User Manual for First Semester Registration
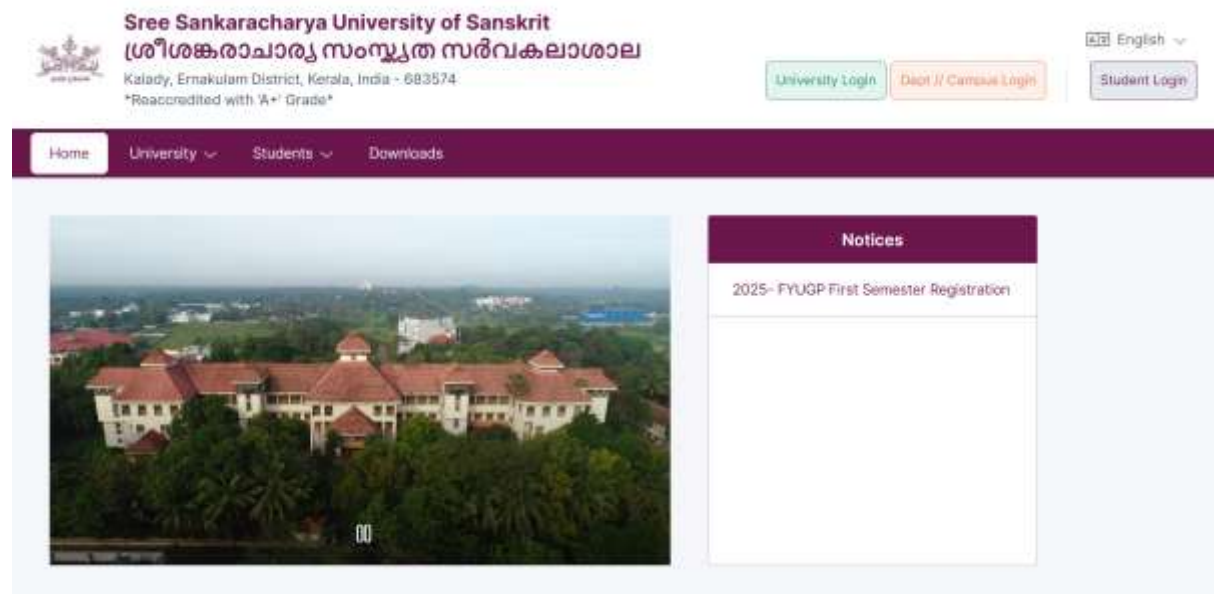
Introduction

This manual provides a step-by-step guide for students to register for First Semester through K-REAP Portal.

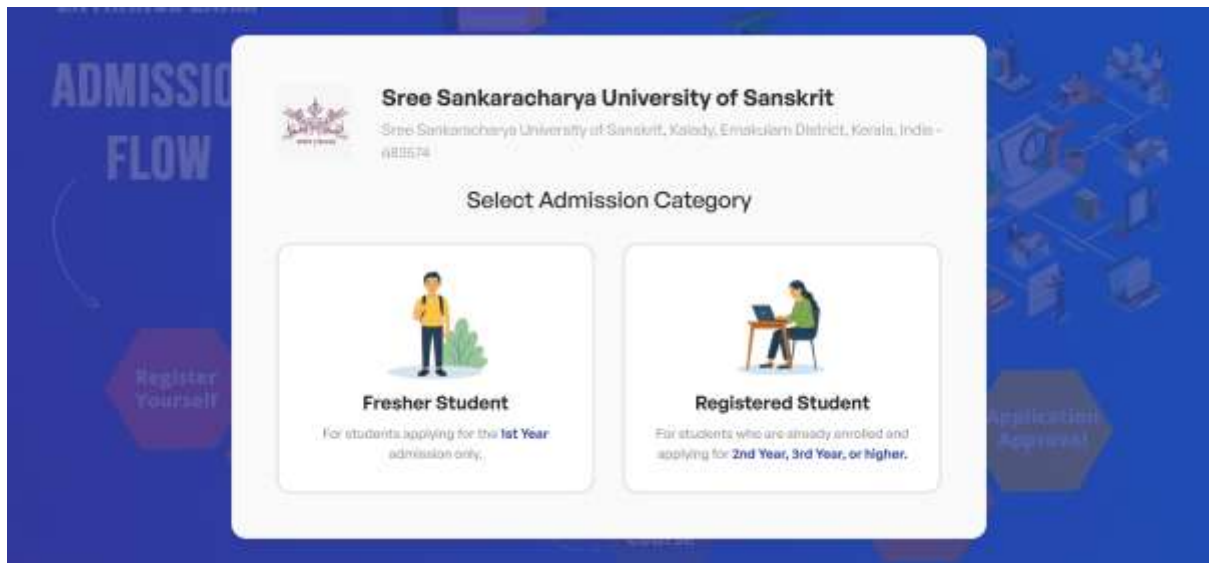*Step 1: Access the University K-REAP Portal*

1. **Navigate to the Department Login Portal**

   - Open the portal using the URL https://ssus.kreap.co.in/).

   - Click on the **Student Login** link to access login page.

1. **Open the Fresher Students Tab**

2. **Click on New User Registration**

   o Click on New User Registration on left top.

   o You will be navigated to a new page
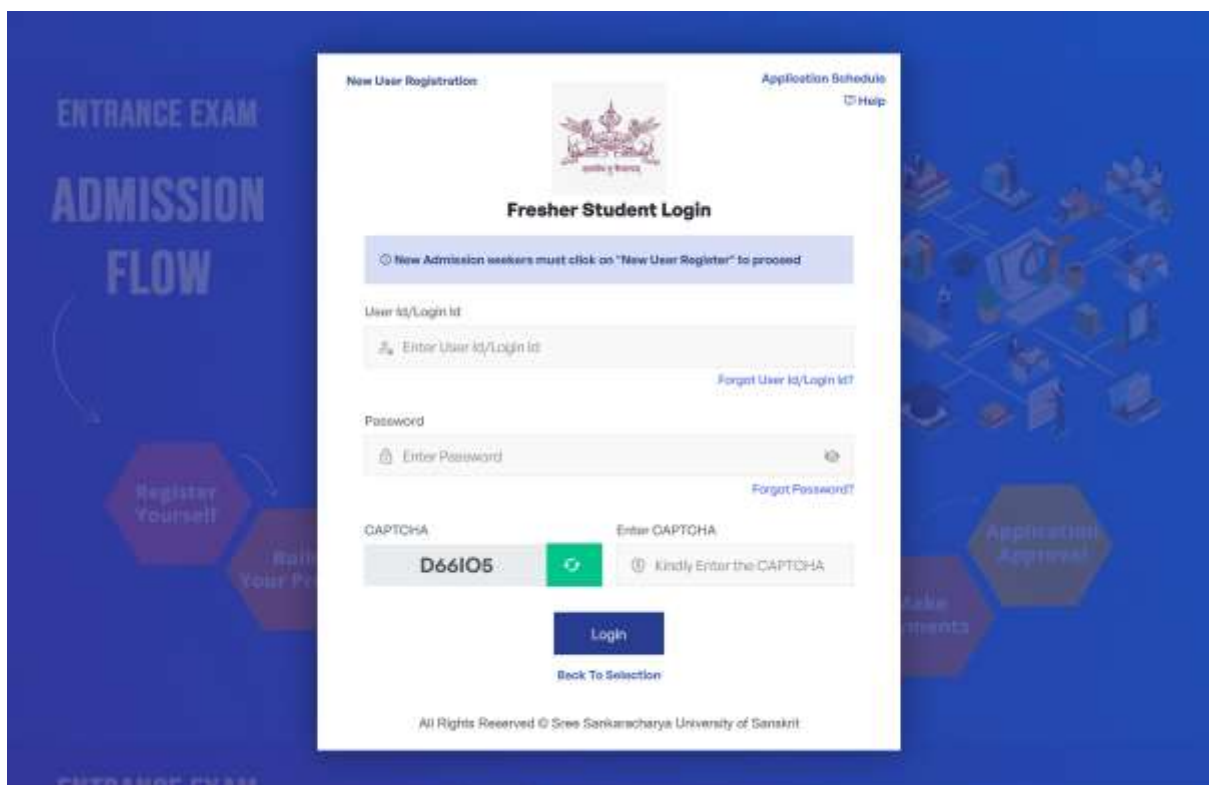
3 Complete the registration to get Username and set your password

- Enter your details.
- Enter Mobile Number and click Send OTP. Enter the OTP received in your mobile to validate
- Similarly, complete OTP Verification for email
- Click next
- Enter the password and click submit to received the login id received through email / SMS.

Step 3 : Login to the portal

1. **Login**

    o   Enter the username and password received from the portal and click login

2. **Read the instructions and complete the profile and course registration**

    o   Read instruction and click on ok

    o   This will take you to profile completion

    o   Complete all details including photograph and sign

    o   Please make sure details are entered as per CAP data

    o   Make sure all details are correct before submitting the profile

    o   **Data cannot be corrected after submission**
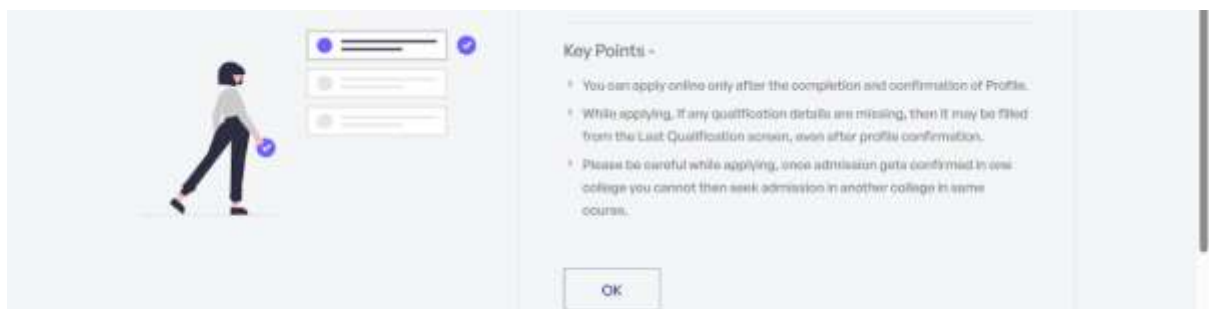
Personal Details

Applicant's Last Name *	Applicant's First Name *	Full Name *
Enter Your Last Name/Surname	Enter Your First Name	MANU K K
Father's Name	Mother's Name *	Mother's Name in Regional Language
Enter Your Father's First Name	Enter Your Mother's First Name	Mother's First Name in Regional Language
Applicant's Name on Statement of Marks / Leaving Certificate *	Name in Regional Language *	Is your name changed after Passing qualifying examination? *
Enter Your Name as per Document	Enter Your Name in Regional Language	○ Yes ● No
Gender *	Date of Birth *	Place of Birth *
Male	2006 February 10	Enter Your Place of Birth
Marital Status *	Mother Tongue *	Religion*
Aadhaar Number *	ABC ID * Click Here to Get ABC ID	
**** **** 6835	XXX-XXX-XXX-XXX	

Next

3. Read the instructions and complete course registration

   o Select the Program by clicking on Apply

   o Confirm the selected Program Details

BA MALAYALAM(with Credits)-Regular-FYUGP-2025-Malayalam-YEAR1 SEMESTER I

You are going to apply for **BA MALAYALAM(with Credits)-Regular-FYUGP-2025-Malayalam-YEAR1 SEMESTER I**

Do you wish to continue ?

No   Yes
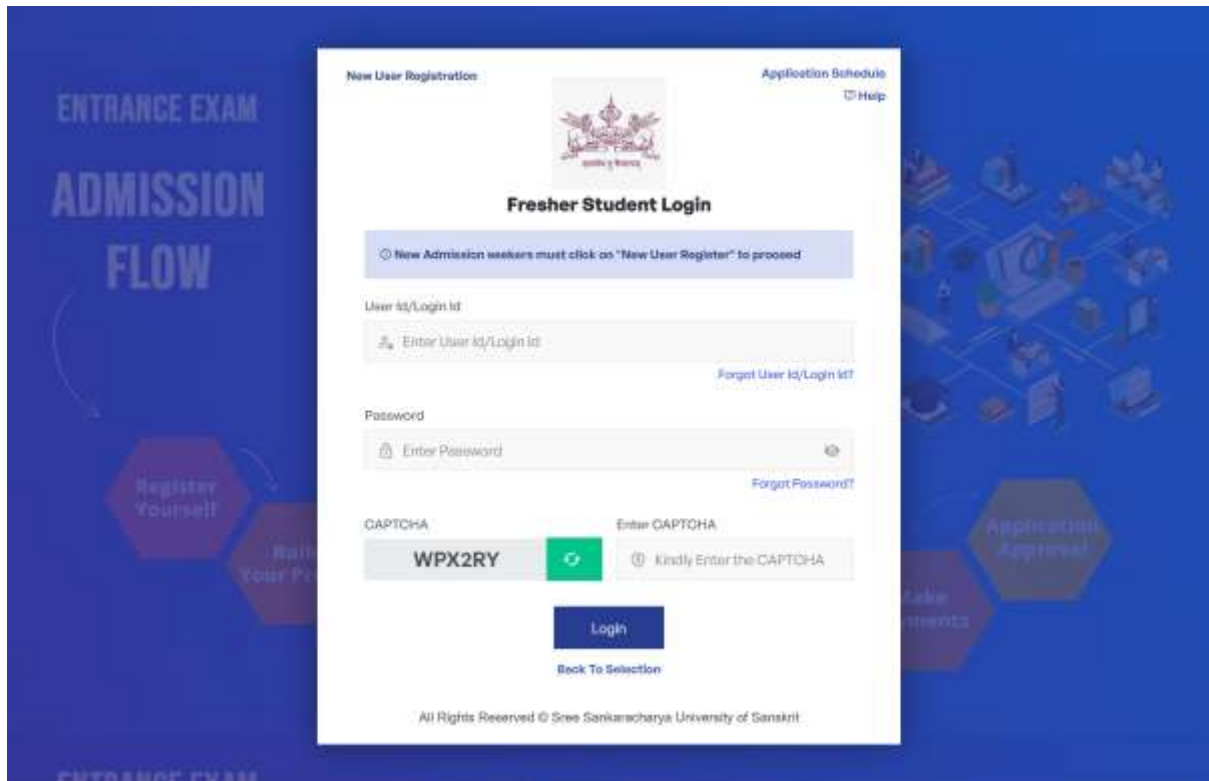
o Accept Terms and Conditions and click next

o Select the reservation category in which admission was taken

o Select you Campus / Department (for Students in Kalady Campus)

o   Select the Medium of Instruction, Courses form each basket and click next

o   Verify details and click submit