

# Edu-Met System Help

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 is the screen 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.

This shows up only if control parameter for allowing user registration is set to yes by IT Admin.

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.



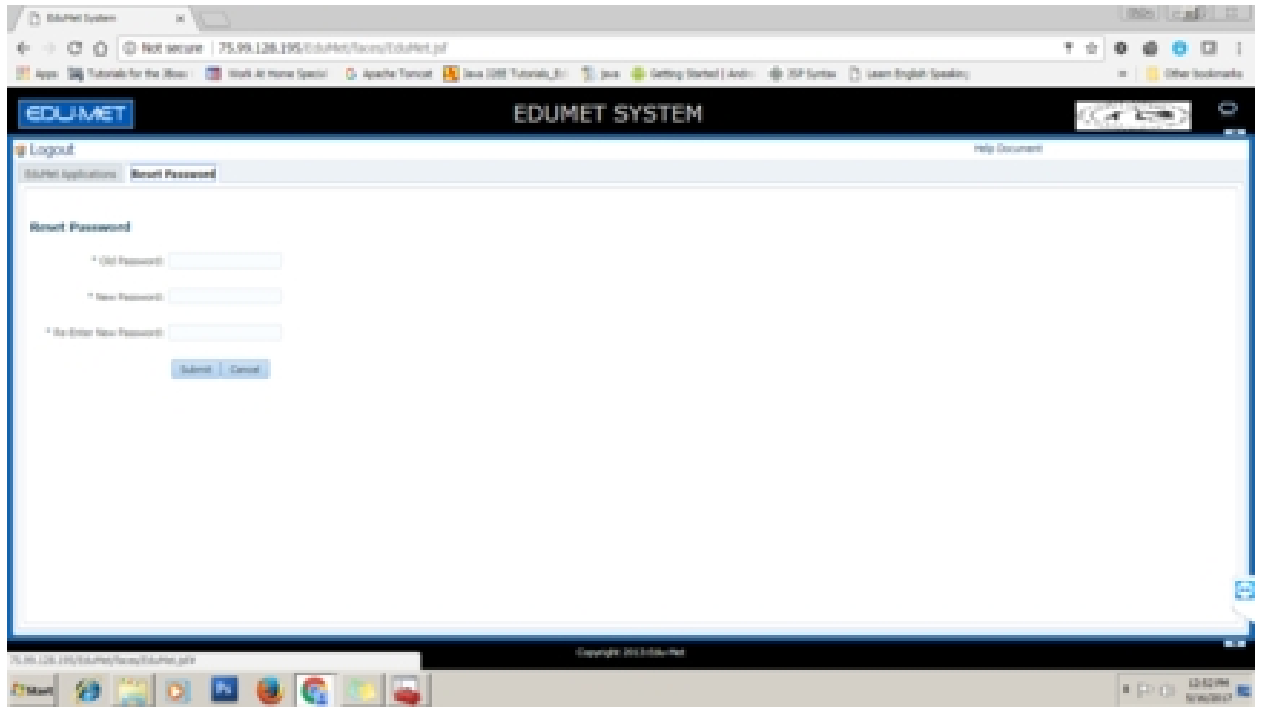
The screenshot displays a web browser window with the URL `75.99.128.195/Edumet/Access/Edumet.pdf`. The page header features the "EDUMET SYSTEM" logo and a "Help Document" link. The main content area is titled "New User" and contains a registration form with the following fields:

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

Below the fields are "Submit" and "Cancel" buttons. The footer of the page includes the text "Copyright © 2015 Edumet, Inc." and a system tray showing the date and time as "12:08 PM 5/24/2017".

4) **Resetting Password:**

Please click on the Reset Password Tab. Enter old password and new password. This is applicable for DB users only.



**Note for date format and password:**

- a. Date must be entered in the specified format. (e.g. Oct 13, 2014)
- b. 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 !@#\$\$%