

# ISA Officer Management System

**Owner:** <https://isautd.org/>

**Version:** 1.0

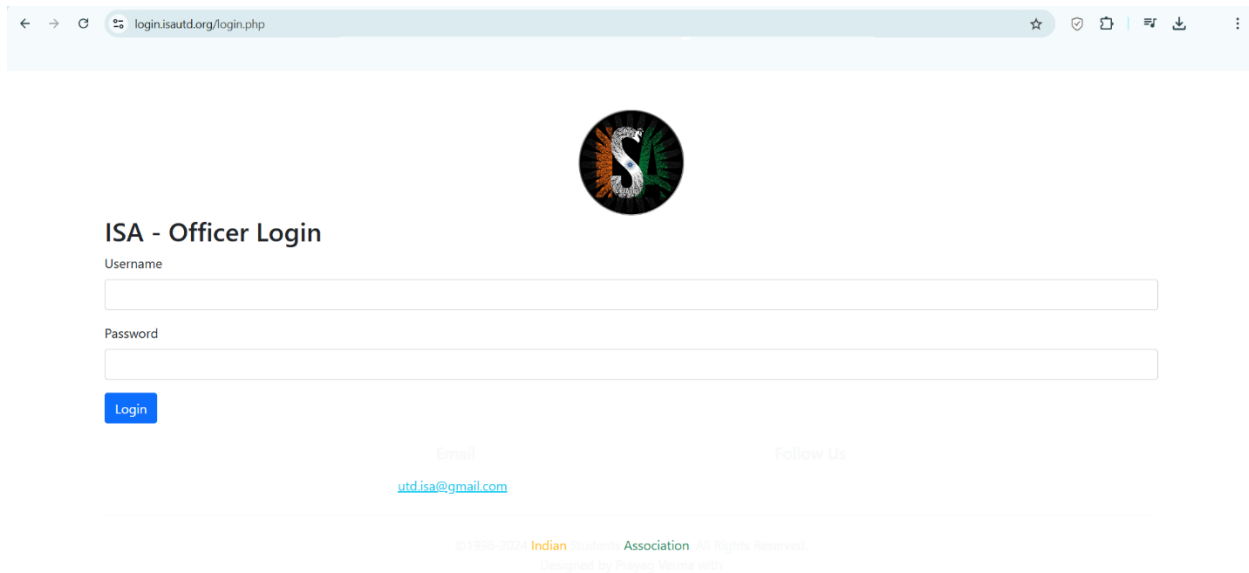
**Developed by:** [Prayag Verma](#)

**Date:** 09/18/2024

<https://profile.aimtocode.com>

[www.linkedin.com/in/prayagv](https://www.linkedin.com/in/prayagv)

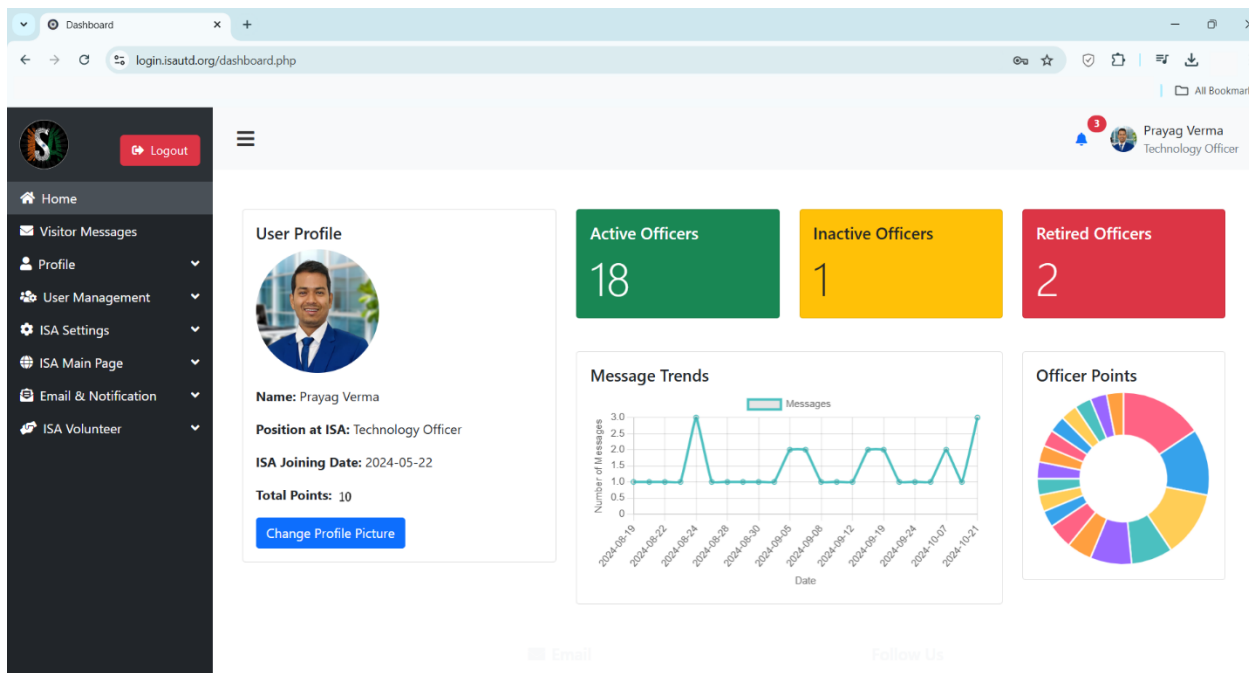
This project, [ISA Officer's Login](#), is a multi-role, permission-based platform designed to manage the activities, roles, and interactions within an organization. It provides secure login and access control for various user roles, such as administrators, officers, and volunteers. Key features include user management, role-based access control, profile management, and content management for the organization's main page. Through this system, authorized users can manage messages, update officer details, track points, view reports, and modify organizational settings, making it a comprehensive tool for efficient operational oversight.



The screenshot shows a web browser window with the address bar displaying "login.isautd.org/login.php". The page features a circular logo with a stylized 'S' and 'A' in the center. Below the logo, the title "ISA - Officer Login" is displayed. There are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. At the bottom, there is a link for "Email" with the address "utd.isa@gmail.com" and a "Follow Us" link. The footer contains copyright information: "© 1998-2024 Indian Students Association All Rights Reserved" and "Designed by Prayag Verma with".

## Admin Dashboard:

User profile information includes details such as Name, Officer Position, Joining Date, Total Points, status counts for Active, Inactive, and Retired Officers, daily message trends, and a donut chart representing Officer Points.



**Messages:** Displays all messages or form submissions from website visitors and internal officers. Options to export or delete messages are accessible by default to the admin and any user with the appropriate permissions.

#### Profile:

1. **My Profile:** Any user can update their own profile information, except for joining date and position, which can only be modified by an administrator or a user with the necessary permissions.
2. **Update Officer Details:** Administrators or users with the required permissions can update information for any officer.

#### User Management:

1. **All Officers:** Shows a list of all officers/users.
2. **Add New Officer:** Administrators or authorized users can add, edit, and remove non-admin users.
3. **Officer's Points:** Administrators or authorized users can adjust an officer's cumulative points by adding or subtracting points.
4. **Change Password:** Administrators or authorized users can change the password of any non-admin user.
5. **Retire Officer:** Administrators or authorized users can retire any non-admin user at the end of their service period.
6. **Retired Officers:** Administrators or authorized users can view and reinstate retired officers.

#### ISA Settings (Role-based Access Control):

1. **Upload Logo:** Administrators or users with access rights can update or add the website logo.
2. **Officer Position:** Administrators or authorized users can add, edit, or delete positions within the organization.
3. **Degree:** Administrators or authorized users can add, edit, or delete existing degrees/majors.
4. **Enable/Disable Office:** Administrators or authorized users can enable or disable a user's portal access/login.
5. **User Permissions:** Administrators or authorized users can add or remove permissions for specific roles (admin, officer, volunteer, user) or individual users.

#### ISA Main Page Content:

1. **Events:** Administrators or authorized users can add, edit, delete, publish, or unpublish events on the main page.
2. **Resources:** Administrators or authorized users can add, edit, delete, publish, or unpublish resources on the main page.
3. **Gallery:** Administrators or authorized users can add, delete, publish, or unpublish gallery photos on the main page.

### Email & Notifications:

1. **Officer's Birthday:** Highlights an officer's birthday in green if it's within 7 days, and in yellow if it's within a month.
2. **Birthday History:** Maintains a record of birthday wish emails sent to all users.
3. **Email Categories:** Allows adding, editing, and deleting email categories, such as Birthday Wishes, ISA Events, New Officer Onboarding, Email Change, Password Change, Position Change, and more.
4. **Email Templates:** Enables adding and deleting templates as needed. Options include auto-send toggling and scheduling emails on a daily, weekly, monthly, quarterly, yearly, or custom date basis.

Messages

Export Selected Delete Selected

☐ Select All Messages (0 selected)

Select	First Name	Last Name	Email	Mobile Number	Subject	Enquiry Message	Enquiry Date	Enquiry Time
<input type="checkbox"/>	Raj	Singh	rish...com	303 772	Willing to sponser	<a href="#">View Message</a>	2024-10-21	05:26 PM
<input type="checkbox"/>	Ariyan	Abed	ariyan...mail.com	469 9	General Enquiry	<a href="#">View Message</a>	2024-10-21	01:13 PM
<input type="checkbox"/>	Ariyan	Abed	ariyan...gmail.com	469 79	General Enquiry	<a href="#">View Message</a>	2024-10-21	11:07 AM
<input type="checkbox"/>	Vishnu	Babu	vishnu.bas...mail.com	88 38	Other	<a href="#">View Message</a>	2024-10-13	12:42 PM
<input type="checkbox"/>	Poonam	Patel	office@richardsonfar...ntistry.com	3104 55	Willing to sponser	<a href="#">View Message</a>	2024-10-07	03:28 PM
<input type="checkbox"/>	Hema Sasank	Marepalli	hemasasankmar...il.com	465 12	General Enquiry	<a href="#">View Message</a>	2024-10-07	11:16 AM
<input type="checkbox"/>	Shravani	Neelam	neelamshra...12@gmail.com	868 4	General Enquiry	<a href="#">View Message</a>	2024-10-03	04:09 AM

My Profile

First Name  
Prayag

Last Name  
Verma

Email  
ppv220002@utdallas.edu

Mobile  
9452747200

ISA Position  
Technology Officer


ISA Joining Date  
05/22/2024

[Update Profile](#)

Email  
[utd.isa@gmail.com](mailto:utd.isa@gmail.com)

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Visitor Messages

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My Profile

Update Officer Details

User Management


ISA Settings

ISA Main Page

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ISA Volunteer

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 Prayag Verma  
Technology Officer


## Update Officer Details

Select an officer

Email  
utd.isa@gmail.com

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Technology Officer

## Update Officer Details

Select an officer

Kshithij Kikkeri

Lalit Kolhe

Mahadevan Ramanan

Manjot Singh

Navdeep Dhull

Parth Shah

Praveen Seelam

Prayag Verma

Rachana Mahapatra

Raman Yedavilli

Samata Dintakurti

Sana Dharani

Soumya Muddam

Teeya Kapur

Test Advisor

Testing Purpose


Testing Volunteer

Vedansh Surjan

Email  
a@gmail.com

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 Prayag Verma  
Technology Officer

## Update Officer Details

Prayag Verma

Username  
prayag

Last Name  
Verma

Email  
ppv220002@utdallas.edu

Degree  
Masters of Science

ISA Joining Date  
05/22/2024

Total Points  
10

Role  
Admin

Update Officer

First Name  
Prayag

Date of Birth  
10/31/1998

Mobile  
9452747200


Major  
ITM

Expected Graduation Date  
12/31/2024

Position  
Technology Officer

Status  
Active

Select Another Officer



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All Officers

Add New Officer

Officer's Point

Change Password

Retire Officer Now

Retired Officers

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Prayag Verma

Technology Officer

ISA Officers

Active Officers : 18


Inactive Officers : 1

Retired Officers : 1

First Name	Last Name	D.O.B	Officer Position	Email	Mobile	Degree	Major	Joining Date	Expected Grad Date	Officer's Points
Prayag	Verma	1998-10-31	Technology Officer	ppv220002@utdallas.edu	9452747200	Masters of Science	ITM	2024-05-22	2024-12-31	10
Manjot	Singh	2000-09-18	President	mms230004@utdallas.edu	9452175271	Masters of Science	ITM	2024-05-01	2025-05-31	8
Dharmit	Shah	1998-09-28	President	dns220005@utdallas.edu	9172941183	Masters of Science	ITM	2024-06-01	2024-12-16	8
Vedansh	Surjan	2025-01-01	Treasurer	vedansh.surjan@utdallas.edu	9452748792	Masters of Science	CSE	2024-01-01	2025-05-31	5
Lalit	Kolhe	1994-01-21	Event Officer	lalit.kolhe@utdallas.edu	945-900-7264	Masters of Science	ITM	2024-06-01	2025-05-21	5
Rachana	Mahapatra	1997-11-19	General Secretary	rachana.mahapatra@utdallas.edu	9452709885	Masters of Science	Unknown	2024-01-01	2025-05-31	3
Sana	Dharani	0001-01-01	Dance Officer	sana.dharani@utdallas.edu	0000000000	Masters of Science	Unknown	2024-01-01	2025-05-31	3
Arohi	Srivastava	1998-11-09	Events Officer (Anchoring)	arohi.srivastava@utdallas.edu	9455270984	PHD	Unknown	2024-01-01	2025-05-31	2
Parth	Shah	1997-01-01	SOC Officer	pxs220058@utdallas.edu	2062350331	Masters of Science	Known	2024-05-01	2025-05-31	2
Praveen	Seelam	1999-05-07	Marketing Officer	jxs220108@utdallas.edu	9452709899	Masters of Science	BA	2024-06-01	2025-05-31	2

1

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Add New Officer

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Change Password

Retire Officer Now

Retired Officers

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Prayag Verma

Technology Officer

Add New Officer

Create Officer's Username

Password

Confirm Password

Assign Position

Select Position

Role


Select Role

First Name

Last Name

Date of Birth

mm/dd/yyyy



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Change Password

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Prayag Verma  
Technology Officer

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## Officer's Point

Select Officer

Prayag Verma

Current Total Points: 10

Add/Minus Points

Add Points

Add Points

Minus Points

Review Changes

Officer's Point

Select Officer

Prayag Verma

Current Total Points: 10

Add/Minus Points

10 + 5 = 15 will be the updated Total Points for Prayag Verma.

Cancel

Submit

S

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Add New Officer

Officer's Point

Change Password

Retire Officer Now

Retired Officers

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Email & Notification

Officer's Point

Points updated successfully

Select Officer

Select Officer

Current Total Points: 0

Add/Minus Points

Add Points

Number of Points

Review Changes

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Add New Officer

Officer's Point

Change Password

Retire Officer Now

Retired Officers

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Officer's Point

Select Officer

Prayag Verma

Current Total Points: 15

Add/Minus Points

Minus Points

Number of Points

5

Review Changes

Officer's Point

Select Officer

Prayag Verma


Current Total Points: 15

Add/Minus Points

15 - 5 = 10 will be the updated Total Points for Prayag Verma.

Cancel

Submit



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Add New Officer

Officer's Point

Change Password

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Change Password

Select Officer

Select Officer

Arohi Srivastava

Dharmit Shah

Krishita Patel

Kshithij Kikkeri

Lalit Kolhe

Mahadevan Ramanan

Manjot Singh

Navdeep Dhull

Parth Shah

Praveen Seelam

Prayag Verma

Rachana Mahapatra

Raman Yedavilli

Samata Dintakurti

Sana Dharani

Soumya Muddam

Teeya Kapur

Test Advisor

Testing Purpose

Change Password

Select Officer

Select Officer

Arohi Srivastava

Dharmit Shah

Krishita Patel

Kshithij Kikkeri

Lalit Kolhe

Mahadevan Ramanan

Manjot Singh

Navdeep Dhull

Parth Shah

Praveen Seelam

Prayag Verma

Rachana Mahapatra

Raman Yedavilli

Samata Dintakurti


Sana Dharani

Soumya Muddam

Teeya Kapur

Test Advisor

Testing Purpose



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Add New Officer

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Change Password

Retire Officer Now

Retired Officers

Retire Officer Now

Active Officers : 18

Select Officer to Retire

Prayag Verma

Retirement Date

10/31/2024

Retire This Officer

Retire Officer Now

Active Officers : 18


Select Officer to Retire

Prayag Verma

Retirement Date

10/31/2024

Retire This Officer



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Change Password

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Retired Officers

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Retired Officers

Retired Officers : 1

Name	Position	Email	Retired Date	Action
Testing Purpose	Treasurer	test@gmail.com	2024-10-03	<a href="#">View Details</a> <a href="#">Reinstate Officer</a>
Test Advisor	ISA Advisor	advisor@utdallas.edu	2024-10-03	<a href="#">View Details</a> <a href="#">Reinstate Officer</a>

Email

utd.isa@gmail.com

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Retired Officers

Retired Officers : 1

Name	Position	Email	Retired Date	Action
Testing Purpose	Treasurer	test@gmail.com	2024-10-03	<a href="#">View Details</a> <a href="#">Reinstate Officer</a>
Test Advisor	ISA Advisor	advisor@utdallas.edu	2024-10-03	<a href="#">View Details</a> <a href="#">Reinstate Officer</a>

Email


utd.isa@gmail.com

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Upload Logo

Officer Position

Degree


ISA Setting → Upload Logo

Upload Logo (Max 2MB, JPG/PNG/GIF only)

Choose FileNo file chosen

Upload Logo

EmailFollow Us



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Upload Logo

Officer Position

Degree

Enable/Disable Officer

User Permissions

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ISA Setting → Officer Position

Total Positions : 21

Enter New Position Name...

Add New Position

Community Outreach	Delete
Content Officer	Delete
Dance Officer	Delete
Event Officer	Delete
Events and Logistics Officer	Delete
Events Officer (Anchoring)	Delete
Events Officer (Music)	Delete
General Secretary	Delete



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Degree

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ISA Setting → Degree

Total Degrees : 3

Enter New Degree Name...

Add Degree

Masters of Science	Delete
PHD	Delete
Under Grad	Delete

1



## ISA Setting → User Control

Active Users: 17      Retired Users: 2

Disable User Login
Enable User Login

<input type="checkbox"/>	First Name	Last Name	Email	Position	Status
<input type="checkbox"/>	Prayag	Verma	ppv220002@utdallas.edu		Active
<input type="checkbox"/>	Lalit	Kolhe	lalit.kolhe@utdallas.edu		Disabled
<input type="checkbox"/>	Dharmit	Shah	dns220005@utdallas.edu		Active
<input type="checkbox"/>	Kshithij	Kikkeri	krk230001@utdallas.edu		Active
<input type="checkbox"/>	Samata	Dintakurti	sxd220168@utdallas.edu		Active
<input type="checkbox"/>	Soumya	Muddam	sxm230066@utdallas.edu		Active
<input type="checkbox"/>	Praveen	Seelam	jxs220108@utdallas.edu		Active
<input type="checkbox"/>	Teeya	Kapur	txk220044@utdallas.edu		Active
<input type="checkbox"/>	Krishita	Patel	kdp230003@utdallas.edu		Active

Prayag Verma  
Technology Officer

## ISA Setting → User Permissions

Select User

Lalit Kolhe

▼

Select a user

Arohi Srivastava

Krishita Patel

Kshithij Kikkeri

**Lalit Kolhe**

Mahadevan Ramanan

Manjot Singh

Navdeep Dhull

Parth Shah

Praveen Seelam

Rachana Mahapatra

## Edit Event

Event Name

Category

Fall

Description

Cricket Tournament

Event Date

09/25/2024

Event Image


Choose File

No file chosen

Leave blank to keep the current image.

Update Event

Cancel



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Add New Resource

Icon

Enter a Font Awesome icon class (e.g., 'fas fa-book')

Description

More Info Text


More Info URL

Add Resource

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Prayag Verma

Technology Officer



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






Gallery

Email & Notification

ISA Volunteer

Resources


Add New Resource

Icon	Description	More Info	Actions
	Incoming Students Handbook	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Incoming Students Handbook	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Pickup Request	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Post Arrival	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Pre Departure	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Travel	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Housing	<a href="#">More info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Bank	<a href="#">More info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Textbooks	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	Temporary Housing	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>
	FAQ	<a href="#">More Info</a>	<a href="#">Edit</a> <a href="#">Delete</a>

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Prayag Verma

Technology Officer



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Add New Gallery Item

Year	Semester	Image	Order	Actions
2024-2025	Other		3	<a href="#">Edit</a> <a href="#">Delete</a>
2024-2025	Fall		1	<a href="#">Edit</a> <a href="#">Delete</a>
2024-2025	Fall		2	<a href="#">Edit</a> <a href="#">Delete</a>


3


Prayag Verma














Technology Officer

Email

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-  Birthday History
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Prayag Verma  
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
## Officers' Birthdays

Birthdays within a week: 1

Birthdays within a month: 5

Name	DOB	Next Birthday	Position	Status	Email	Mobile	Joining Date	Expected Grad Date	Major
Prayag Verma	1998-10-31	2024-10-31	Technology Officer	active	ppv220002@utdallas.edu	9452747200	2024-05-22	2024-12-31	ITM
Kshithi Kikkeri	1998-11-05	2024-11-05	SOC Officer	active	krk230001@utdallas.edu	9455275112	2024-06-01	2025-05-31	ITM
Arohi Srivastava	1998-11-09	2024-11-09	Events Officer (Anchoring)	active	arohi.srivastava@utdallas.edu	9455270984	2024-01-01	2025-05-31	Unknown
Samata Dintakurti	2025-11-19	2024-11-19	Undergrad Outreach Officer	active	sxd220168@utdallas.edu	2146004102	2024-06-01	2025-05-31	Known
Rachana Mahapatra	1997-11-19	2024-11-19	General Secretary	active	rachana.mahapatra@utdallas.edu	9452709885	2024-01-01	2025-05-31	Unknown

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  - Email Templates
  - SMTP Settings
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Prayag Verma  
Technology Officer


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## Email Categories

+ Category

Delete Category

<input type="checkbox"/>	Category Name	Action
<input type="checkbox"/>	Birthday Wishes	<div>Edit</div>
<input type="checkbox"/>	ISA Event	<div>Edit</div>
<input type="checkbox"/>	New Officer Onboard	<div>Edit</div>
<input type="checkbox"/>	Officer's Email Change	<div>Edit</div>
<input type="checkbox"/>	Officer's Password Change	<div>Edit</div>
<input type="checkbox"/>	Officer's Position Change	<div>Edit</div>
<input type="checkbox"/>	Prayag's Birthday	<div>Edit</div>
<input type="checkbox"/>	Test Category 10	<div>Edit</div>
<input type="checkbox"/>	Test Category 11	<div>Edit</div>



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  - SMTP Settings
- ISA Volunteer


Prayag Verma  
Technology Officer

+ New Template

Delete Template

<input type="checkbox"/>	Category	Subject	Created By	Created Date	Updated Date	Auto Email	Action
<input type="checkbox"/>	Prayag's Birthday	happy Birthdat (first_name)	Prayag Verma	2024-10-07 04:10:24	2024-10-26 01:34:31	<input type="checkbox"/> Off	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Officer's Position Change	ISA Designation Updated	Prayag Verma	2024-10-02 12:46:14	2024-10-04 00:49:25	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	New Officer Onboard	Greetings From Team ISA	Prayag Verma	2024-10-02 12:45:09	2024-10-03 06:36:52	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Officer's Email Change	ISA Email Updated	Prayag Verma	2024-10-02 12:43:34	2024-10-19 23:59:32	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Officer's Password Change	ISA Login Password changed	Prayag Verma	2024-10-02 12:41:34	2024-10-26 01:34:36	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	ISA Event	ISA - Event Update	Prayag Verma	2024-10-02 11:17:58	2024-10-26 01:34:15	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>
<input type="checkbox"/>	Birthday Wishes	ISA Wishes You a Happy Birthday	Prayag Verma	2024-10-02 11:14:45	2024-10-26 01:34:28	<input checked="" type="checkbox"/> On	<a href="#">View</a> <a href="#">Edit</a>

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ISA Volunteer

Prayag Verma  
Technology Officer

# SMTP Settings

SMTP Host

aimtocode.com

SMTP Port

465

SMTP Username

info@aimtocode.com

SMTP Password

\*\*\*\*\*

From Email

admin@aimtocode.com

From Name

ISA - Technology Officer

Update SMTP Settings