# IIITA AlumniConnect

A guide to using the IIITA AlumniConnect Platform

# User Manual: IIITA AlumniConnect

IIITA AlumniConnect - User Manual

# 1. User Roles

## 1.1 Professor

## 1.2 Alumni

## 1.3 Student

## 1.4 Staff

A Head Admin manages admin privileges and can appoint/remove sub-admins.

Note: AlumniConnect supports a structured user access system, ensuring responsibilities and privileges alig
real-world institutional roles. Professors offer mentorship and resources. Alumni share experiences, post job
juniors. Students learn, build their profile, and connect for opportunities. Staff members may be administrativ
personnel who manage operations or coordinate with users. Admins control the flow of platform activity, ens
and useful ecosystem.

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## 2. User Registration

2.1 Alumni: Name, Email, Password, Course Name, Company, Position, Location, Starting Year, Passing Ye

2.2 Student: Name, Email, Password, Course Name, Starting Year, Passing Year

2.3 Professor: Name, Email, Password, Department, Designation

2.4 Staff: Name, Email, Password, Department, Designation

Alumni are redirected to the alumni portal to log in and update details.

Admin approval is required to complete registration. Confirmation is sent via email.

Note: To maintain security and relevance, the platform collects appropriate user data. Alumni are verified thr
professional details and redirected for updates. Professors and staff input their designation and department t
confirmation. Students provide course and year details. All users are reviewed before activation.

# 3. Post Feed

All users can create posts and set visibility (public or restricted).

Posts may require admin approval based on head admin settings.

Features: Like, Dislike, Comment (self-like/dislike disabled).

Posts are searchable using a search bar.

*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.*

## Write a post

* = required field

Topic/Heading *

Topic/Heading

Post Body *

Paragraph | B *I* 𝒫 ≔ ≔ ≡ ≡ 🖼 " ▦ ▾ ▾ ↺ ↻

Italic (⌘I)

Attach Images

Choose file | No file chosen

Who do you want this post to be visible to? *

Students ☐

Faculty ☐

Alumni ☐

Select Channel *

Select... ▾

Go Back | Submit

## Posts

👤 WELCOME TO THE COMMUNITY

Channels | ✏ Create Post | Search here... | Search

Research

placements

Achievement

**my first post**

hlo

surya

👍 0   👎 0   💬 0   🗑   🗓 a few seconds ago

## 4. Help Page

Contact information is listed for queries.

Emails are sent to the official AlumniConnect support 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.*



## 4. Help Page

# 5. Achievements (Alumni Only)

Alumni can submit details of awards/patents and upload proof.

Admins can view, delete, and export achievements as CSV.

Posting behavior (direct/approval-based) is controlled by the head admin.

*Note: Showcase your recognitionsbe 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.*

7. Messenger + Social Features (Students & Alumni Only)

This feature is currently under development and will be available in upcoming updates.

Expected Features:
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.

Note: Alumni and students will soon be able to form a strong community by sending friend requests, chatting and posting among mutuals. It's a closed loop system that nurtures authentic interaction and avoids spam.

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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 mutuals. Its a closed loop system that nurtures authentic interaction and avoids spam.*
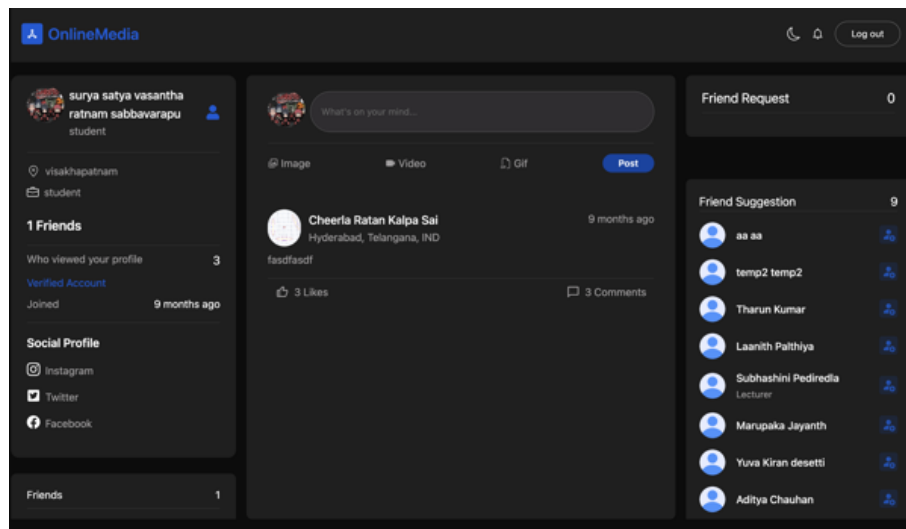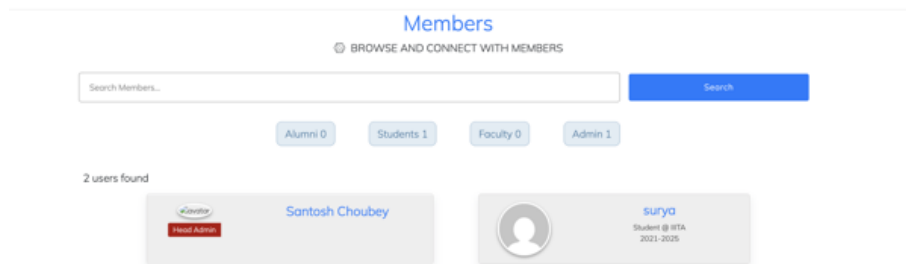
# 8. Members Directory

Lists all users with filters/search by skills, company, or name.

Head admin can grant admin rights to users.

*Note: Explore a list of all active members. Filter them by role, skill, or name. Admins have elevated privileges to modify or grant access. This promotes structured interaction and easy navigation.*



# 8. Members Directory

# 9. Jobs Dashboard

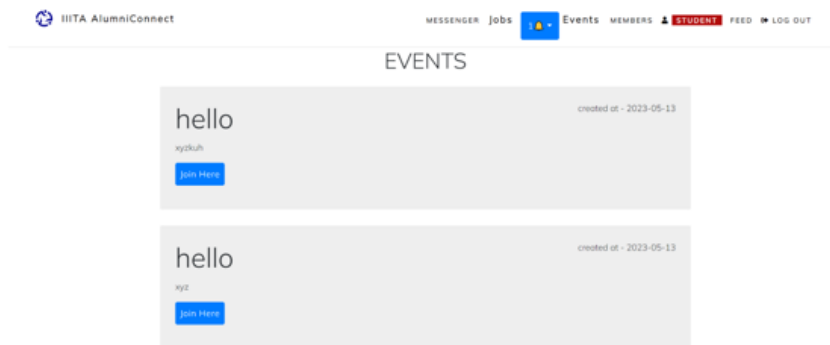Users can view available jobs and access archived job listings.

*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.*
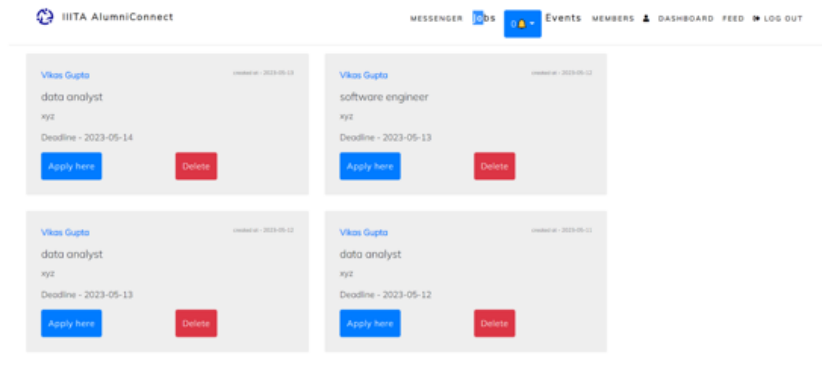
## 10. Events Dashboard

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.*

## 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.