

KUET '91 Engineering Association

User Manual

BATCH OF 1991 FOREVER UNITED



V1.0.0

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**We are more than
alumni – we are family.**

Welcome to the user manual for the KUET '91 Engineering Association website <https://kuet91ea.com>. This guide will help you navigate your dashboard, manage payments, and utilize the member directory.



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1. Getting Started & Registration

Before accessing the members-only features, new alumni must register and activate their accounts.

1.1 Member Registration

1. Navigate to the membership registration page on the website.
2. Fill out the registration form with your details and submit it.
3. You will receive a **confirmation email** at the address you provided. This email states that your account will be activated once the admin verifies and approves your registration.

1.2 Account Activation & Default Credentials

Once the site admin approves your registration, your account is activated. Your initial login credentials will be:

User ID: Your Roll Number

Default Password: 12345678



1.3 Resetting Your Password

It is recommended that you reset your default password before logging in for the first time:

1. Go to the login page: [https://kuet91ea.com/login].
2. Click on the **Forgot Password**.
3. Follow the prompts to create a new, secure password.

1.4 Logging In

1. Go to [https://kuet91ea.com/login]
2. Enter your **Roll Number** and your **New Password**.
3. Click the **Login** button.



2. Alumni Dashboard

Upon logging in, you will be directed to your **Alumni Dashboard** which serves as your central hub.

Financial Metrics: View real-time details of your Membership Status, Last Payment amount/date, Total Paid, and Due Amount.

Member Profile Overview: Review your registered details, including:

- Name, Roll Number, and Department
- Contact Information (Mobile, Email, Address)
- Personal Information (e.g., Blood Group)

The screenshot displays the Alumni Dashboard interface. At the top, there is a navigation bar with the KUET91EA logo, a 'Dashboard' button (highlighted with a red box), and a 'Payments' dropdown menu. The user is logged in as 'test Member'. Below the navigation bar, a welcome message 'Welcome, test' is shown. The dashboard features four key metrics cards: 'Membership Status' (ACTIVE, with a note 'Your membership is valid'), 'Last Payment' (₹5,000 on 2026-04-24), 'Total Paid' (₹105,000, with a note 'Lifetime contribution'), and 'Due Amount' (₹0, with a note 'No dues'). A 'New Payment' button is located in the top right corner. The 'Member Profile Overview' section includes a profile card with the user's name 'test' and roll number 'CE-911999', and an 'Edit Profile Information' button. The profile overview is divided into 'BASIC INFO' (Name: test, ID: 672, Department: 1, Gender: Male, Designation: Sr. Programmer) and 'CONTACT' (Phone: 01531529204, Email: esharif21@gmail.com). It also shows 'Date of Birth: 1967-01-24' and 'Lifetime Membership: Lifetime Member'. At the bottom of the profile overview, there are status indicators for 'Verified Account' and 'Active'.

3. Membership Profile

To keep your records up-to-date, you can edit your profile information. From your Alumni Dashboard, click the "**Edit Profile Information**" button located at the bottom of the Member Profile Overview section.

3.1 Editing Profile Information

The profile form is divided into several sections:



Association Information: Your Institution, Association Name, and Year of Graduation.

Member Information: Your Core Identity details (Name, Department, Roll No, Mobile Number). Note that Name, Department, Roll No, and Mobile are required fields. You can also update your Hall, Room Number, Email, Gender, and Birth Date.

Family Information: Fields to record your Spouse's Name and Number of Kids.

Job Information: Your Professional Profile, including Work Place/Company Name, Designation, and Profession.

Member Photo: Upload a passport-sized photo (JPG/PNG format, maximum 2MB). You will see a preview of the new image alongside your current photo.

After making changes, click **Update Member** to save, or **Reset** to discard any unsaved changes.

The screenshot shows the member profile update interface for KUET91EA. The navigation bar includes 'Dashboard' and 'Payments'. The profile is for a user named 'test' with the role of 'Member'. The form is divided into several sections:

- Family Information:** Spouse Name (NA), No of Kids (2).
- Job Information:** Work Place/Company Name (Flora), Designation (Sr. Programmer), Profession (Non Govt).
- Member Photo:** A section for uploading a new passport-sized photo (up to 2MB). It includes a 'Preview New Image' area and a 'Current Photo' area showing the KUET91EA logo. At the bottom right, there are 'Reset' and 'Update Member' buttons, with the 'Update Member' button highlighted in red.

4. Payments Management

You can track and submit payments through the "Payments" menu in the navigation bar.

4.1 Payment History

Navigate to Payments > **Payment History** to see all your transactions. The table provides:



- Transaction ID and Amount (BDT)
- Contribution Type
- Payment Method and Date
- Status (e.g., Pending, Approved, Rejected) along with any reject reasons.

ID	TRNX ID	AMOUNT (BDT)	CONTRIBUTION	METHOD	DATE	SENDER REMARKS	REJECT REASON	STATUS
69	Txn10001life	50,000.00	Lifetime Membership Fee	bKash	24-04-2026	test		Approved
68	Txn10011034	10,090.00	Events Fee	bKash	24-04-2026	test		Pending
67	Txn1001103	5,000.00	Subscription Fee	Bank 1900078213211	24-04-2026	test		Approved
66	Txn1000ijj	50,000.00	Lifetime Membership Fee	bKash	18-04-2026	test		Approved

4.2 Make a Payment

To submit a new contribution:

1. Navigate to Payments > **Make Payment**.
2. Select the Contribution Type (e.g., Subscription Fee, Fundraising, Event Fee, Lifetime Membership Fee, Donation).
3. Choose a Payment Method (bKash, Nagad, Rocket, or Bank).
4. Fill in the required fields: Amount, Sender Mobile No, Transaction ID, and Payment Date.
5. Submit the form.



The screenshot shows a web browser at the URL `kuet91ea.com/payments/create`. The page title is "Secure Member Contribution Payment". The form contains the following fields:

- Contribution Type ***: A dropdown menu with "-- SELECT --" selected.
- Payment Method ***: A dropdown menu with "-- SELECT --" selected.
- Transaction ID ***: A text input field with the placeholder "Enter transaction ID".
- Sender Mobile No ***: A text input field with the placeholder "e.g. 017XXXXXXX".
- Payment Date ***: A date picker field with the placeholder "mm/dd/yyyy".
- Sender Comment**: A text area with the placeholder "Write note(optional)".

At the bottom right of the form, there are two buttons: "Reset" and "Submit Payment". The "Submit Payment" button is highlighted with a red box. A dropdown menu is open over the "Submit Payment" button, showing "Payment History" and "Make Payment" (which is also highlighted with a red box).

5. Informational Pages

Explore other public and community sections of the website from the top navigation without login:

Events: View upcoming and past gatherings (e.g., Virtual Gathering 2021).

Gallery Browse photo albums from various association events.

Our Mission **: Read about the association's core objectives to unite KUET '91 graduates globally.

If you need to log out, click on your profile name in the top right corner and select **Logout**.