

MS HIFZ ACADEMY ERP — User Management Module

User Management Module

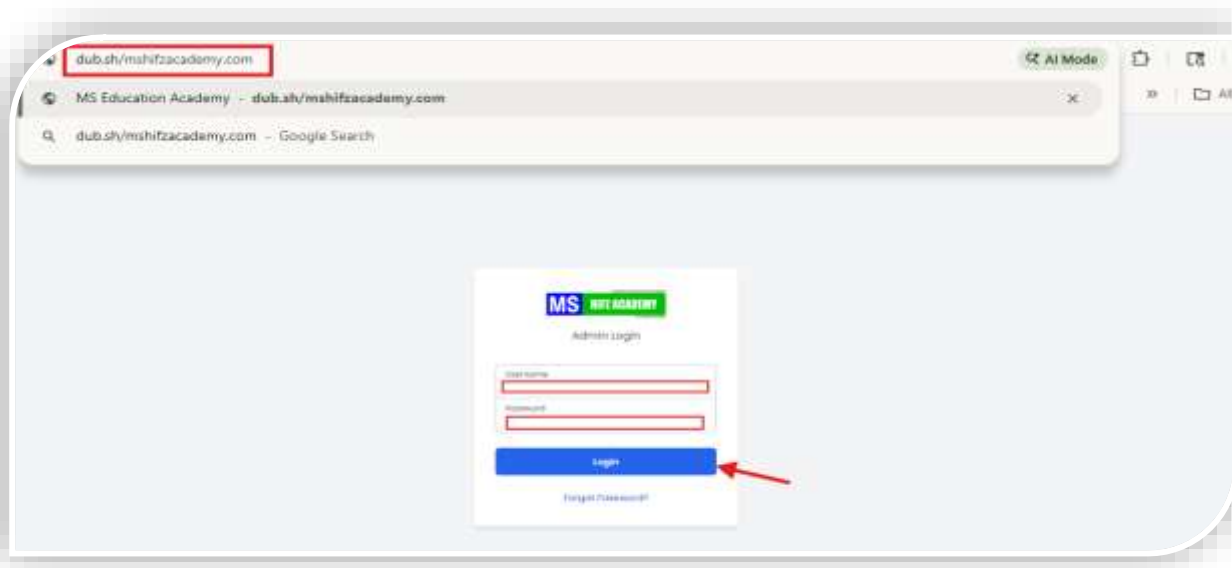
This document describes the complete workflow for managing system users in the MS Hifz Academy ERP portal — including how to create users, assign roles, manage branch access, and reset passwords.

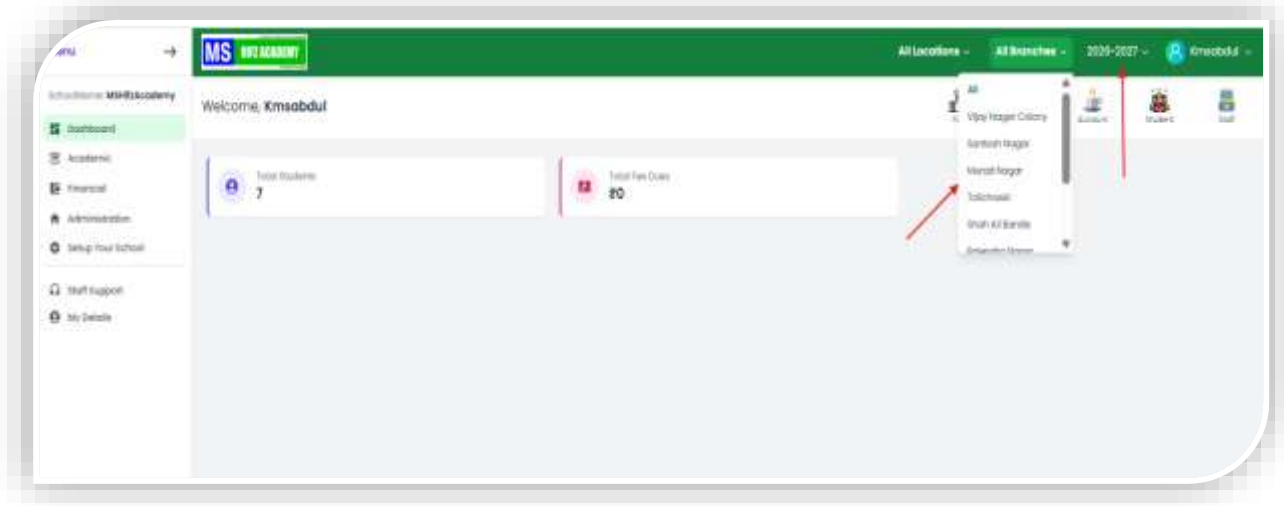
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Login to the Portal

1. Open a web browser and navigate to the MS Hifz Academy ERP portal URL.
2. Enter your **Username** and **Password**.
3. Click **Login**. The main Dashboard will open.
4. From the **Branch Selector** in the top header, select the required branch and Academic(or *All Locations* to manage users across all branches).

❗ Only users with **Admin** credentials can access User Management screens.





Login Screen — Enter your credentials to access the ERP portal.

Navigate to My Details

1. Locate the **left sidebar** menu on your Dashboard.
2. Scroll to the bottom of the menu list.
3. Click on **My Details** (represented by the user icon).

Step 1 — Create a New User

To add a new staff member or administrator to the system:

1. On the User Management screen, click the **+ Add User** button (top right).
2. The **Add User** form will open. Fill in the following fields:
 - **Full Name** — Enter the user's complete name.
 - **Username** — Enter a unique login username (e.g., *teacher_sara* or *finance_ahmed*). No spaces allowed.
 - **Email** — Enter the user's email address (optional but recommended for password recovery).
 - **Password** — Set a temporary password. The user can change it after first login.
 - **Confirm Password** — Re-enter the password to confirm.
 - **Role** — Select the appropriate role from the dropdown (see Role Reference Table below).
 - **Branch Access** — Select which branch(es) this user can access.
3. Click **Save** or **Add User** to create the user.
4. The new user will appear in the User Management list.

i Once a user is created, they can log in immediately with the credentials you set.

Step 2 — Assign Role to User

Roles control what features each user can access in the ERP system.

1. When creating or editing a user, open the **Role** dropdown.
2. Select the appropriate role based on the user's responsibilities.
3. Click **Save** to apply the role.

❗ A user's role cannot be changed from a lower privilege to Admin by a non-Admin user. Only existing Admins can promote users to Admin.

Step 3 — Assign Branch Access

The MS Hifz ERP supports multiple branches. Each user must be assigned to at least one branch.

1. While creating or editing a user, locate the **Branch Access** section.
2. Check the checkbox(es) for the branch(es) this user should have access to.
3. If the user manages all branches (e.g., an Admin), check **All Branches**.
4. A Class Teacher should typically only have access to their own branch.
5. Click **Save** to confirm branch assignments.

❗ When this user logs in and selects a branch from the header dropdown, they will only see data for their assigned branches. Unauthorized branches will not appear.

The screenshot shows the 'Add New User' form in the MS Hifz ERP system. The form is divided into two main sections: 'User Details' and 'Branch Access'. The 'User Details' section includes fields for Username, Password, Email, Location, and Role. The 'Branch Access' section includes a list of branches with checkboxes for selection. Red arrows point to the 'Username', 'Password', 'Email', 'Location', 'Role', and 'Branch Access' sections. The 'Create User' button is highlighted with a red box.

Create User — Fill in the required fields to add a new user to the system.

Step 4 — Edit / Deactivate a User

Edit a User

1. In the User Management list, locate the user you want to edit.
2. Click the **Edit** (pencil icon) next to the user.
3. Modify the required fields — Name, Role, Branch Access, or Email.
4. Click **Save** to apply changes. The user's next login will reflect the updated settings.

Deactivate a User

1. In the User Management list, locate the user you want to deactivate.
2. Toggle the **Status** switch to *Inactive*.
3. Confirm the action when prompted.
4. The user will no longer be able to log in. All their historical data (reports, marks entry, fee records) is preserved.

⚠ **Warning:** Deactivating a user is not reversible from a student-facing perspective but can be re-enabled by toggling the Status back to Active.

Step 5 — Reset User Password

Admin-Initiated Reset

1. In the User Management list, click **Edit** next to the user whose password needs to be reset.
2. Enter a new temporary password in the **Password** field.
3. Confirm the new password.
4. Click **Save**. Inform the user of their new temporary password.

MS Education Academy

CHANGE USERNAME/PASSWORD

Change Username

Username *

Kms0000

Save Cancel

Change Password

Current Password *

Enter current password

New Password *

Enter new password

Confirm Password *

Confirm new password

Reset Password Cancel

Add New User

Username *

Enter username

Password *

Enter password (min 8 chars)

Email *

Enter user email

Allowed Branches *

☐ All Branches

☐ Vijay Nagar Colony

☐ Karmach House

Location

Auto-filled from branch

Auto-filled based on branch selection

Role

User

https://195.2.18.40/mg.js/#

Password Change — Enter a new temporary password for the user.

Self-Service Password Reset (Forgot Password)

1. On the Login screen, click **Forgot Password**.
2. Enter the registered **Username** or **Email**.
3. An **OTP (One-Time Password)** will be sent to the registered email.
4. Enter the OTP on the verification screen within the allowed time window.
5. Set a new password and confirm it.
6. Click **Reset Password**. Log in with the new password.

① OTPs expire after a short period. If the OTP expires, click *Resend OTP* on the verification screen.



Forgot Password — Enter your registered email to receive a password reset link.

User Role Reference Table

Role	Access Level	Typical	Key Permissions
Admin	Full Access	School Administrator / IT Manager	All modules, all branches, user, creating Structures management, system configuration and global settings
User	Branch-Level Full Access	Account	All modules for assigned branch; cannot manage modules or global settings

ⓘ Role permissions may vary based on your institution's configuration. Contact your system Admin if access is required for additional modules.