



How to Access Your Dashboard on EDUBUDDY

1. Visit the EDUBUDDY Website

Open your browser (Chrome/Firefox) and go to <https://edubuddy.online/>.

2. Log In to Your Account

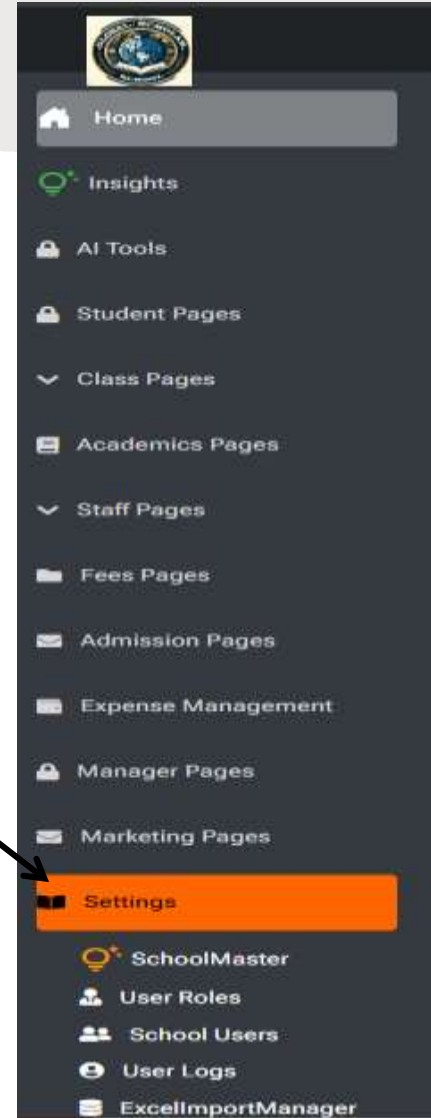
- On the login page, enter your **User ID** and **Password**.
- If you don't have your login credentials, contact your admin or HR.
- **Forgot Password?**
 - If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

3. Access Your Dashboard

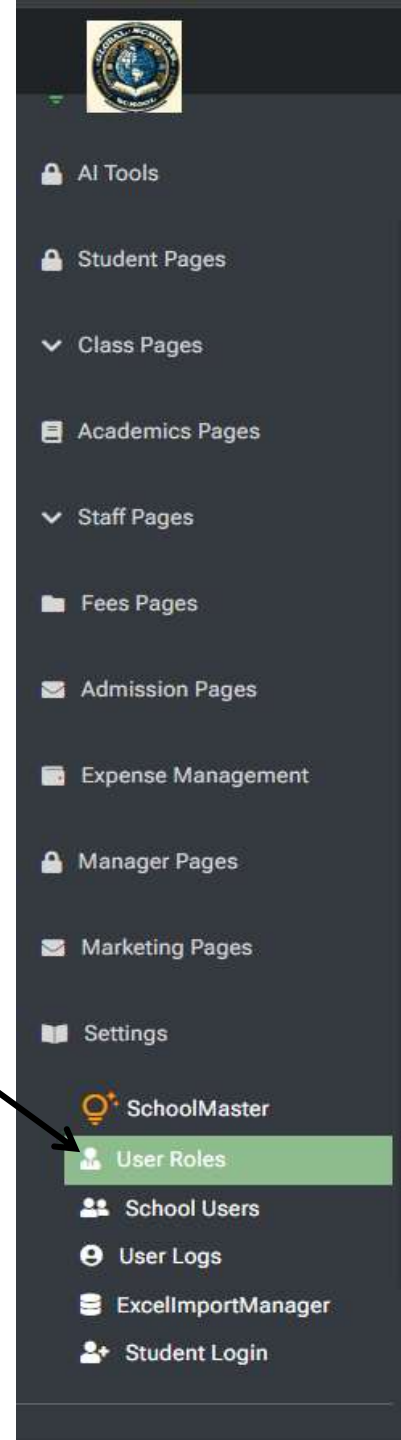
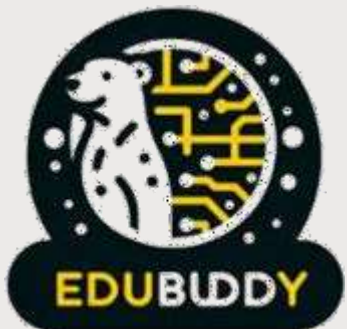
- Once you've logged in, your **Dashboard** will appear. From here, you can explore all the features and modules of EDUBUDDY.

How to Assign Role to Employees in EduBuddy?

1. Click on
“Settings” .



Many options will appear, and you need to click on the "**User Roles**" option.



Select a Desired Employee.

If you want to check the role of employee then click on “**Check Role**”.

A screenshot of the EduBuddy web application's 'STAFF ROLES' management page. The interface has a dark grey sidebar on the left with a menu of options: AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Fees Pages, Admission Pages, Expense Management, Manager Pages, Marketing Pages, Settings, SchoolMaster, User Roles, School Users, User Logs, ExcellimportManager, and Student Login. The main content area is white and titled 'STAFF ROLES'. It contains a section 'Employee: Assign EduBuddy Roles' with a 'Select Employee:' dropdown menu showing '-- Select an Employee --'. Below this is a blue 'Check Role' button. Further down is a 'Select Role:' dropdown menu showing '-- Select a Role --'. At the bottom of the form are four buttons: 'ASSIGN ROLE TO USER (CREATE USER IF NEW)' (light green), 'REMOVE ROLE FROM USER' (light orange), 'SEND WELCOME WHATSAPP' (green), and 'DELETE EMPLOYEE ROLE' (red). Two black arrows point from text boxes on the left to the 'Select Employee' dropdown and the 'Check Role' button respectively. The top of the page features a dark header with links for 'EduBuddy Overview', 'EduBuddy Blog', and 'AI Tool', along with Facebook and Instagram social media icons.

[EduBuddy Overview](#)[EduBuddy Blog](#)[AI Tool](#)[AI Tools](#)[Student Pages](#)[Class Pages](#)[Academics Pages](#)[Staff Pages](#)[Fees Pages](#)[Admission Pages](#)[Expense Management](#)[Manager Pages](#)[Marketing Pages](#)[Settings](#)[SchoolMaster](#)[User Roles](#)[School Users](#)[User Logs](#)[ExcelImportManager](#)[Student Login](#)

STAFF ROLES



Employee: Assign EduBuddy Roles

Select Employee:

-- Select an Employee --

Check Role

Select Role:

-- Select a Role --

-- Select a Role --

Academic_RecordManager

Account_Audit

Account_Viewer

Accounts

Admission_View

Attendance_Manager

BlogManager

Copilot_User

DiscountManager

Document_Manager

FeeManager

HeadMaster

Hostel_Warden

IT_Support

Manager

Marketing

Marketing_DataEntry

Marketing_Field

Principal

Select a
Desired role .



Click on “Assign Role To User” for assigning the role.

STAFF ROLES

Employee: Assign EduBuddy Roles

Select Employee:
Abhijeet Yadav - abhijeet4984.s@vision.org.in

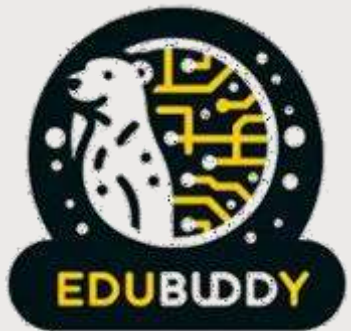
Check Role

Select Role:
Academic_RecordManager

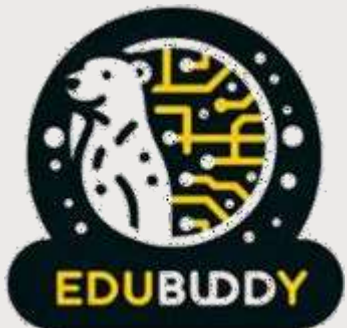
ASSIGN ROLE TO USER (CREATE USER IF NEW) REMOVE ROLE FROM USER


SEND WELCOME WHATSAPP DELETE EMPLOYEE ROLE

Role will be assigned.



Click on “**Remove Role From User**” for remove any role.





[EduBuddy Overview](#)[EduBuddy Blog](#)[AI Tool](#)

AI Tools

Student Pages

Class Pages

Academics Pages

Staff Pages

Fees Pages

Admission Pages

Expense Management

Manager Pages

Marketing Pages

Settings

SchoolMaster

User Roles

School Users

User Logs

ExcellImportManager

Student Login

STAFF ROLES

Employee: Assign EduBuddy Roles

Select Employee:

Abhijeet Yadav - abhijeet4984.s@vision.org.in

Check Role

Select Role:

Academic_RecordManager

ASSIGN ROLE TO USER (CREATE USER IF NEW)

REMOVE ROLE FROM USER

SEND WELCOME WHATSAPP

DELETE EMPLOYEE ROLE


Click on “Send Welcome
WhatsApp” to share
the welcome
message.



The screenshot shows the EduBuddy dashboard interface. At the top, there are navigation links for 'EduBuddy Overview', 'EduBuddy Blog', and 'AI Tool', along with social media icons for Facebook and Instagram. A dark sidebar on the left contains a list of menu items: AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Fees Pages, Admission Pages, Expense Management, Manager Pages, Marketing Pages, Settings, SchoolMaster, User Roles, School Users, User Logs, ExcellImportManager, and Student Login. The main content area is titled 'STAFF ROLES' and contains a section for 'Employee: Assign EduBuddy Roles'. This section includes a 'Select Employee:' dropdown menu with the value 'Abhijeet Yadav - abhijeet4984.s@vision.org.in', a 'Check Role' button, a 'Select Role:' dropdown menu with the value 'Academic_RecordManager', and four action buttons: 'ASSIGN ROLE TO USER (CREATE USER IF NEW)', 'REMOVE ROLE FROM USER', 'SEND WELCOME WHATSAPP', and 'DELETE EMPLOYEE ROLE'. A black arrow originates from the text box on the left and points directly to the 'SEND WELCOME WHATSAPP' button.

Click on “**Delete Employee Role**” for delete the role.





[EduBuddy Overview](#)[EduBuddy Blog](#)[AI Tool](#)

AI Tools

Student Pages

Class Pages

Academics Pages

Staff Pages

Fees Pages

Admission Pages

Expense Management

Manager Pages

Marketing Pages

Settings

SchoolMaster

User Roles

School Users

User Logs

ExcellImportManager

Student Login

STAFF ROLES

Employee: Assign EduBuddy Roles

Select Employee:

Abhijeet Yadav - abhijeet4984.s@vision.org.in

Check Role

Select Role:

Academic_RecordManager

ASSIGN ROLE TO USER (CREATE USER IF NEW)

REMOVE ROLE FROM USER

SEND WELCOME WHATSAPP

DELETE EMPLOYEE ROLE