



# USER MANUAL

*for*

# STAFF MODULE

# KATHMANDU UNIVERSITY WEB INFRASTRUCTURE MANAGEMENT SYSTEM

**A document prepared for General Information by**

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## 1. INTRODUCTION

Kathmandu University Web Infrastructure Management System is our new (launched in 2019) Content Management System (CMS) that integrates a fully responsive Web design, cross-site News portal, People directory and a web companion Mobile App.

The Staff Module is a contact details page creation/update module which assists the users in updating and maintaining their profile displayed in Kathmandu University's Contact page.

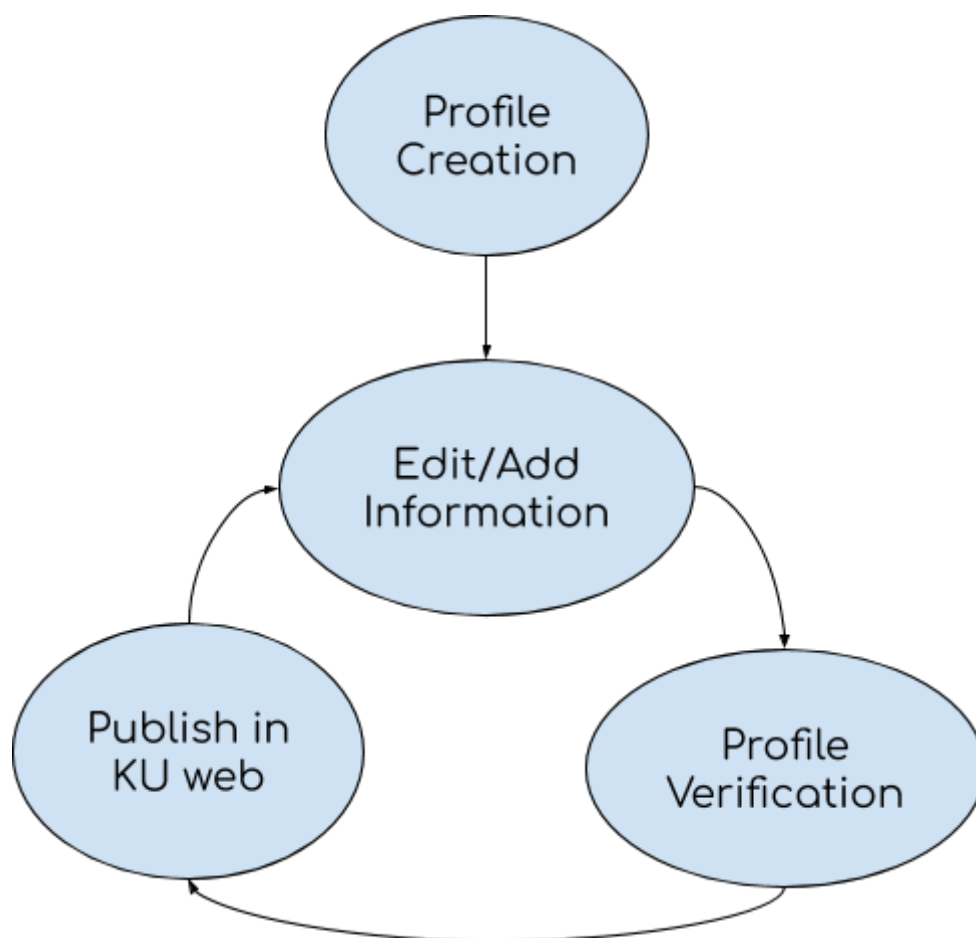


Fig: Staff Module Process flow

As shown in the figure above, the Staff Profile is created by the School/Department's respective CMS admin, which is to be edited by the staff or faculty himself/herself. The content added/updated is verified by designated personnel (for example Head of Department) before being published to the KU's website.

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**Note:** The department/school's website and content related to the department/school is maintained by the respective CMS admin.

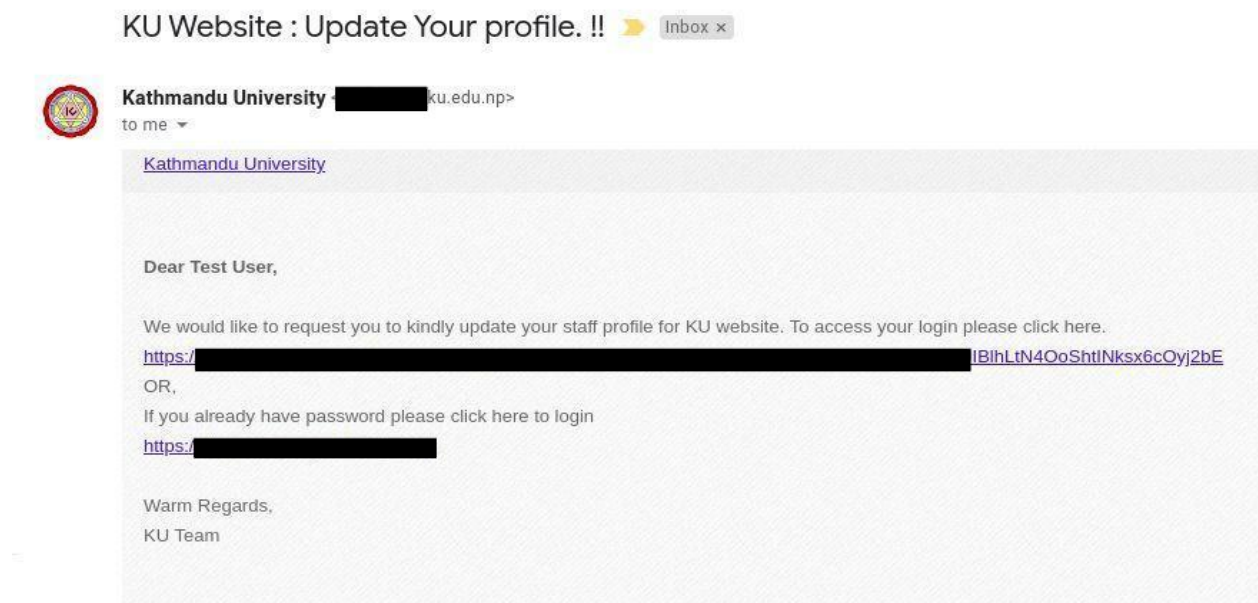
*For assistance, please contact your respective CMS admin.*

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## 2. LOGGING INTO THE SYSTEM

### i. Staff added

Once the CMS admin adds your profile in KU Web Infrastructure Management System, an email similar to the picture below will be sent to your email address.



### ii. Setting your password

If you are using it for the first time, you will have to set your password using the link received in the mail.


A web form titled "SET PASSWORD" for "ku.edu.np". It contains two input fields: "NEW PASSWORD:" and "RE-TYPE PASSWORD:". Below these fields is a red button labeled "CHANGE PASSWORD".

For account security, please use a Password with a minimum of eight (8) characters mixed with lower/upper cases, numbers, and symbols. After setting the password, you are redirected to a login page where you need to enter your Username (email), Password, and Captcha.

Captcha is the text to the right of the screen. (A zero {0} will have a dot{.} differentiating from the letter 'O')

A CAPTCHA field with the label "CAPTCHA:". The input box contains the text "UmUO". To the right of the input box is a small image showing the same text "UmUO" with a red wavy background.

## Staff Login Page



## WEB-INFRASTRUCTURE MANAGEMENT SYSTEM

✔ Your password has been reset successfully.


USERNAME : [Forgot your password?](#)

[REDACTED]ku.edu.np

PASSWORD :

.....

CAPTCHA:

UmUO 

**LOGIN**

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## iii. Login

If you already have a password, you can directly log in to the staff page from [https://\[REDACTED\]](https://[REDACTED])

After logging in, you will see a page like this:

Welcome [REDACTED]
[u.edu.np](#) | [Logout](#)

**Profile**



**Profile Status: Incomplete**

Username : Test User

Full name : Test User

Email : [REDACTED]u.edu.np

Address :

Mobile :

Type : Academic

Designation : Teaching Assistant

School : School of Management

Department : Department of Management Informatics and Communication

**Edit Profile**

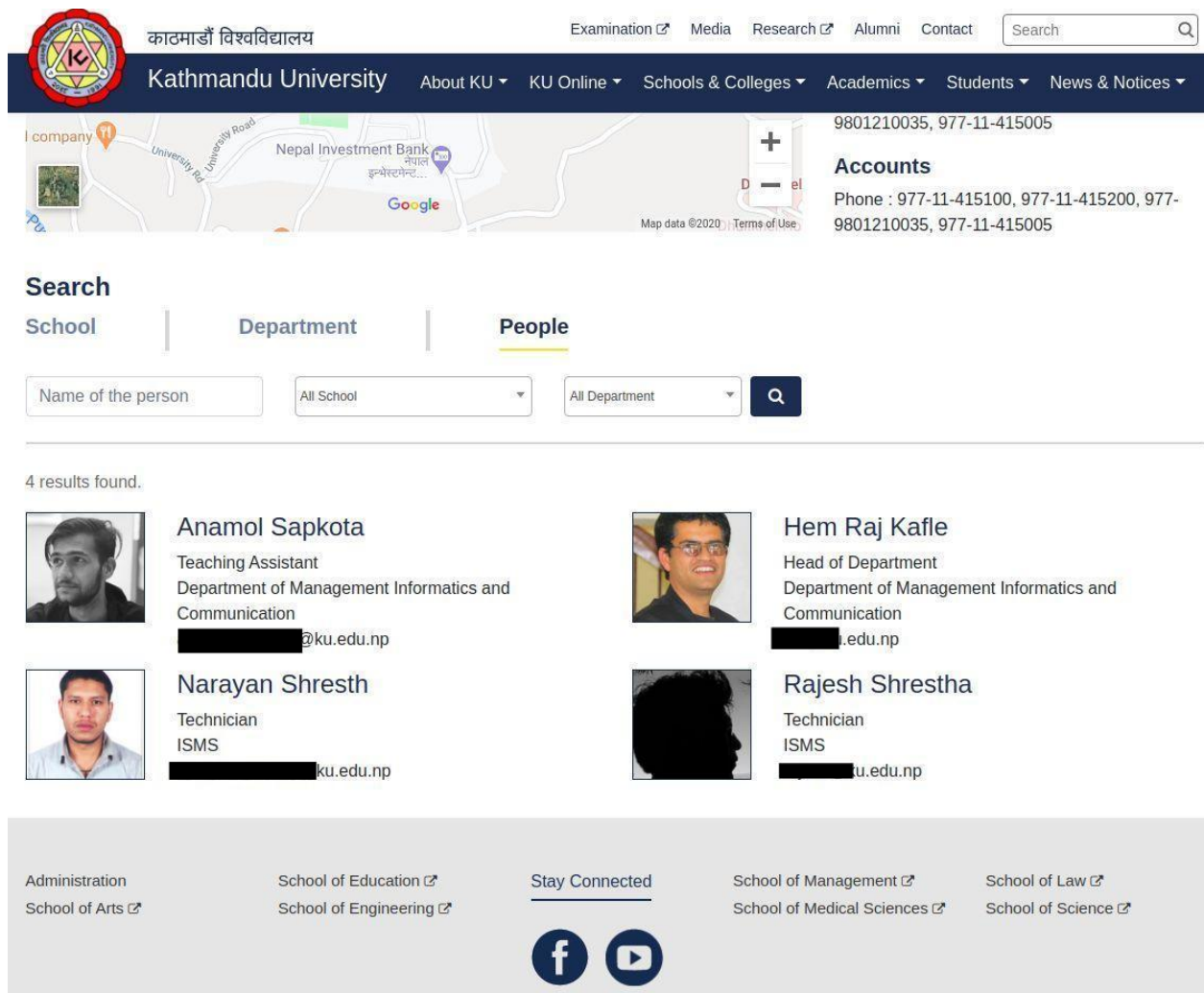
**Publication Lists**

**Add Publication**

Paper Title	Authors	Publication	Year	Tags	Link	Status	Action
No Data							

For the first time or after you have made changes to your profile, you will see **Profile Status: Incomplete**.

To know more about Incomplete Profile status, go to [Profile Status: Incomplete](#).



The screenshot shows the Kathmandu University website. At the top, there is a navigation bar with links for Examination, Media, Research, Alumni, and Contact. Below this is a search bar and a map of the university campus. The main content area displays search results for staff members under the 'People' tab. Four results are shown: Anamol Sapkota (Teaching Assistant), Hem Raj Kafle (Head of Department), Narayan Shrestha (Technician), and Rajesh Shrestha (Technician). Each result includes a profile picture, name, title, department, and email address. The footer contains links to various schools and departments, as well as social media icons for Facebook and YouTube.

As you can see above, the Test User we just created is not displayed on the contact page yet.

### 3. PROFILE STATUS

There are 3 profile status: Incomplete, Pending and Verified.

#### i. Incomplete

Profile Status: Incomplete means your account has just been created or you have made changes to the profile but is not submitted for verification. This acts as a draft status and you can make any number of changes before sending for verification.

#### ii. Pending

Profile Status: Pending means that you have made changes to your profile and submitted for verification. An email with your new changes will be sent to the verifier's email address.



### iii. Verified

Profile Status: Verified means that your changes have been verified and those changes are displayed on the KU website. You will receive an email once your profile is in this state.

## 4. EDITING YOUR PROFILE

Your staff profile is divided into 2 sections: Profile section and the Publications section.

Profile

Profile Status: Incomplete

Edit Profile

Username : Test User

Full name : Test User

Email : [REDACTED]@ku.edu.np

Address :

Mobile :

Type : Academic

Designation : Teaching Assistant

School : School of Management

Department : Department of Management Informatics and Communication

Publication Lists

Add Publication

Paper Title	Authors	Publication	Year	Tags	Link	Status	Action
No Data							

### i. Profile Section

The Profile Section consists of 5 parts:

- Basic Details
- Bio
- Honors and Awards
- Research Interest and
- Other Position

The Basic Details such as Name, Email, Address, and Phone fields are mandatory while other fields are not mandatory. If the other fields are not filled, those parts are not displayed in your Profile. If you have been provided with posts/responsibilities other than indicated on basic details you can add them under “Other Position” sub-section.

The **Profile** section can be edited by clicking the **Edit Profile** button to the top-right of the screen. When the **Edit Profile** button to the top-right of the screen is clicked, you are sent to the following screen:

**Profile**

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Name :

Email :

Type : Academic

Designation : Teaching Assistant

School : School of Management


Department : Department of Management Informatics and Communication

Department Section (If Applicable) :

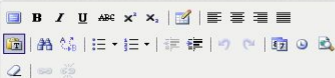
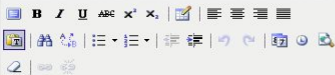
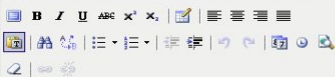

Address :

Phone no:

Bio:



Path:

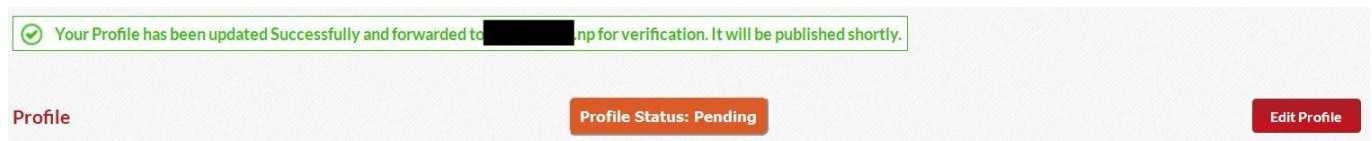
Honors and awards :	<div>  </div> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Path: p</div>	[?]
Research Interest :	<div>  </div> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Path: p</div>	[?]
Other Position :	<div>  </div> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Path: p</div>	[?]
Photo :	<div> <div style="border: 1px solid #ccc; width: 100px; height: 100px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">  </div> </div> <div style="text-align: right; margin-top: 5px;">Max. File size (1 MB)</div>	[?]
Caption :	<div> <input style="width: 100%;" type="text"/> </div>	[?]



### a. Save and Notify

If your profile is complete and you want to display it on the KU's website, you can send your request by clicking the Save and Notify button.

When the Save and Notify button is clicked, Profile Status changes to Pending and a request email with your changes are emailed to the verifier's email address.



Here, you can see your designated verifier's email address.

### b. Save and Exit

If your profile is not complete and you don't want to display it on the KU's website yet, click the Save & Exit button. You can do this if you want to continue working on your profile later.

When the Save & Exit button is clicked, the Profile Status changes to Incomplete.



## ii. Publication Section

The Publication Section consists of your publications. Publications can be added using the button Add Publication.

### Note:

You need to add Publications one by one.

*Add old publications at first and your new publications later*

*i.e. If one publication was published in 2017 and the other is in 2019, add the publication which was published in 2017 first and then add the publication published in 2019.*

When the Add Publication button is clicked, you will see a screen like this:

**Add New Publication**

Paper Title :  \* [?]

Authors :  \* [?]

Publication :  \* [?]

Year :  \* [?]

Tags:  \* [?]

Link:  [?]

**Add**

Enter your Publication details and Click **Add** button. Here, Paper Title is the title of your publication, Authors are names of Authors and co-authors, Publication is the name of the journal, book or similar, Year is published year in AD, Tags are related keywords and Link is URL to the journal or publication. For security reasons, avoid using external links and if you have to please verify before adding them to your publications.

When you add a publication, the Status of the publication is **Incomplete**.

**Publication Lists** **Add Publication**

Paper Title	Authors	Publication	Year	Tags	Link	Status	Action
Test Paper Title	Test Author	Test Publication	2019	Test		Incomplete	



**Send Notification to Publish Publications**

After you have added all your publications, you can send a request by clicking Send Notification to Publish Publications button to publish the updated content on your Staff Profile.

Once you click the Send Notification to Publish Publications button, the status changes to **Pending** and an email containing new publications will be sent to the verifier's email for verification and publishing.

## Publication Lists

Add Publication



Paper Title	Authors	Publication	Year	Tags	Link	Status	Action
Test Paper Title	Test Author	Test Publication	2019	Test		Pending	 

Send Notification to Publish Publications

Once the update is approved, the publication status also changes to Verified.

## Publication Lists

Add Publication

Paper Title	Authors	Publication	Year	Tags	Link	Status	Action
Test Paper Title	Test Author	Test Publication	2019	Test		Verified	 

Send Notification to Publish Publications

## 5. VERIFICATION


The changes made to your Staff Profile are verified by designated personnel (for example Head of Department) before being published to the KU's website. During the verification, the changes can be either rejected or accepted.

### i. Profile is rejected

If your profile is sought to be changed or found incomplete/mistakes and is rejected during verification, you will receive an email with the Reason for Rejection and changes needed to be done.

KU Website : Your Profile Details has been Rejected

Inbox x



Department of Management Informatics and Communication

to me

ku.edu.np>

Kathmandu University

Dear Test User,

We would like to inform you that your **Profile Update has been Rejected**. Please update your details and re-submit the form for Verification.

**Reason for the Rejection:**

Reason for Rejection here

Please click here

[https://\[redacted\]](https://[redacted])

Sincerely,

Department of Management Informatics and Communication


If you receive an email like this, you need to login to your Staff Account, update your profile again to make required changes and click [Save and Notify](#) or [Send Notification to Publish Publications](#) button.

## ii. Profile is accepted

If your profile is accepted, you will receive an email similar to below with the link to your Staff Profile.

KU Website : Your Profile Details has been Verified and Published on Website  Inbox x



Department of Management Informatics and Communication  ku.edu.np>

to me ▾

[Kathmandu University](#)

Dear Test User,

We would like to inform you that your **Profile Details has been Verified and published**, In KU Website.

Please click here to view the Details.

">https://

Sincerely,

Department of Management Informatics and Communication

Clicking the provided link, you can see your updated profile on KU's website.

## 6. DISPLAYING YOUR PROFILE IN THE KU WEBSITE

Once changes made to your profile are updated and verified, your profile status changes to **Verified**.


[Profile](#)

Profile Status: Verified

[Edit Profile](#)

Now, your Staff Profile is shown in Kathmandu University's website.






काठमाडौं विश्वविद्यालय  
**Kathmandu University**

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**Library**  
 Phone : 977-11-415100, 977-11-415200, 977-9801210035, 977-11-415005  
**Accounts**  
 Phone : 977-11-415100, 977-11-415200, 977-9801210035, 977-11-415005

**Search**  

School
Department
**People**

7 results found.

 <div> <b>Anamol Sapkota</b>            Teaching Assistant            Department of Management Informatics and Communication            [redacted]@ku.edu.np         </div>	 <div> <b>Hem Raj Kafle</b>            Head of Department            Department of Management Informatics and Communication            [redacted]du.np         </div>
 <div> <b>Narayan Shresth</b>            Technician            ISMS            [redacted]ku.edu.np         </div>	 <div> <b>Rajesh Shrestha</b>            Technician            ISMS            [redacted].edu.np         </div>
 <div> <b>Shambhu Pandit</b>            Support Staff            ISMS            [redacted]ku.edu.np         </div>	 <div> <b>Test User</b>            Teaching Assistant            Department of Management Informatics and Communication            [redacted]u.edu.np         </div>

Here, you can see the “Test User” which we created for testing purposes.

Your profile can have two versions of information, verified contents, and pending/incomplete contents. Once your profile is posted on KU Website, there will always be the previous version of verified profile live on the website even if you have new unverified contents either in the incomplete or pending state. It is only after verification that older contents will be replaced by new ones.

If you need any assistance regarding your profile creation/publication, please contact your school/department's CMS/Web administrator.  
 For units and services with no applicable School or Department, please contact ISMS.

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