# User Manual
# IIITA AlumniConnect

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# 1. User Roles

There are 3 types of User roles:

1. Alumni
2. Student
3. Faculty/ Professor
4. Staff

Initially there is a head admin, and then there are sub admins which can be appointed/ removed by the head admin.

*Note: AlumniConnect supports a structured user access system, ensuring responsibilities and privileges align with real-world institutional roles. Professors offer mentorship and resources. Alumni share experiences, post jobs, and guide juniors. Students learn, build their profile, and connect for opportunities. Admins can manage and control the flow of platform activities, ensuring a safe and useful ecosystem.*

# 2. User Registration

Information asked at the time of registration

1. Alumni - Name, Email, password, Course name, current company, position in company, location, starting year and passing year of course.
2. Student - Name, email, password, course name, starting year and passing year.
3. Faculty/ Professor - Name,  email, password, Department,  Designation

If you are an alumni, you will be redirected to the alumni portal in a new tab. You have to login there and update your details.

## Sign Up

CREATE YOUR ACCOUNT

* Indicates required field

Name *

Name

Email Address *

Email address

LinkedIn ID (optional)

LinkedIn ID

Choose your role *

Staff ▾

Password *

Password

Confirm Password *

Confirm Password

Choose your Academic Program *

B.Tech IT ▾

Starting Year *

Enter starting Year

Passing Year *

Enter Passing Year

Sign Up

An admin will approve the join request, after which the user will get an email notification regarding the same.

## Join Request Accepted  Inbox ×

**Alumni Connect** <alumni.connect@iiita.ac.in>
to me ▾

Congratulations! Your join request has been approved. You can now login into your account.

↩ Reply    ➡ Forward

# 3. Post Feed

1.  All users have access to create a post. They can also choose whom that post will be visible to.
2.  Post may/may not need to be approved by any of the admins depending on the setting set by the head admin.
3.  Users can search through the posts feed using the search box.
4.  Features like like, dislike, comment on post are available to all users.
5.  The user who created a post cannot like/dislike his own post.

*Note: A central space for sharing thoughts, events, job opportunities, or discussions. Posts can be public or audience-specific. Admins can enable or disable auto-publish depending on the community's nature. Engagement via likes, dislikes, and comments fosters participation while maintaining healthy discourse.*
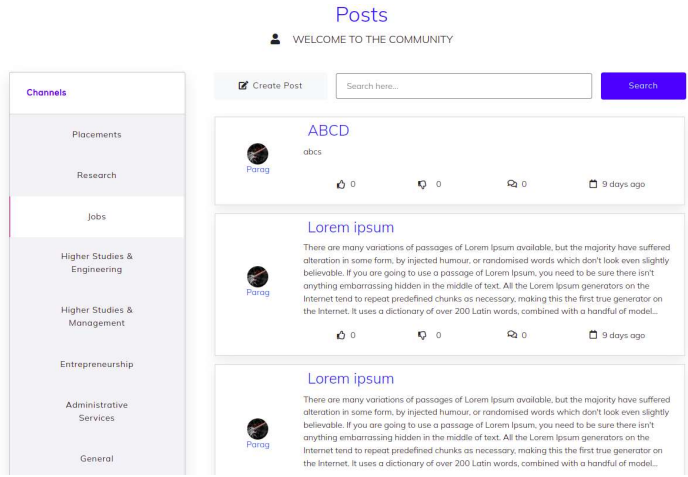
## 4. Help Page

Users can refer to the contacts mentioned in the help page for any queries and doubts.

An email is sent to the Alumni Connect email ID.

*Note: Need assistance? Use the help page to directly reach IIITAs alumni office. Fill out a form or use the contact details provided to get timely support. Issues like login trouble, account updates, or posting concerns can be resolved swiftly here.*

# 5. Achievements Section (Alumni Only)

This section only applies to the **ALUMNI**

Alumni can fill out the form to let the institute know if any award/patent etc. has been given to them. Users have to mention the details as asked in the form and also upload proof of achievement.

Head admin can control whether posts can go directly into the feed or they will need approval.

Admins can see the achievements submitted by alumni and have the functionality to delete and export them to a CSV file.

*Note: Showcase your recognitions be it awards, patents, or publications. Upload relevant documents for validation. These achievements not only motivate students but also contribute to institutional legacy when compiled by the admin.*

Note: If you are an ALUMNI and you have achieved any patent / reward / recognition, then you can fill out this form to let the institute know of your achievement.

* Indicates required field

Name *

```
Name
```

Enrollment Number

```
Enrollment Number
```

Choose your Academic Program *

```
B.Tech IT                                                                    ▼
```

Passout Year *

```
Passout Year
```

Awards / Achievements *

```
Please Enter details in the following format:

Title of Award:

Type of Award:

Name of Awarding Organisation:

Received Jointly / Solo:

Cash Prize Received:
```

Date of Award *

```
mm/dd/yyyy                                                                   📅
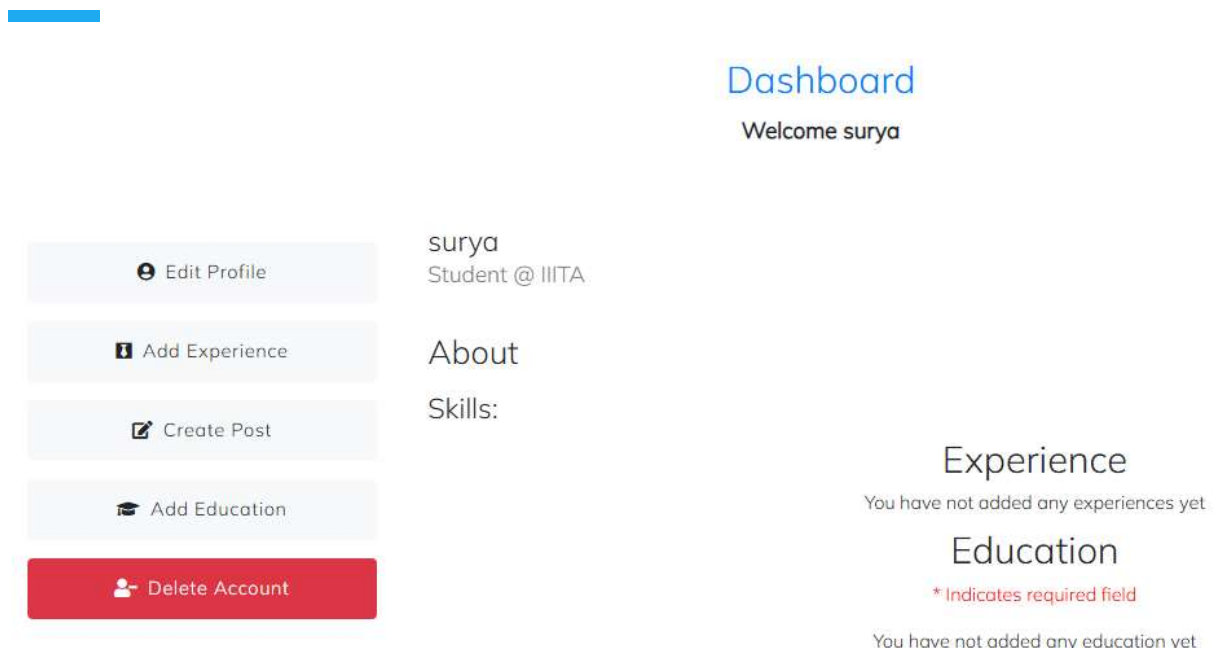```

Your photo receiving the award / Any Passport photo (Supported formats: .png, .jpg, .jpeg)

```
Choose File   No file chosen
```

Certificate / Proof of Achievement (Supported formats: .pdf, .png, .jpg, .jpeg)

```
Choose File   No file chosen
```

| Submit |
|---|

# 6. My Profile Page

Every user will have a profile page through which he/she can edit their personal information/details.

They also have an option to delete their account from the application.

Dashboard

Welcome surya

**Edit Profile**

**Add Experience**

**Create Post**

**Add Education**

**Delete Account**

surya
Student @ IIITA

About

Skills:

Experience
You have not added any experiences yet

Education
* Indicates required field
You have not added any education yet

## 7. Messenger + Social Features (Students and Alumni only)

7.1 Friend Requests: Users can send/accept requests.

7.2 Private Chat: Available between accepted friends.

7.3 Post Sharing: Friends can post updates visible only in their circle.

7.4 Online Status: Friends can see each other's online presence.

Professors do not have access to this feature.

*Note: Alumni and students can form a strong community by sending friend requests, chatting directly, and posting among mutual. It's a closed loop system that nurtures authentic interaction and avoids spam.*
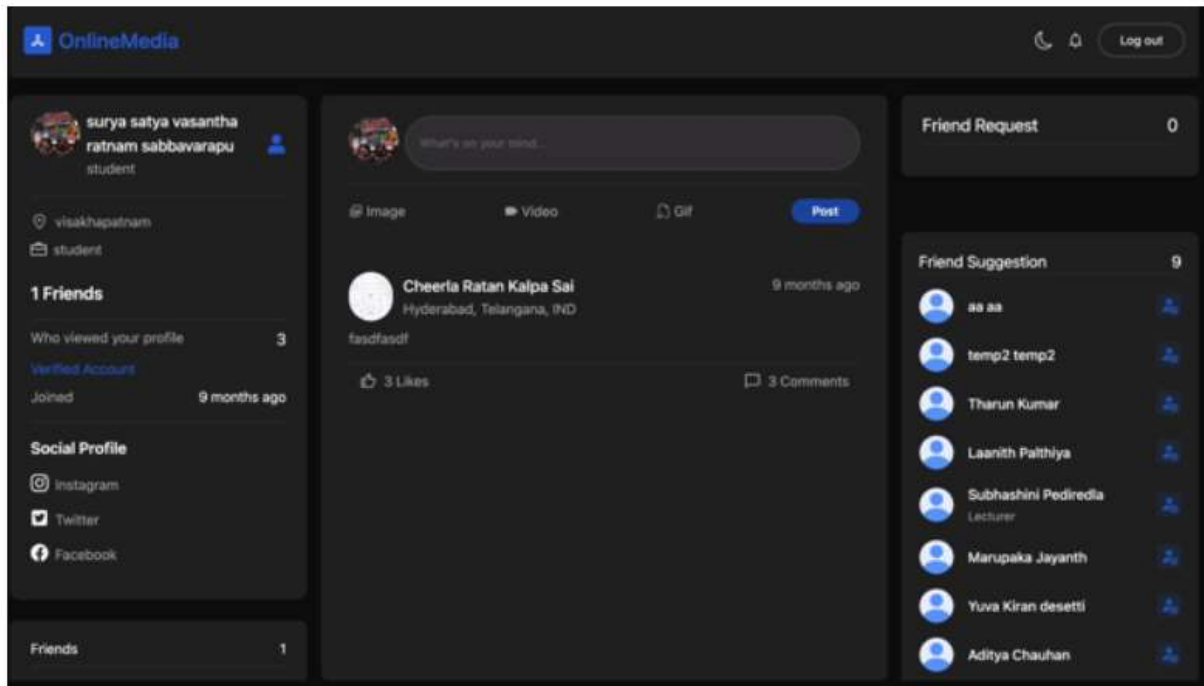
The above screen will appear one you creates your friend.

# 8. Members Directory

This section lists out all the users currently present in the website along with their details.

Search option is also available in this section if a user wants to search any skill/company/person name etc.
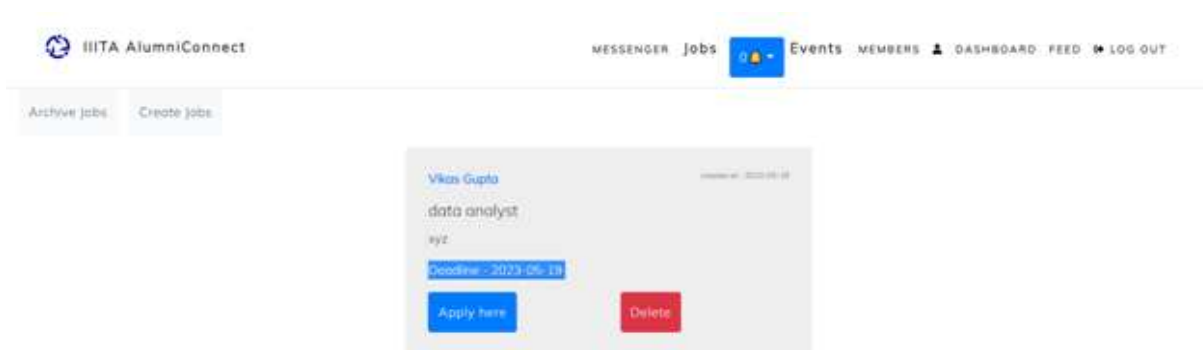
Head Admin will additionally have the functionality to give admin privileges to other users.
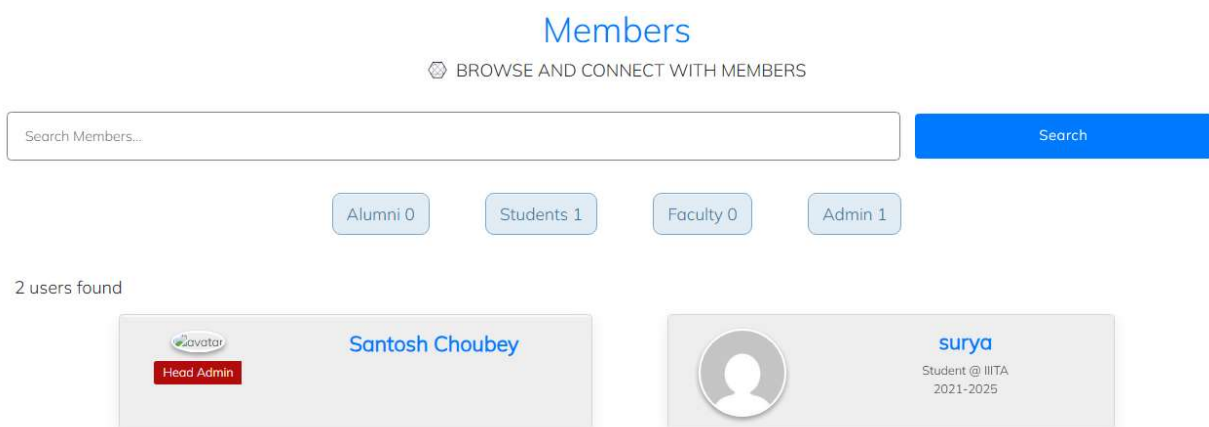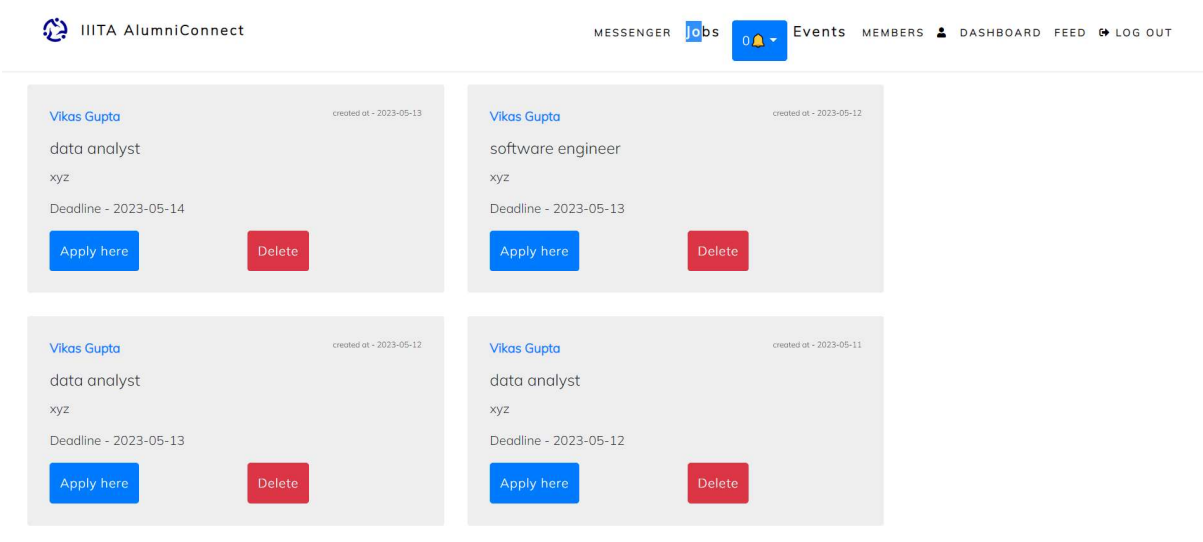
# 9. Jobs Dashboard

Users can view available jobs and access archived job listings.

*Note: All jobs posted by alumni or admin appear here. Users can apply directly, view deadlines, and explore job roles. Admins monitor postings for relevance and can archive outdated ones.*
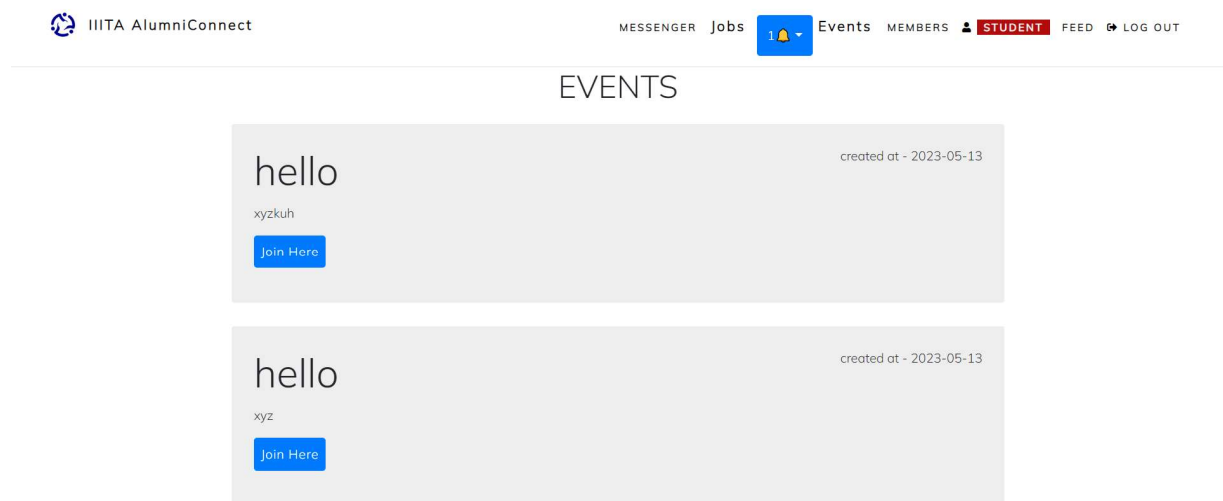


On clicking archive job section following page will appear.

# 10.    Events Dashboard

Only admins can create events. All users can view them.

*Note: Events like alumni meets, convocations, webinars are listed here. Only admins can create these, but all users can join or RSVP.  Keeping users informed helps strengthen the network.*



# 11.    Notification System

Notifications are sent for new jobs and events.

*Note: Be instantly updated with job openings, event announcements, or achievement shares. The notification panel ensures no opportunity is missed.*

Hi there, a new **Job :- data analyst** is available
Date:2023-05-18 03:18

Hi there, a new **Event convocation** is available
Date:2023-05-13 07:07

Hi there, a new **Event hi** is available
Date:2023-05-13 06:49

Hi there, a new **Event hello** is available
Date:2023-05-13 05:49

Hi there, a new **Event hello** is available
Date:2023-05-13 05:49

Hi there, a new **Job :- data analyst** is

## 12. Edit Profile Option

Users can update their profile anytime.

*Note: Users can modify their personal and professional data through this section. Upload resumes, add education history, or include social handles for a complete profile presence.*

Note: If any feature seems slow or unresponsive, please refresh the page.

**For any Query on the "AlumniConnect" App, plz send your email to:**

alumni.connect@iiita.ac.in

alumni.coordinator@iiita.ac.in