KVS ALUMNI CONNECT

User Manual for Alumni

This manual guides alumni through KVS Alumni Connect, from registration to password reset. Screenshots use sample data (Ananya Sharma, PM SHRI KV OEF Taigoar Road, Kanpur; Class XII Science, 2016). Approvals mentioned below are given by your Vidyalaya's Alumni In-charge, nominated by the Principal.

Before you begin

- An email address you can open now and a mobile number that receives SMS.
- Your last KV (state and school), joining and leaving year and class, and stream (Classes XI–XII).
- Your admission number (optional) and a recent photograph.

Process at a glance

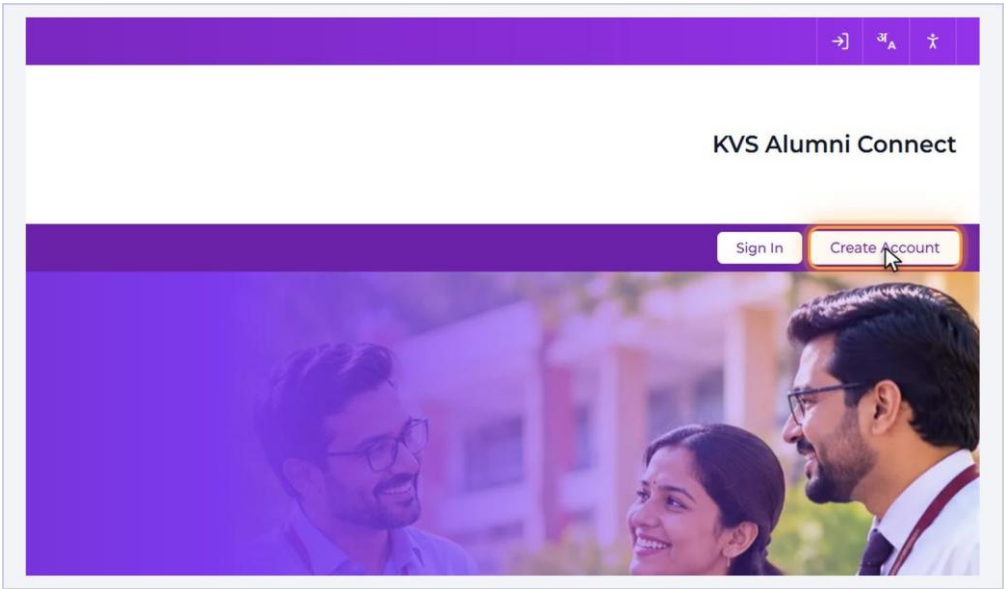
Stage	Steps	What happens
Register	1–8	Complete one form and verify email and mobile with two codes.
Approval	9–10	Your Vidyalaya verifies your details.
Profile	11–15	Complete profile, education and experience to unlock the portal.
Use the portal	16–23	Chat, find alumni, share posts and propose events.
Contribute and exit	24–25	Offer help to your Vidyalaya; log out.
Password reset	26	Reset a forgotten password with two codes.

Part 1: Register

One form and two verification codes.

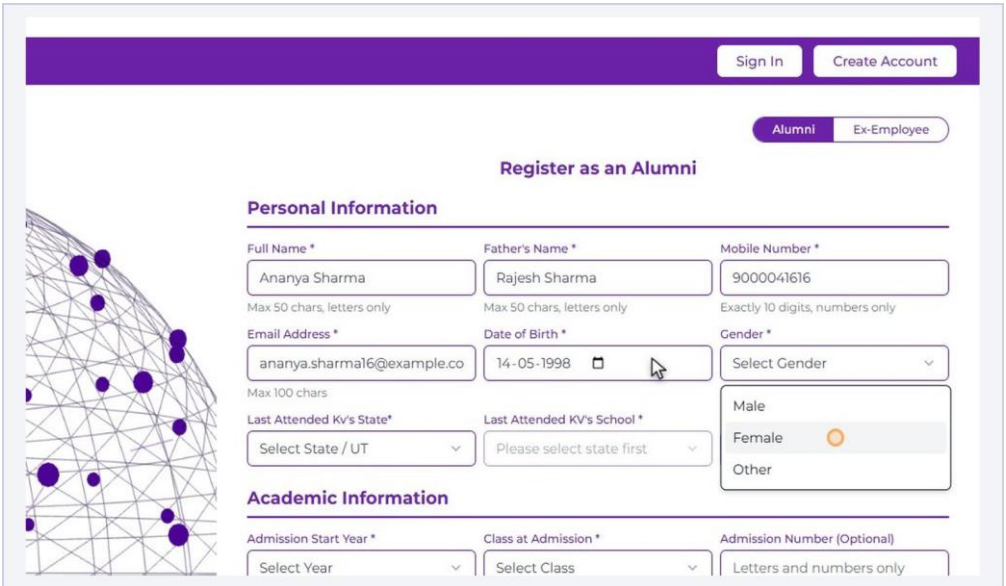
Step 1 Open the portal

Open KVS Alumni Connect and click **Create Account** at the top right.



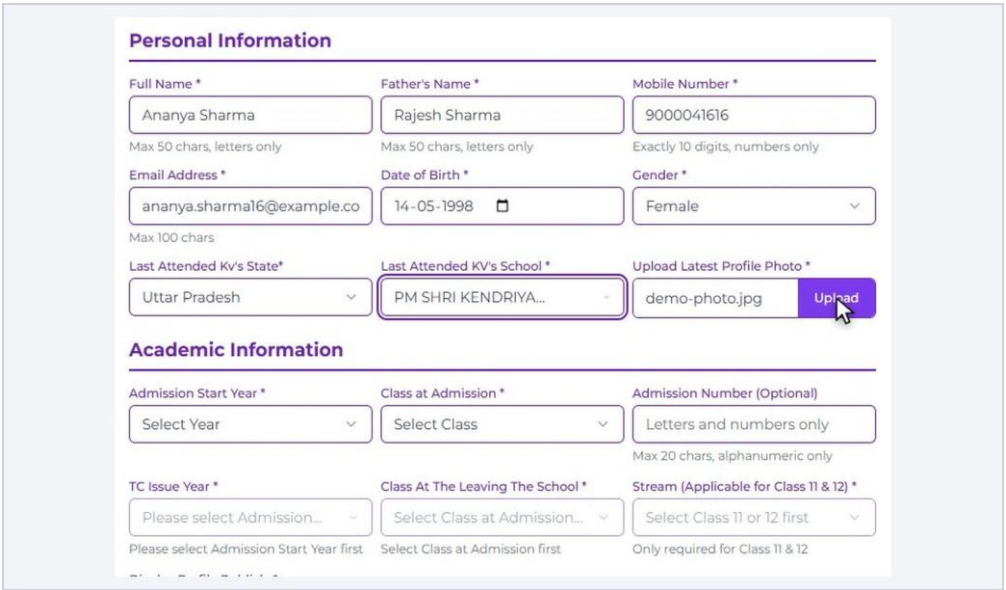
Step 2 Personal details

Under Personal Information, enter **Full Name** and **Father's Name** (letters only, up to 50 characters), **Mobile Number** (10 digits), **Email Address**, **Date of Birth** and **Gender**.



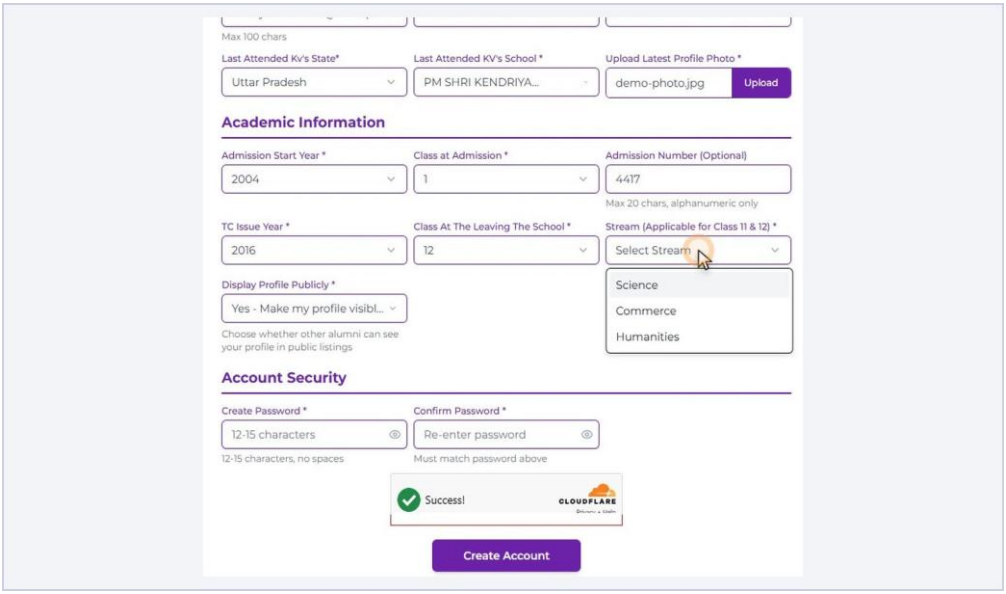
Step 3 Vidyalaya and photograph

Select **Last Attended KV's State** and **School**, then click **Upload** to add a recent photograph.



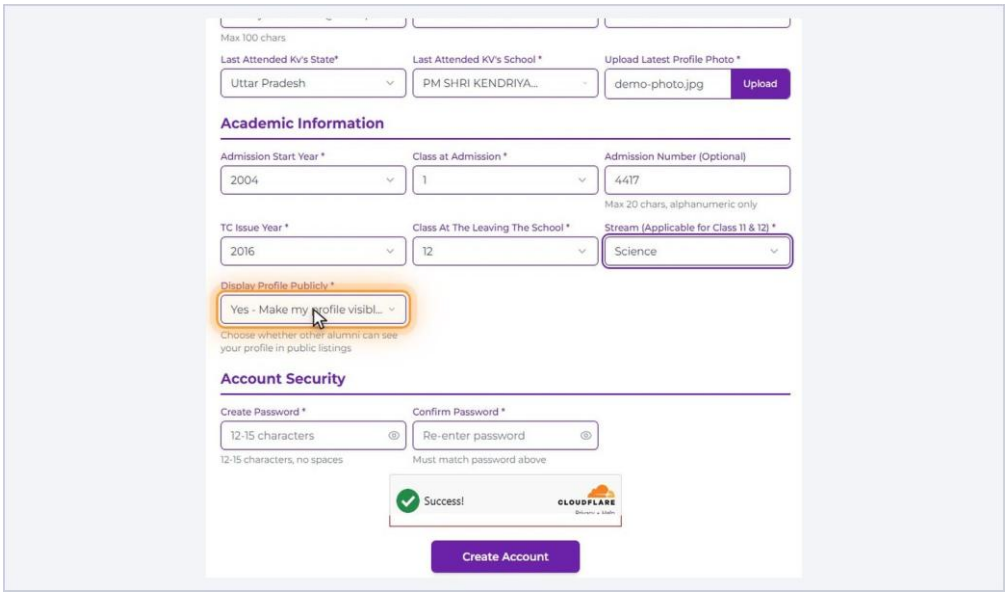
Step 4 Academic details

Enter **Admission Start Year**, **Class at Admission**, **TC Issue Year** and **Class at Leaving**. Admission Number is optional (up to 20 characters). Select a **Stream** if you left in Class XI or XII. These details place you in your batch.



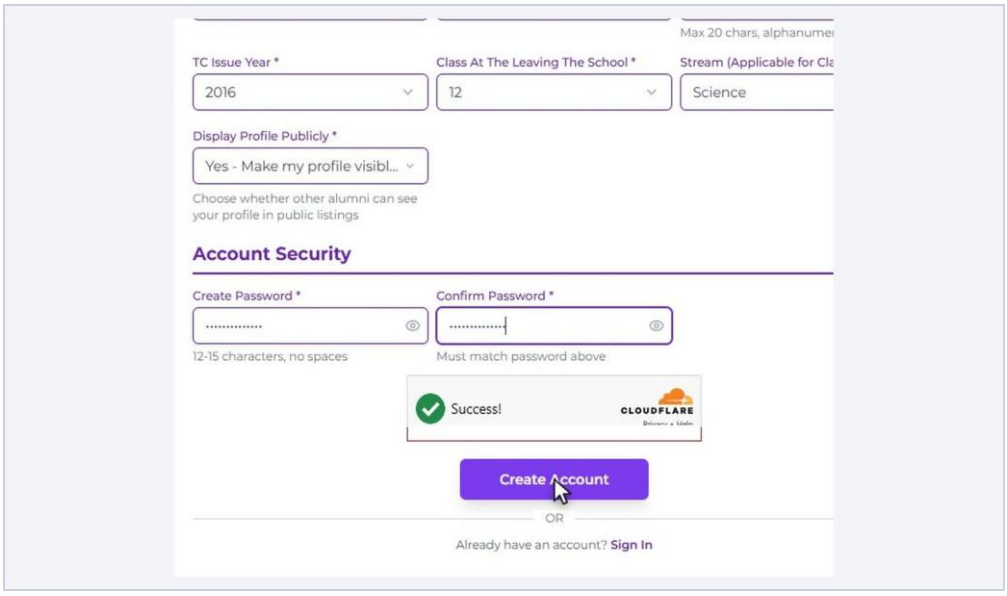
Step 5 Profile visibility

Under **Display Profile Publicly**, choose **Yes** to appear in public alumni listings, or **No**.



Step 6 Create a password

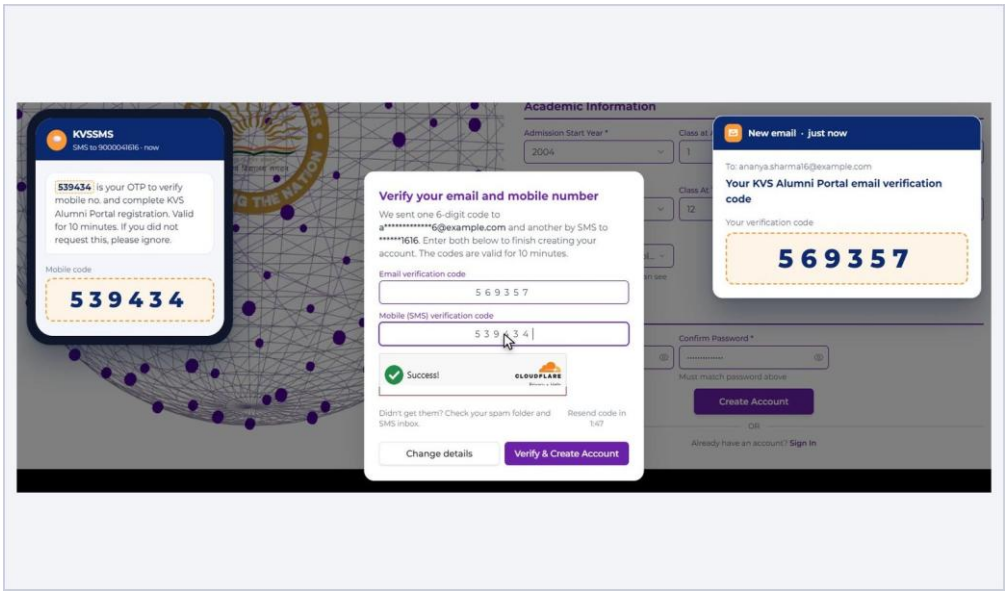
Enter a password of 12–15 characters (no spaces) in both fields. Wait for the captcha to show **Success!**, then click **Create Account**.



Step 7 Verify email and mobile

Two different 6-digit codes are sent: one to your email and one by SMS (from KVSSMS). Enter both and click **Verify & Create Account**.

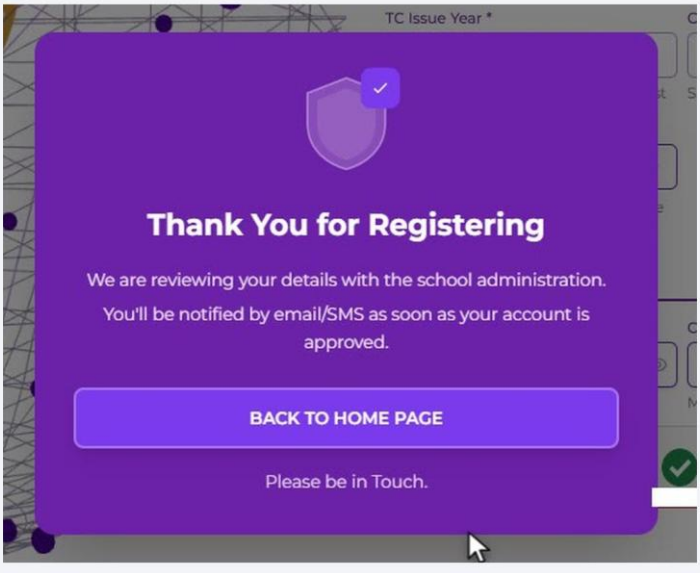
- Codes are valid for 10 minutes. **Resend code** appears after 2 minutes.
- If nothing arrives, check your spam folder and SMS inbox.



SMS code (left) and email code (right); both are entered in the window.

Step 8 Submitted for approval

Thank You for Registering confirms that your request is with your Vidyalaya. You will be notified by email or SMS once approved.



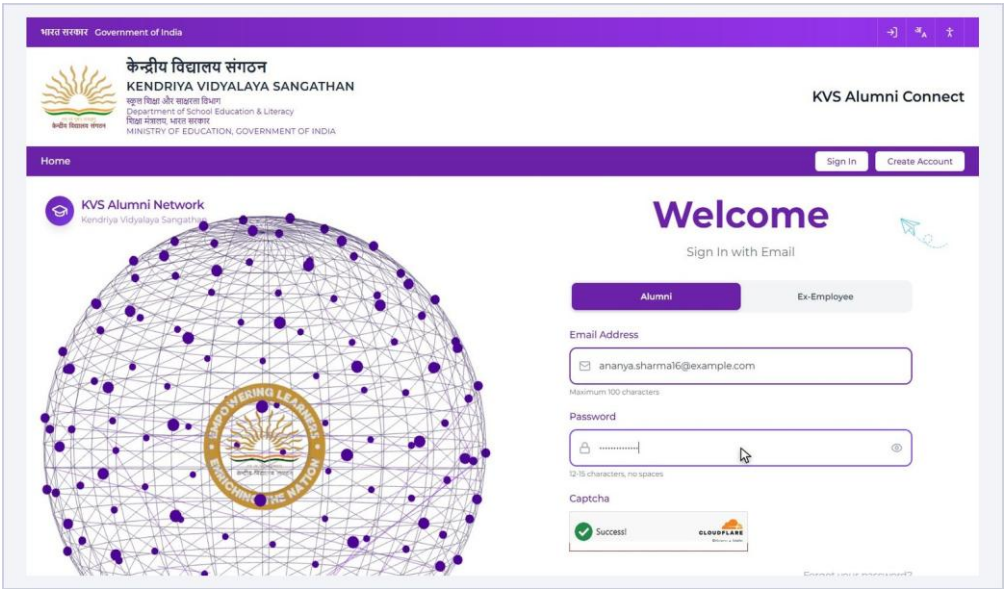
Part 2: Sign in and approval

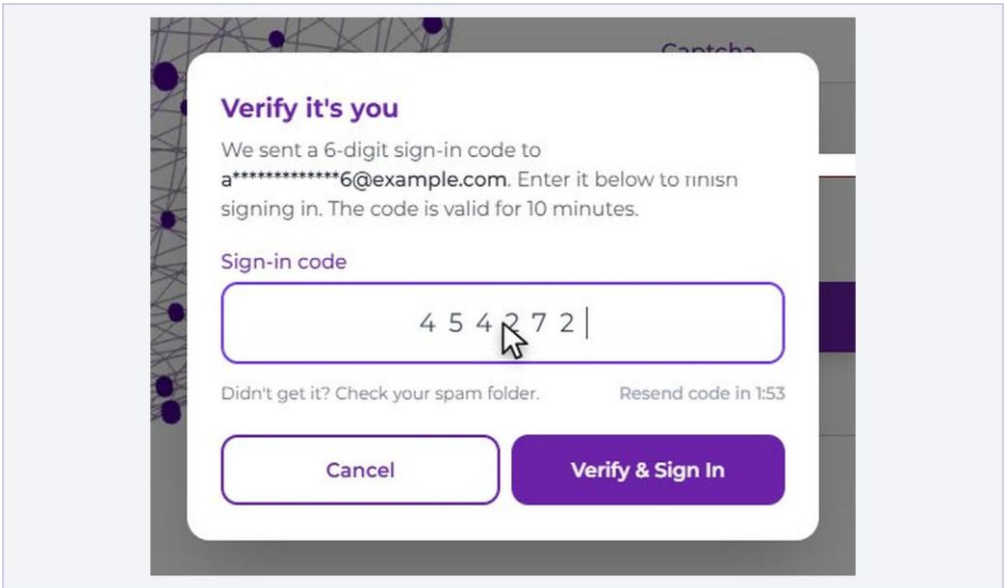
Every sign-in needs your password and a code sent to your email.

Step 9 Sign in

1. Click **Sign In** and keep the **Alumni** tab selected (former staff use Ex-Employee).
2. Enter your **Email Address** and **Password**, complete the captcha and click **SIGN IN**.
3. Enter the 6-digit code emailed to you under **Sign-in code** and click **Verify & Sign In**.

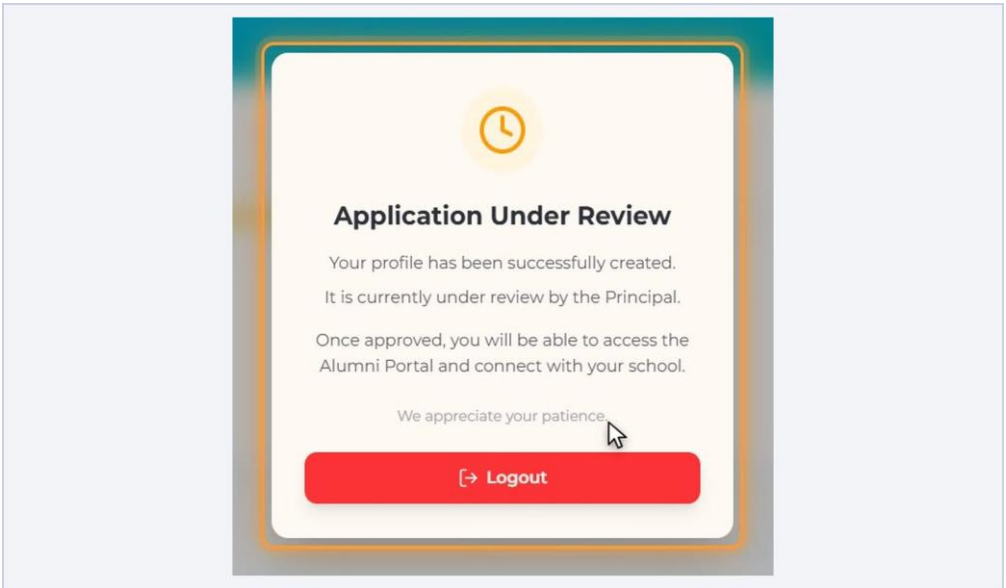
The code is valid for 10 minutes; **Resend code** appears after 2 minutes.





Step 10 Awaiting approval

Until approved, sign-in shows **Application Under Review** while the Principal checks your details against school records. The full portal opens after approval.

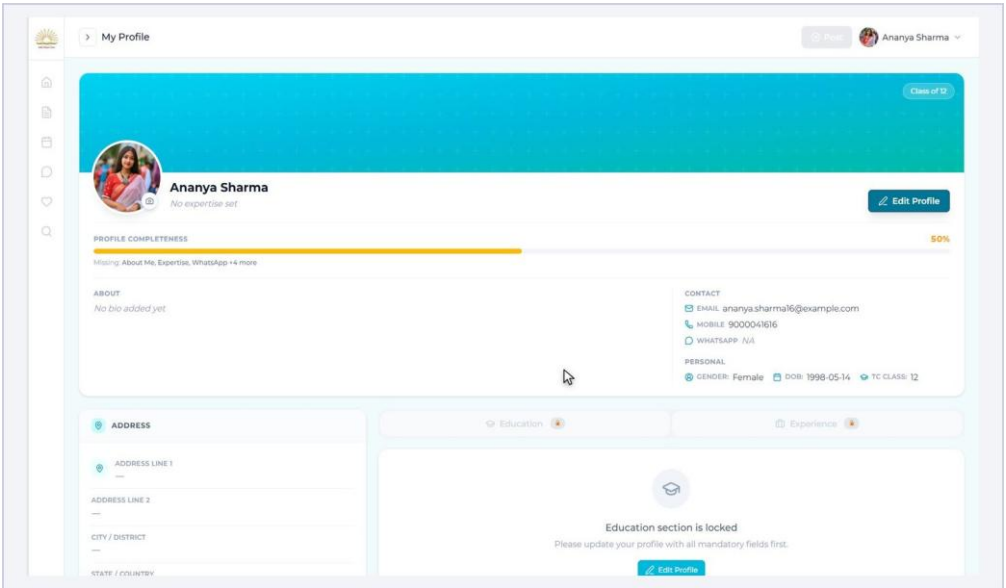


Part 3: Complete your profile

The portal unlocks once your profile, education and experience are saved.

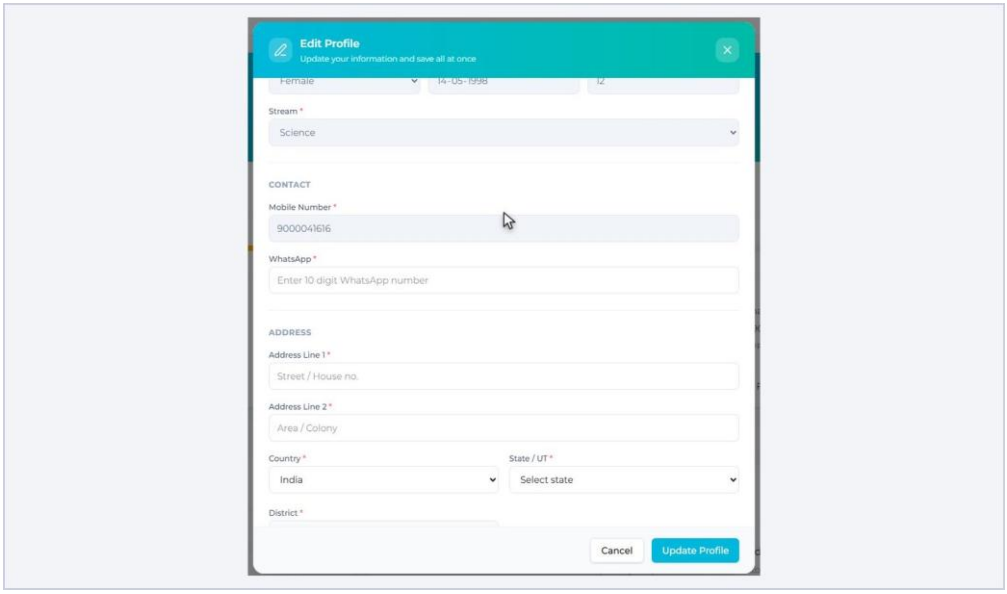
Step 11 Sign in after approval

Sign in as in Step 9. **My Profile** opens at about 50% completeness; other menu sections and the Education and Experience tabs stay locked until the profile is saved.



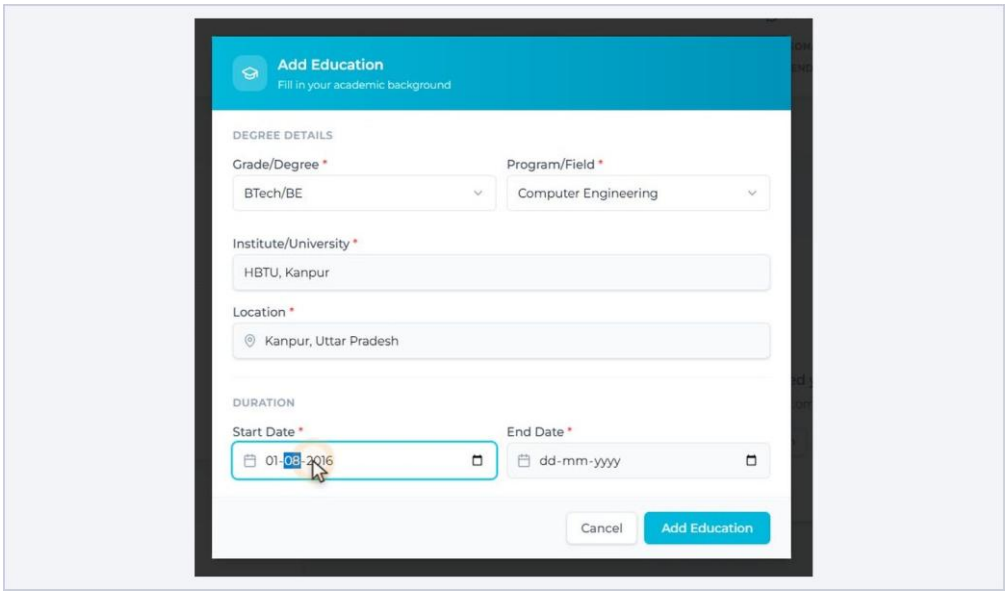
Step 12 Edit your profile

1. Click **Edit Profile**.
2. Add your expertise (e.g., Software Engineer), a bio (up to 100 words), WhatsApp number, address and, optionally, social links.
3. Click **Update Profile**.



Step 13 Add education

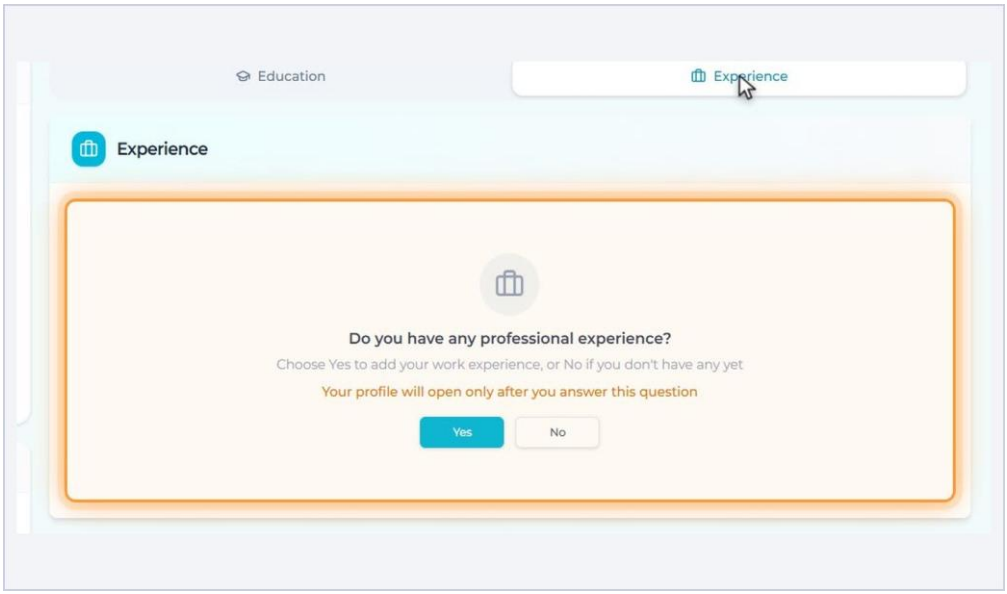
1. Open the **Education** tab and click **Add Education**.
2. Select **Grade/Degree** and **Program/Field**; enter **Institute/University**, **Location**, **Start Date** and **End Date**.
3. Click **Add Education**.

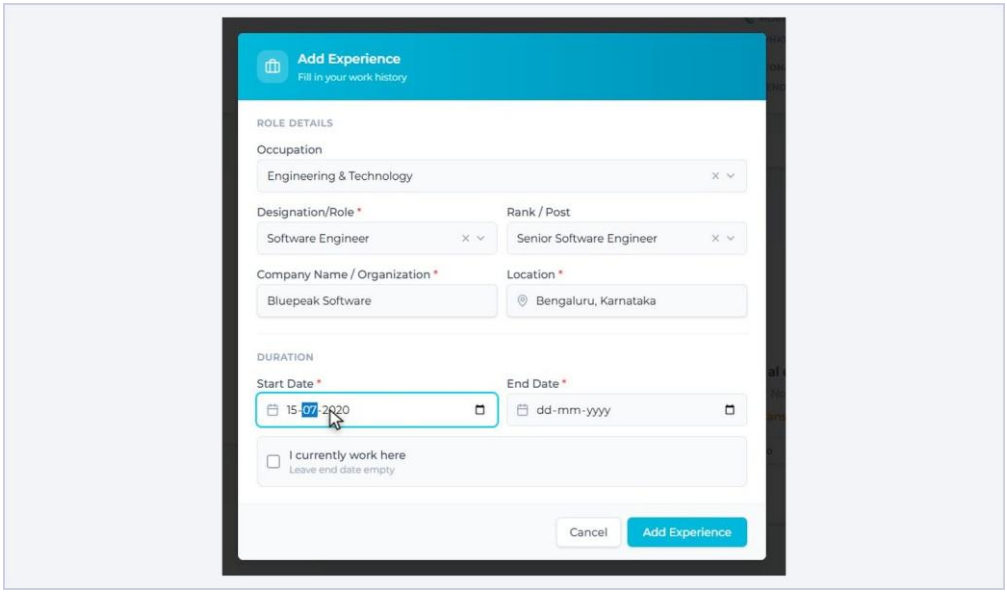


Step 14 Add experience

The **Experience** tab asks whether you have professional experience. Your profile opens only after you answer.

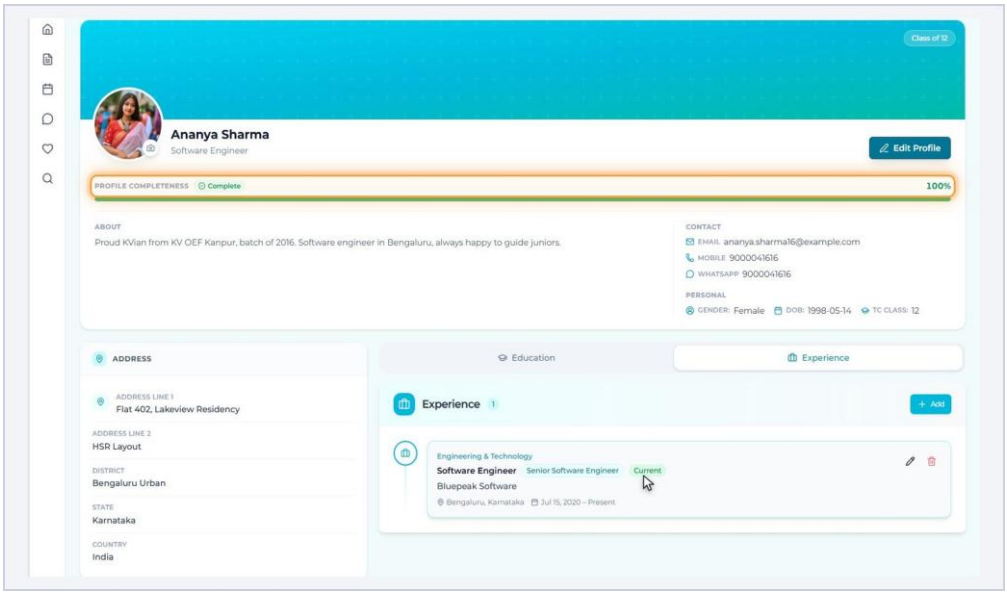
- **No:** saved immediately.
- **Yes:** in **Add Experience**, select Occupation, Designation/Role and Rank/Post; enter Company Name and Location; set the Start Date and End Date (or tick **I currently work here**); click **Add Experience**.





Step 15 Portal unlocked

Profile Completeness reaches 100% and all sections open: Dashboard, Posts, Events, Chats, Contribute and Find Alumni.

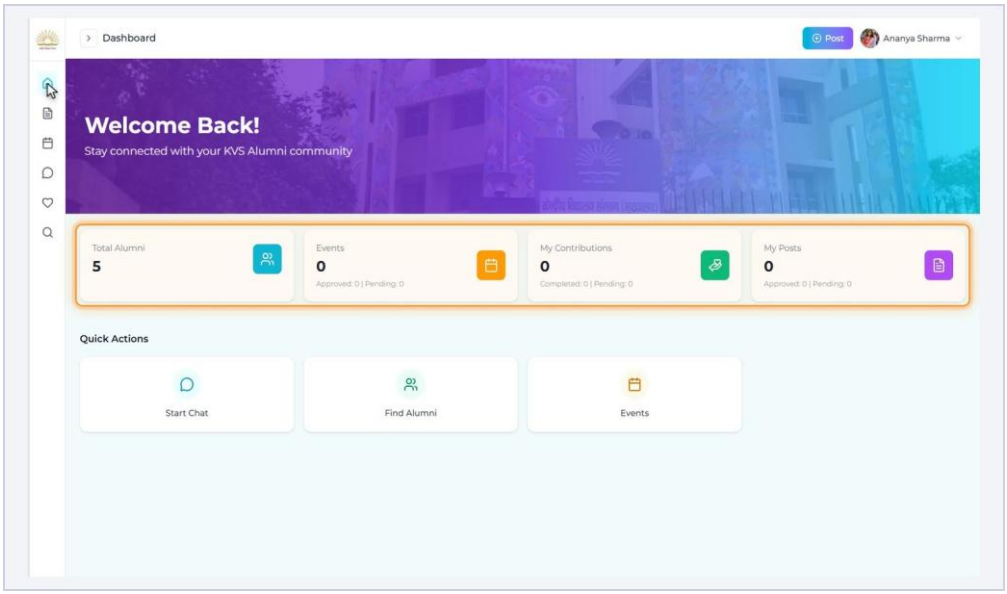


Part 4: Use the portal

Posts and events are shown to others only after your Vidyalaya approves them.

Step 16 Dashboard

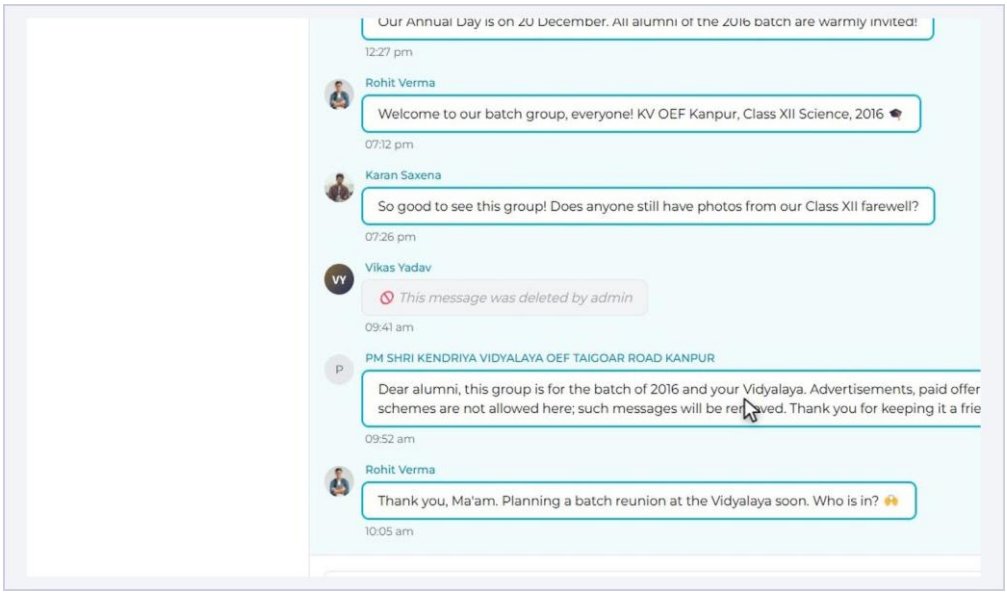
The dashboard shows Total Alumni, Events, My Contributions and My Posts, with Quick Actions for Start Chat, Find Alumni and Events.

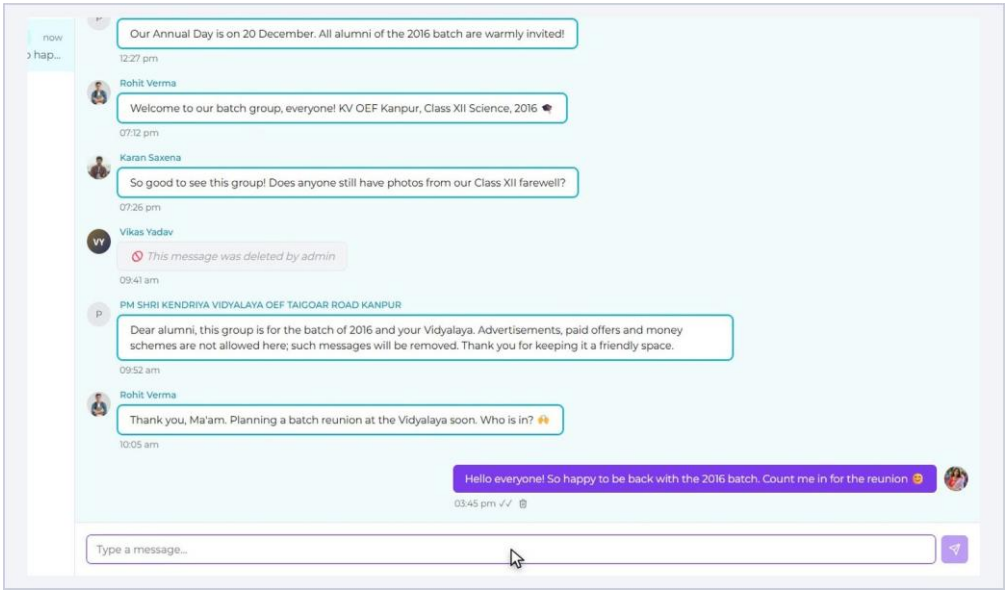


Step 17 Batch chat

1. Open **Chats** and select your batch group. Your Vidyalaya creates it on approval and names it by school, class, stream and year.
2. Type in **Type a message...** and press Enter.

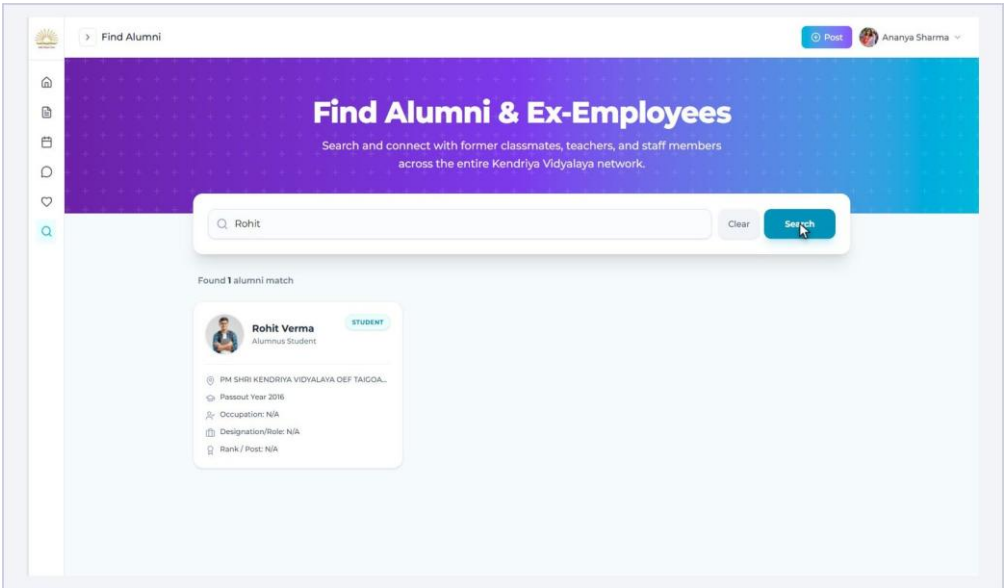
Your Vidyalaya moderates the group. Objectionable messages are removed and show as “This message was deleted by admin”.





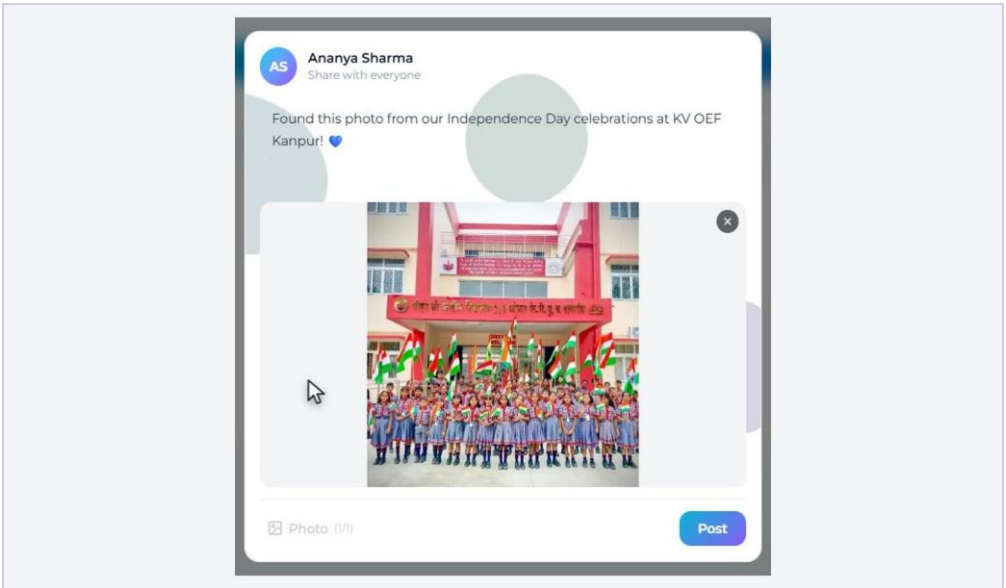
Step 18 Find alumni

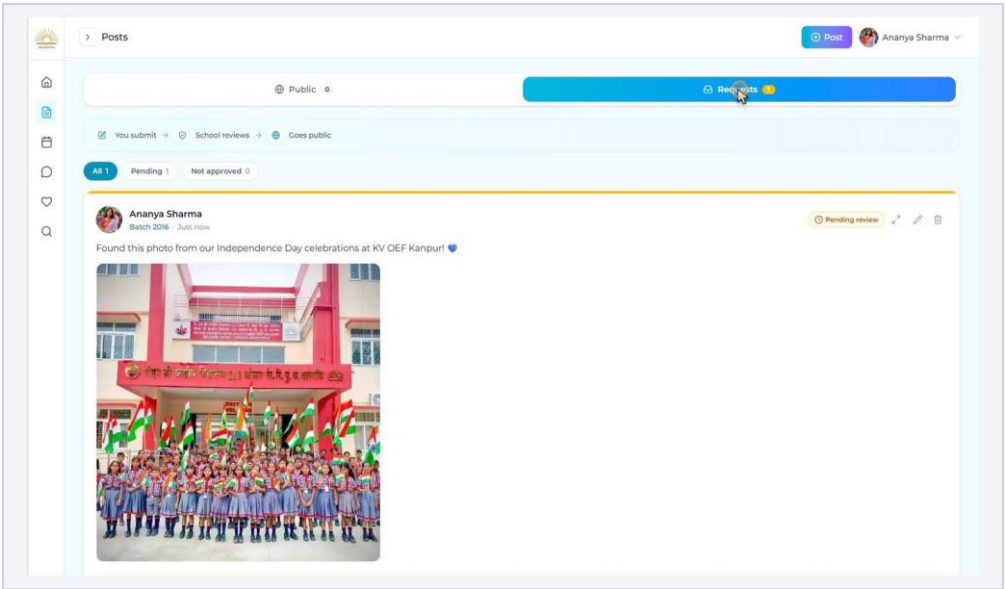
Open **Find Alumni**, type a name and click **Search**. Results show each alumnus's Vidyalaya, pass-out year and occupation.



Step 19 Share a post

1. Open **Posts**, click **Add Post**, write your post, add a picture with **Photo** and click **Post**.
2. Under **Requests**, the post shows **Pending review** until approved. Only approved posts appear under **Public**.

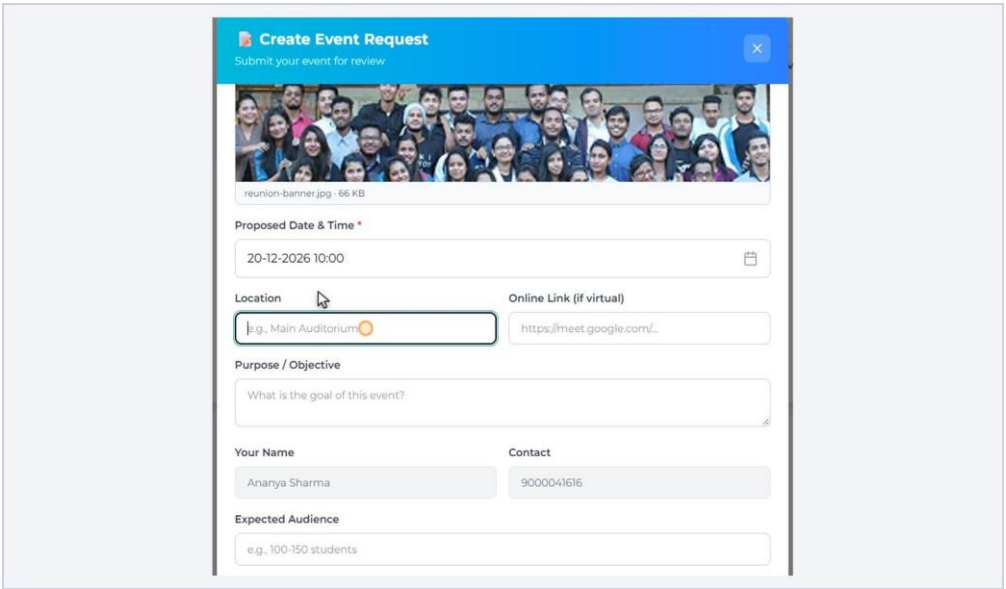


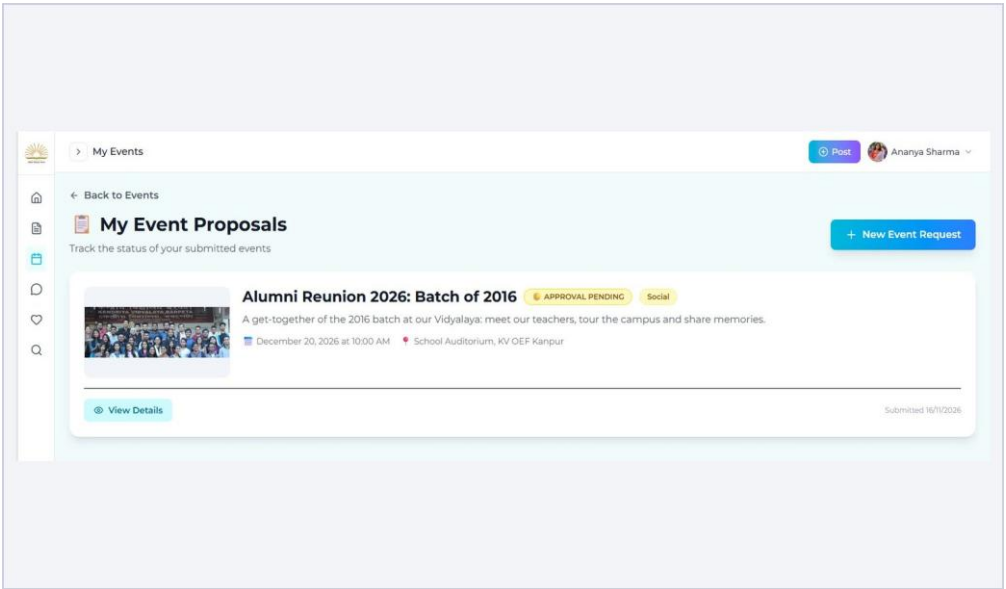


Step 20 Propose an event

1. Open **Events** and click **Create Event Request**.
2. Enter the Event Title, Type, Description, Banner Image, Proposed Date & Time, Location or online link, Purpose and Expected Audience. Your name and contact are filled in.
3. Click **Submit Proposal**.

Track it under **My Requests**; it shows **Approval pending** until your Vidyalaya decides.

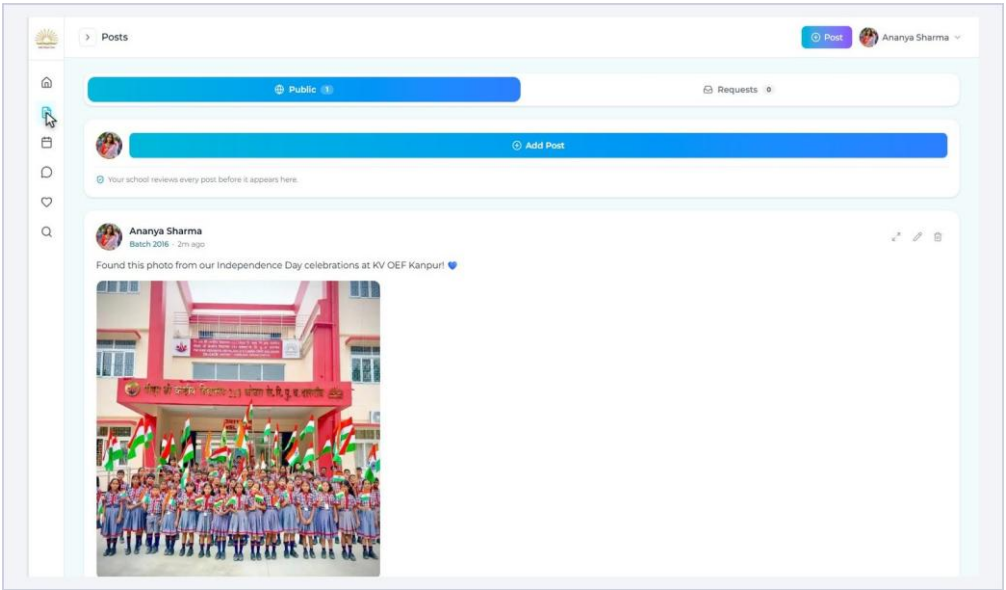




Part 5: After your Vidyalaya decides

Step 21 Post approved

An approved post appears under **Public** in Posts for the whole alumni community.

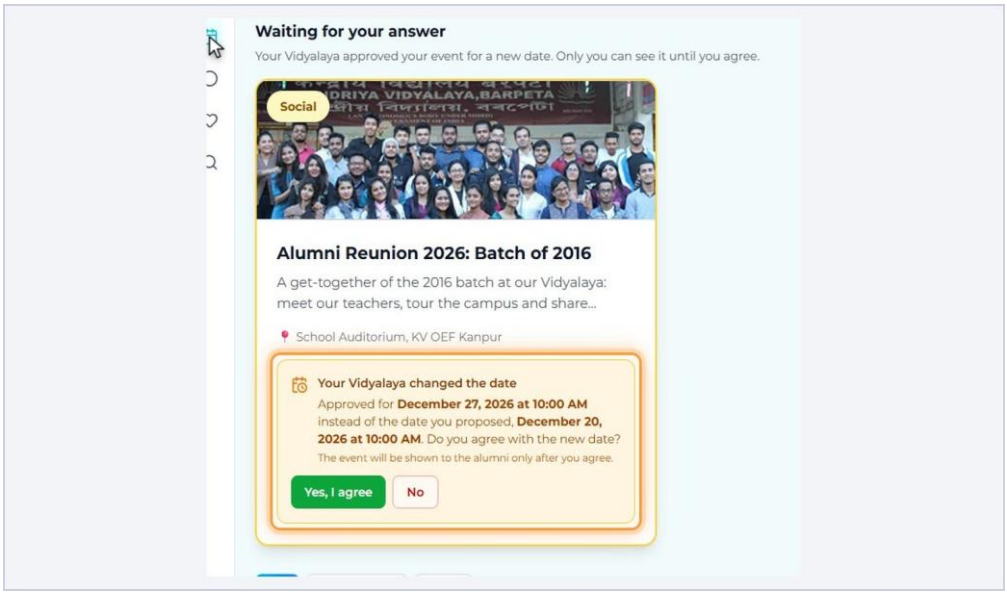


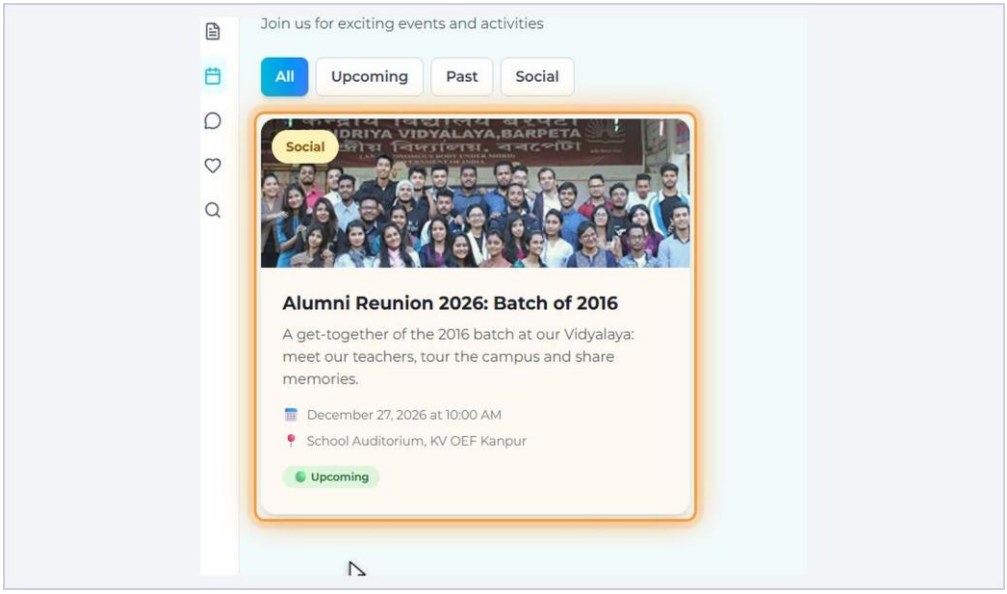
Step 22 New date for your event

If your Vidyalaya approves a different date, the event appears under **Waiting for your answer**, visible only to you, with the new and proposed dates.

- **Yes, I agree:** the event is published on the new date.
- **No**, then **Yes, cancel the event:** the event is cancelled; you may propose it again.

Under My Requests it is marked **NEW DATE: YOUR ANSWER NEEDED** until you answer.

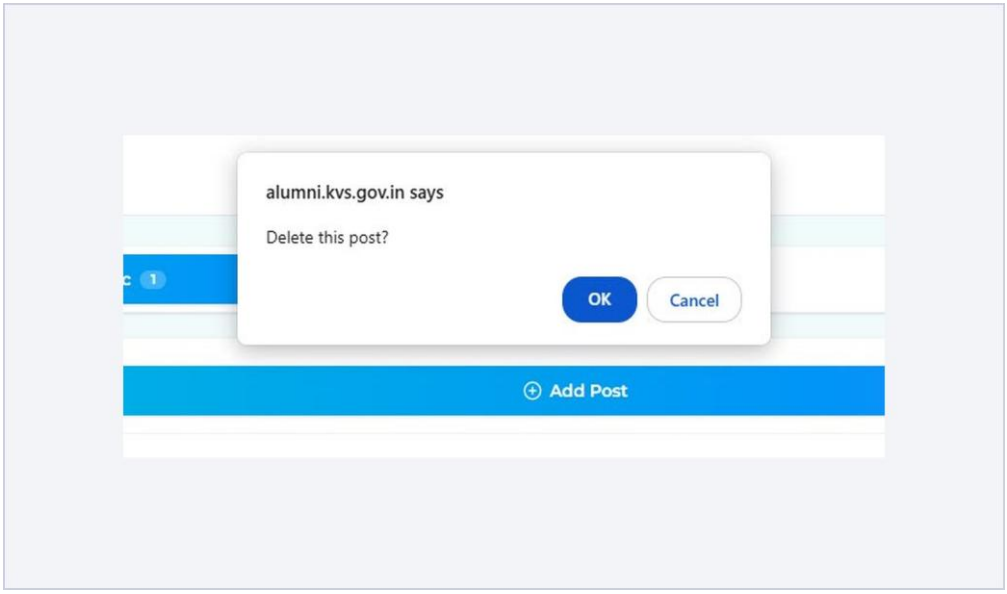


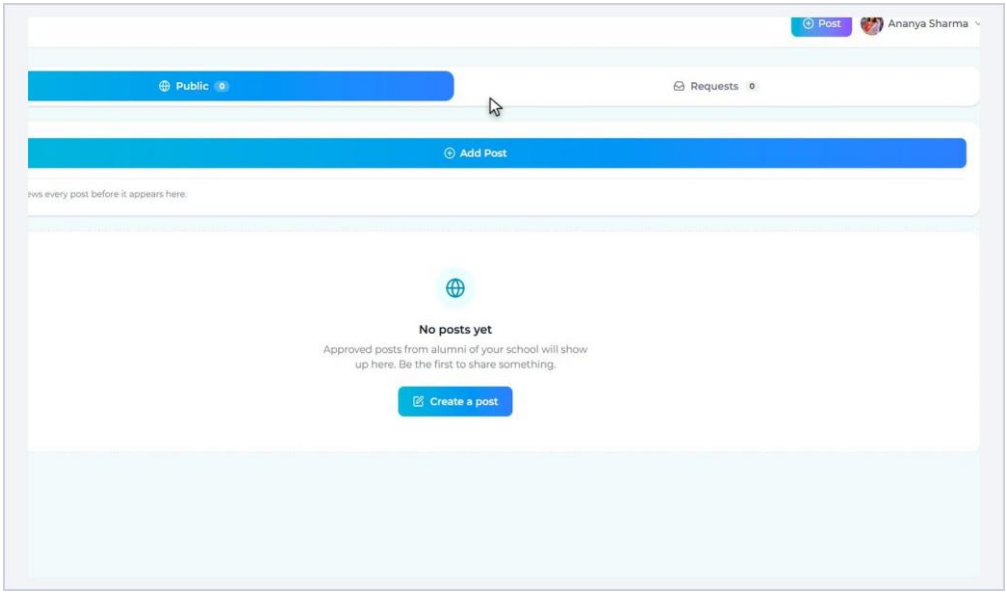


Step 23 Delete or edit a post

1. Open **Posts** and find your post.
2. Click the bin icon and click **OK** in **Delete this post?**

The post leaves the public feed at once; your Vidyalaya keeps its own record. To change a post, use the pencil icon; an edited approved post returns for approval.



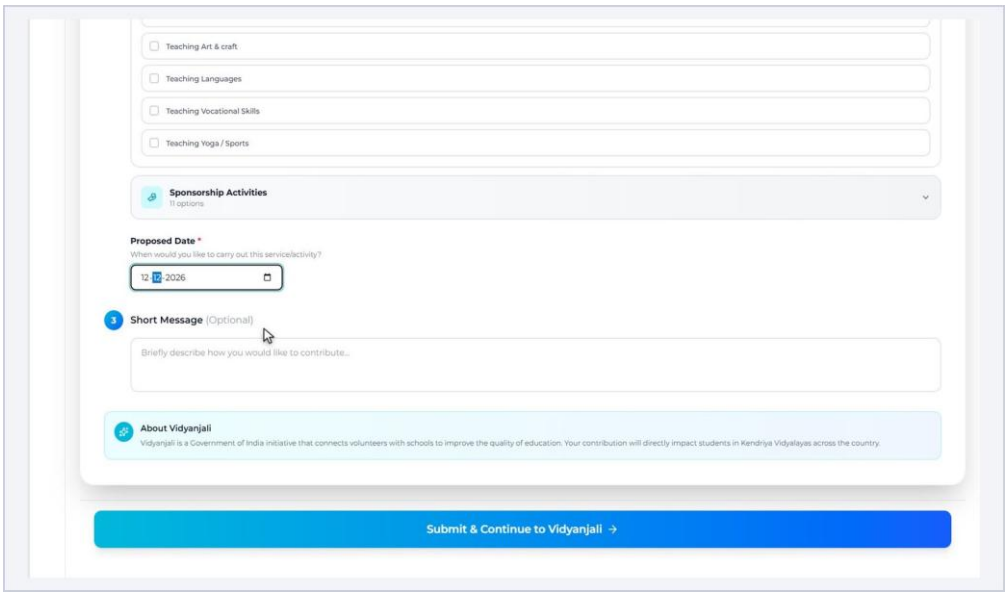


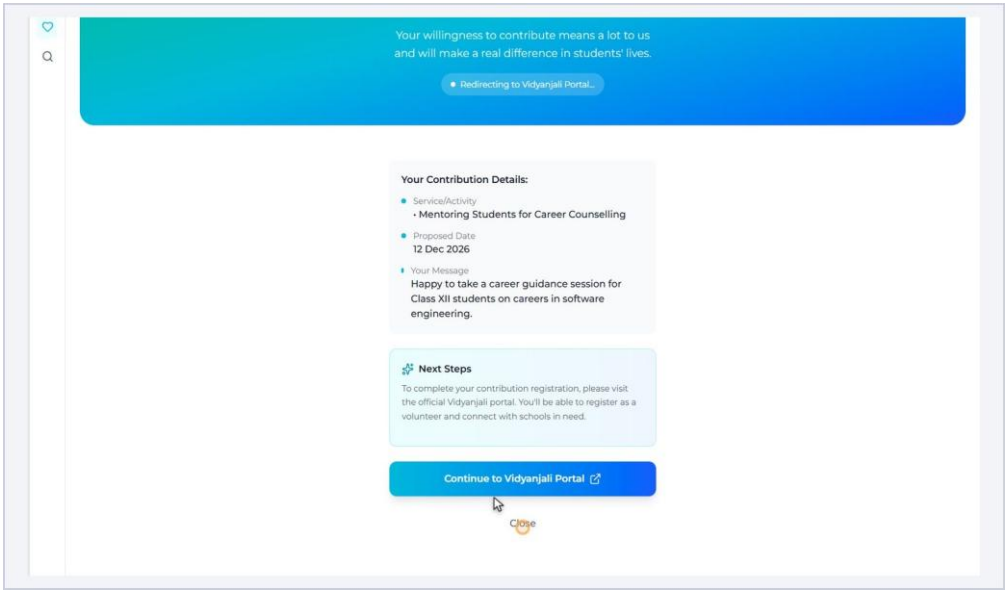
Part 6: Contribute and log out

Step 24 Contribute to your Vidyalaya

1. Open **Contribute** and click **Yes, I Want to Contribute**.
2. Select the contribution type (**Service / Activity** or **Assets / Material / Equipment**) and the activity, e.g., Mentoring Students for Career Counselling.
3. Pick the **Proposed Date**, add an optional **Short Message** and click **Submit & Continue to Vidyanjali**.

You are then taken to the Vidyanjali portal to complete the offer. Your Vidyalaya sees it under Contributions and will coordinate with you.





Step 25 Log out

Click your name at the top right and choose **Logout**.

Part 7: Forgot your password

A forgotten password is reset with two codes: one by email and one by SMS.

Step 26 Reset your password

1. On the sign-in page, click **Forgot your password?**
2. Keep **Alumni** selected. Enter your registered **Email Address**, **Mobile Number** and **Date of Birth**, complete the captcha and click **Send One-Time Password**.
3. Under **Verify Your Identity**, enter the email code and the SMS code and click **Verify**.
4. Choose a new password of 12–15 characters with upper and lower case letters, a number and a special character, no spaces, and not a recent password. Enter it twice and click **Reset Password**.
5. **Password Reset Successful!** confirms the change. You are signed out everywhere and a confirmation is emailed. Click **Go to Sign In** and sign in with the new password.

Quick reference

Item	Rule
Codes at registration	Two: one by email, one by SMS; both required
Code at every sign-in	One, by email
Codes to reset a password	Two: one by email, one by SMS
Code validity / resend	Valid for 10 minutes; resend after 2 minutes
Password	12–15 characters; upper and lower case, a number, a special character; no spaces; not a recent password
Bio (About Me)	Up to 100 words
Posts and events	Visible to others only after your Vidyalaya approves them
Event approved for another date	Hidden until you click Yes, I agree; No cancels it

Common questions

- **No code arrived.** Check spam and SMS inbox, wait 2 minutes, then click Resend code. After many requests in an hour, wait before trying again.
- **Application still under review.** Your Vidyalaya has not yet decided. Contact it if the wait is long.
- **Portal sections are locked.** Save your profile, add education and answer the experience question (Steps 12–14).
- **A chat message shows as deleted by admin.** Your Vidyalaya removed it as objectionable.