

# Logging in as Clerk

To work as Clerk in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE\_CLERK set.

 When you login as a Clerk for the first time, you go to options and click on users and change your password.

## To Login as Cashier follow the below steps

1. Go to SchoolAdmin Standard EVD login page , enter the User name
2. Enter the Password
3. Click on Login

 If user name and password matches with the user record created by admin, you will be able to successfully log in to SchoolAdmin Lite.  
If user name and password is wrong, you will get a error message saying Invalid Username or password. You need to re type correct user name and password to login.

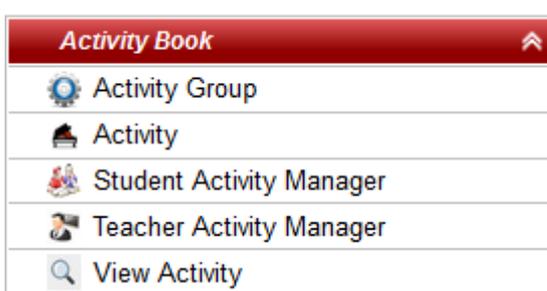
With a Clerk login you can the following task:-

### In student Information



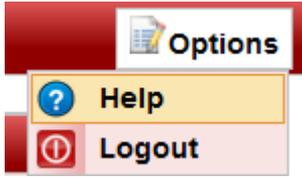
- **STUDENTS** --> You can only view and search the already added student.
- **EXCLUDE ID CARDS** --> You can exclude students from creating their ID cards.
- **TIME TABLE** --> You can set the time table of each and every class

### In Activity Book



- **Activity Group** --> You can create the activity group
- **Activity** --> You can add the activities under the activity group
- **Student Activity Manager** --> You can assign the students into different activities
- **Teacher Activity Manager** --> You can assign the Teacher into the activities
- **View Activity** --> You can view all the activities and can also view which student or teacher belong to which activity

**From the top menu**



You can either click on Help or Logout.