

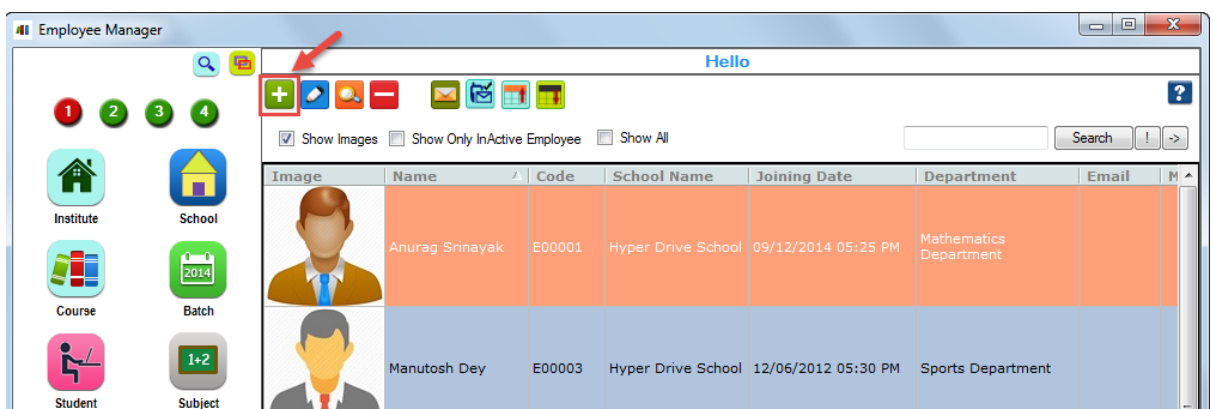
How to create new logins in HDSchool?

In HDSchool you create as many logins as you want by creating employees. Follow the below steps to create your own login.

1. Run HDSchool. From the 1st page of HDSchool, click on **Employee** option.



2. From **Employee Manager** click on **Add (New Employee)** option in the tool strip.





3. In the **Add New Employee Details** screen that opens, enter all details as required. In the **Login Details** section enter the **User name** and **Password** with which you want to login.

The screenshot shows the 'Add New Employee Details' form with the following fields and values:

- Employee Details:** Code: E00001, First Name: Anurag, Middle Name: , Last Name: Srinayak, Sex: Male, Marital Status: Married, DOB: 02/12/1989, Joining Date: 09/12/2014, Is Permanent: , Nationality: Indian, Religion: Hindu, School: Hyper Drive School, Designation: PRT Maths, Department: Mathematics Department, Language: English, Minimum Wages: Skilled.
- Address Details:** Address, City, State, Country, Pin Code, Phone, Mobile, Web Url, Email.
- Login Details (highlighted):** User Name: Anurag, Password: *****, Is Active: .
- More Details:** Blood Group, Emergency Contact.

Buttons: Change Employee Code, Change Photo, Remove Photo, Permanent Address, Check ID, Attachments, Add Employee User Fields, Save (F8), Cancel.

Note: Password is case sensitive.

4. Click on **Save**.
5. Close the Application and Run it again to login with new username and password you created.

