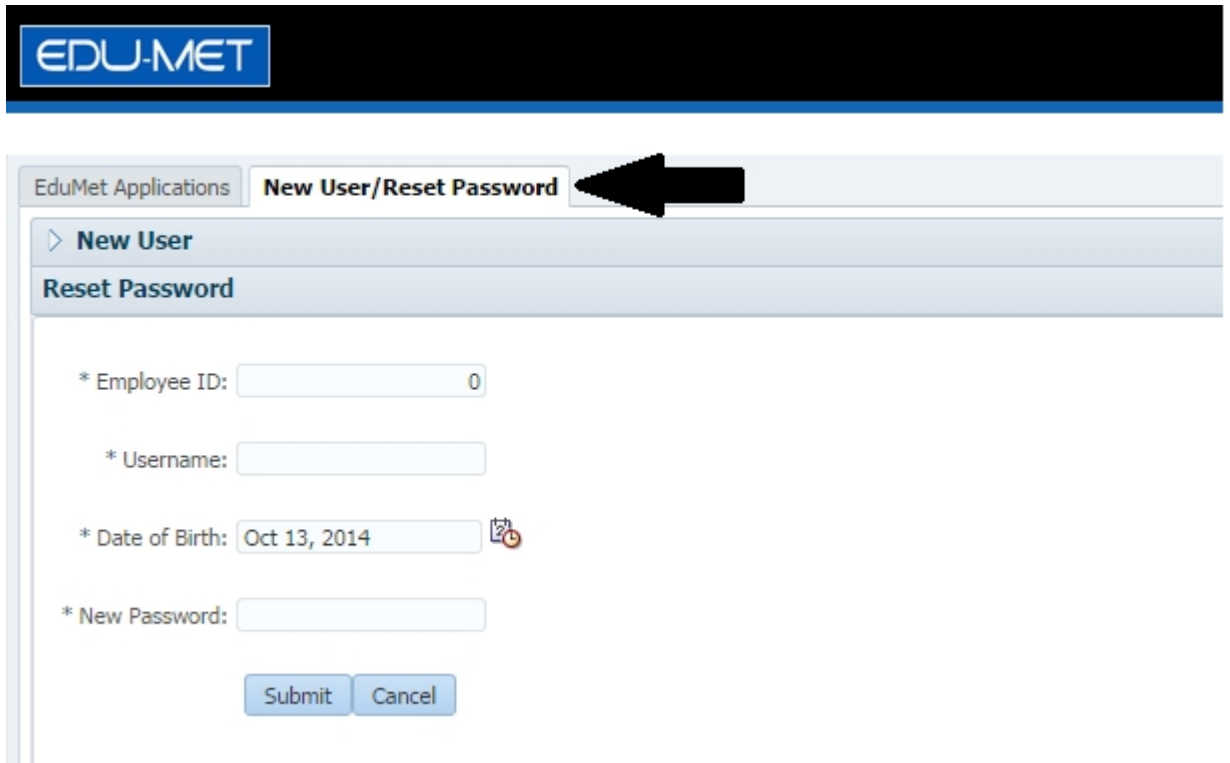
Enter your Employee ID, Date of Birth, enter Password and press submit button. Employee's unique username will be generated and appear on screen. And an email will be received by Employee.




The screenshot shows the EDU-MET application interface. At the top left is the EDU-MET logo. Below it, there are two tabs: "EduMet Applications" and "New User/Reset Password". The "New User" tab is active. The form contains three required fields: "Employee ID" with the value "1122987", "Date of Birth" with the value "Nov 22, 1956" and a calendar icon, and "Password" which is empty. Below the fields are "Submit" and "Cancel" buttons. At the bottom, there is an "Information" section with a blue information icon and the text "You are Successfully Registered. Your Username is Test".

4) **Resetting Password:**

- a. Please click on the New User/Reset Password Tab.



The screenshot displays the EduMet application interface. At the top, there is a black header with the 'EDU-MET' logo in a blue box. Below the header, a navigation bar contains two tabs: 'EduMet Applications' and 'New User/Reset Password'. A black arrow points to the 'New User/Reset Password' tab, indicating it is the selected option. Underneath the navigation bar, there are two sub-sections: 'New User' and 'Reset Password'. The 'Reset Password' section is active and contains the following form fields:

- * Employee ID:
- * Username:
- * Date of Birth: 
- * New Password:


At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

b. Now click on the second accordion (i.e. Reset Password).


EduMet Applications **New User/Reset Password**

New User

* Employee ID:

* Date of Birth: 

* Password:



▷ **Reset Password**

This will expand the 'Reset Password' accordion.



The screenshot shows a web interface for 'EduMet Applications' with a 'New User/Reset Password' tab. The 'Reset Password' section is expanded, showing four required fields: 'Employee ID' (with '0' entered), 'Username', 'Date of Birth' (with 'Oct 13, 2014' and a calendar icon), and 'New Password'. 'Submit' and 'Cancel' buttons are at the bottom.

- c. Enter the required information provided to you by your Administrator or through the email.

Date must be entered in the specified format. (e.g. Oct 13, 2014)

- d. Enter the new password, minimum length should be 8 characters and maximum should not exceed 20 characters.

Password can contain:

1. Lower/Upper case characters
2. Numbers
3. No special characters allowed except !@#\$\$%

e. Now click on Submit button.

The screenshot shows a web application interface for 'EduMet Applications' with a sub-tab 'New User/Reset Password'. The main heading is 'New User' and the sub-heading is 'Reset Password'. The form contains the following fields:

- * Employee ID:
- * Username:
- * Date of Birth: (with a calendar icon)
- * New Password:

Below the fields are two buttons: 'Submit' and 'Cancel'. A large black arrow points upwards towards the 'Submit' button.

f. Once you click the Submit button , a success or error message will be displayed.

The screenshot shows the same web application interface as above, but with the following changes:

- * Employee ID:
- * Username:
- * Date of Birth: (with a calendar icon)
- * New Password:

The 'Submit' and 'Cancel' buttons are still present. Below them is an information icon (i) followed by the text 'Information' and 'Your password is reset successfully.'