

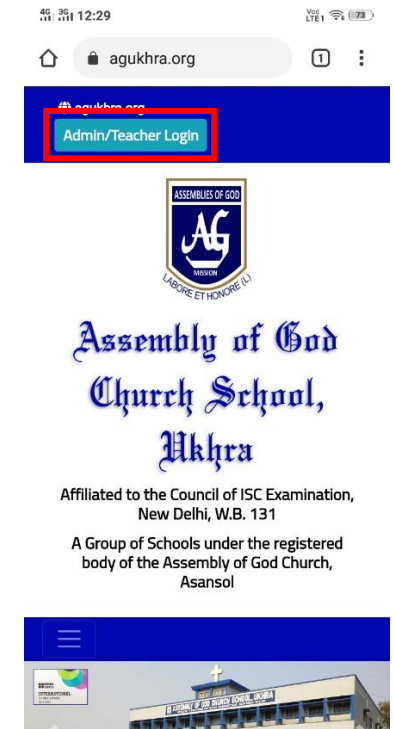
STEPS TO ACCESS THE SCHOOL WEB PORTAL (AESTREE)

Step-1: Open a Web Browser (*Google Chrome is recommended*)

Step-2: Open School Website (<https://agukhra.org>) and click on Aestree.

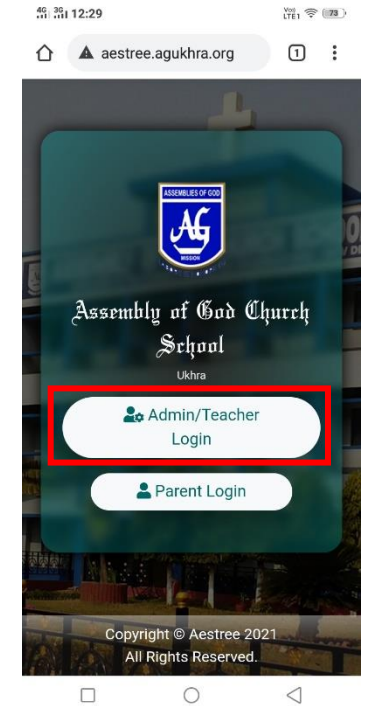


The screenshot shows the desktop version of the school's website. At the top left, the URL agukhra.org is displayed. A red box highlights the "Admin/Teacher Login" button in the top right corner. The main header features the school's logo, which includes the text "ASSEMBLIES OF GOD" and "LABORE ET HONORE (L)", and the school's name "Assembly of God Church School, Akhra". Below the name, it states "Affiliated to the Council of ISC Examination, New Delhi, W.B. 131" and "A Group of Schools under the registered body of the Assembly of God Church, Asansol". A navigation menu includes links for HOME, ABOUT US, STUDENT'S CORNER, GALLERY, FEE STRUCTURE, and CONTACT US. The main content area displays a large photograph of students in traditional pink and gold attire performing on stage, with a large group of students in school uniforms seated in the background.



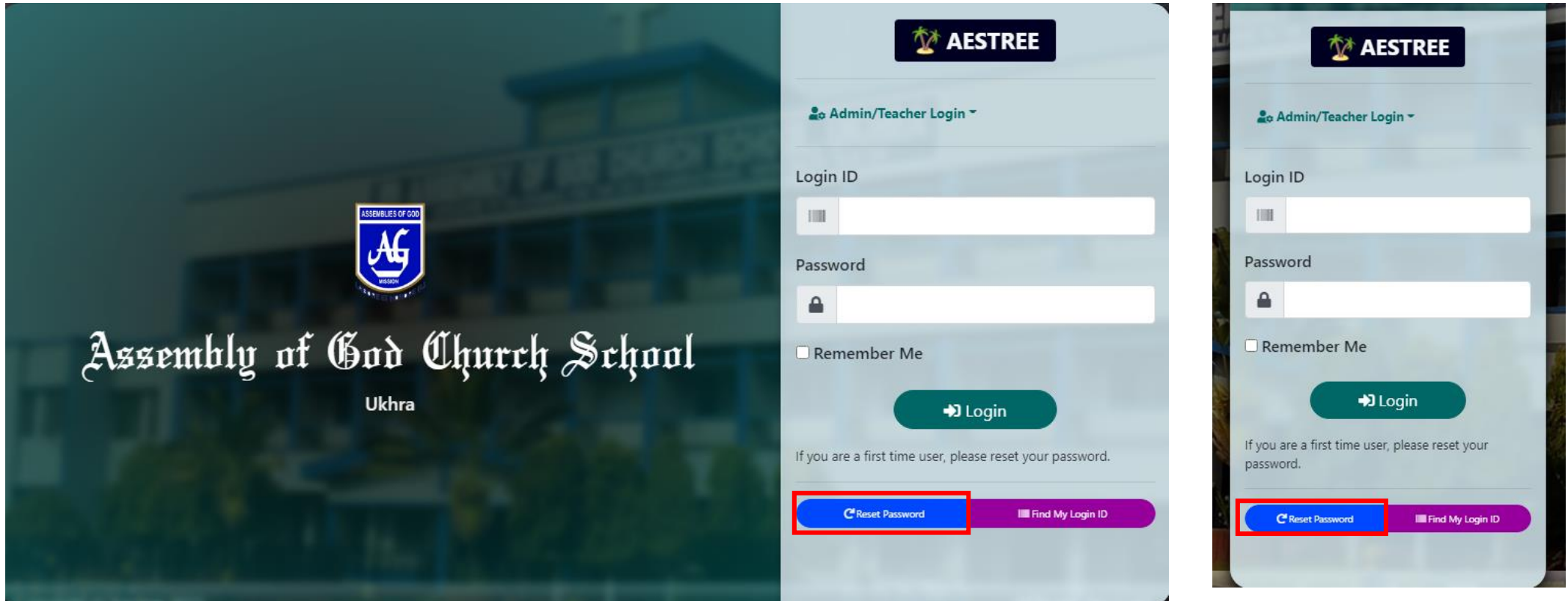
The screenshot shows the mobile version of the school's website. At the top, the time is 12:29 and the URL agukhra.org is displayed. A red box highlights the "Admin/Teacher Login" button. The main header features the school's logo and the school's name "Assembly of God Church School, Akhra". Below the name, it states "Affiliated to the Council of ISC Examination, New Delhi, W.B. 131" and "A Group of Schools under the registered body of the Assembly of God Church, Asansol". A navigation menu is visible at the bottom. The main content area displays a photograph of the school building.

Step-3: Click on **Admin/Teacher Login** button.



STEPS TO RESET THE PASSWORD

If you have forgotten your password or would like to change the password, click on Reset Password button.



Step-1: Choose User type as **Employee**.

Step-2: Enter Your **Login ID** (Received via SMS e.g., 1234567).

Step-3: Enter Your **Registered Mobile Number**.

Step-4: Click on **Send OTP** button.

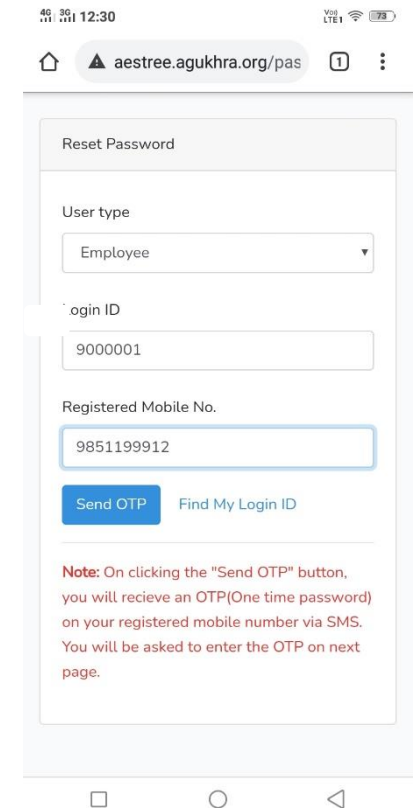
Reset Password

User type:

Login ID:

Registered Mobile No.:

Note: On clicking the "Send OTP" button, you will receive an OTP(One time password) on your registered mobile number via SMS. You will be asked to enter the OTP on next page.



The image shows a mobile browser screenshot of the 'Reset Password' page. The page title is 'Reset Password' and the URL is 'aestree.agukhra.org/pas'. The form contains the same fields as the desktop version: 'User type' (Employee), 'Login ID' (9000001), and 'Registered Mobile No.' (9851199912). Below the form are two buttons: 'Send OTP' and 'Find My Login ID'. A note at the bottom states: 'Note: On clicking the "Send OTP" button, you will receive an OTP(One time password) on your registered mobile number via SMS. You will be asked to enter the OTP on next page.'

After clicking on Send OTP button, you will receive an OTP (One time password) on your mobile number via SMS.

Step-5: Enter this OTP (One Time Password).

Step-6: Set a **New Password**. *(must be 8 or more characters)*

Step-7: Confirm Password should be same as New Password.

Reset Password

One time password has been sent at 9851199912

Please enter the OTP(One time Password) that you have received on your Mobile No. via SMS and your New Password (Minimum length is 8 character).

Enter OTP

New Password

Confirm Password

Reset Password

One time password has been sent at 9851199912

Please enter the OTP(One time Password) that you have received on your Mobile No. via SMS and your New Password (Minimum length is 8 character).

Enter OTP

New Password

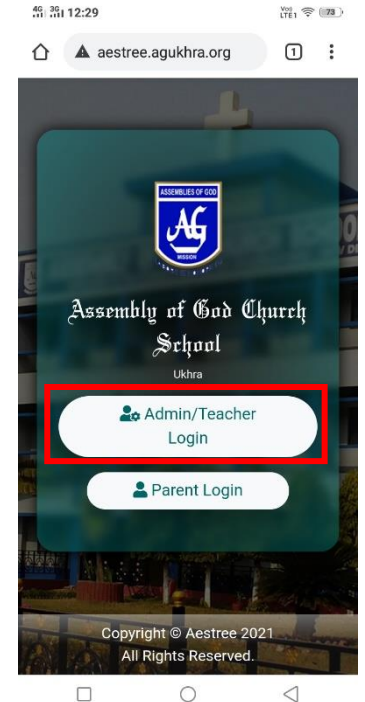
Confirm Password

Step-8: Click on Reset Password button to set your password.

Note: To access the School Web Portal (Aestree), this password will be required.

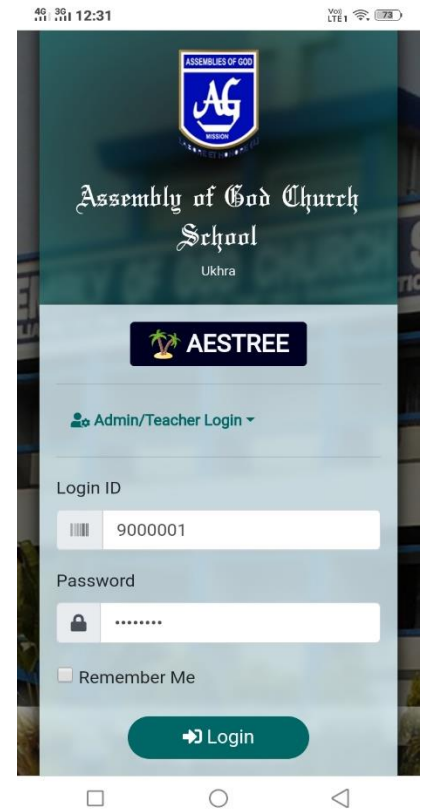
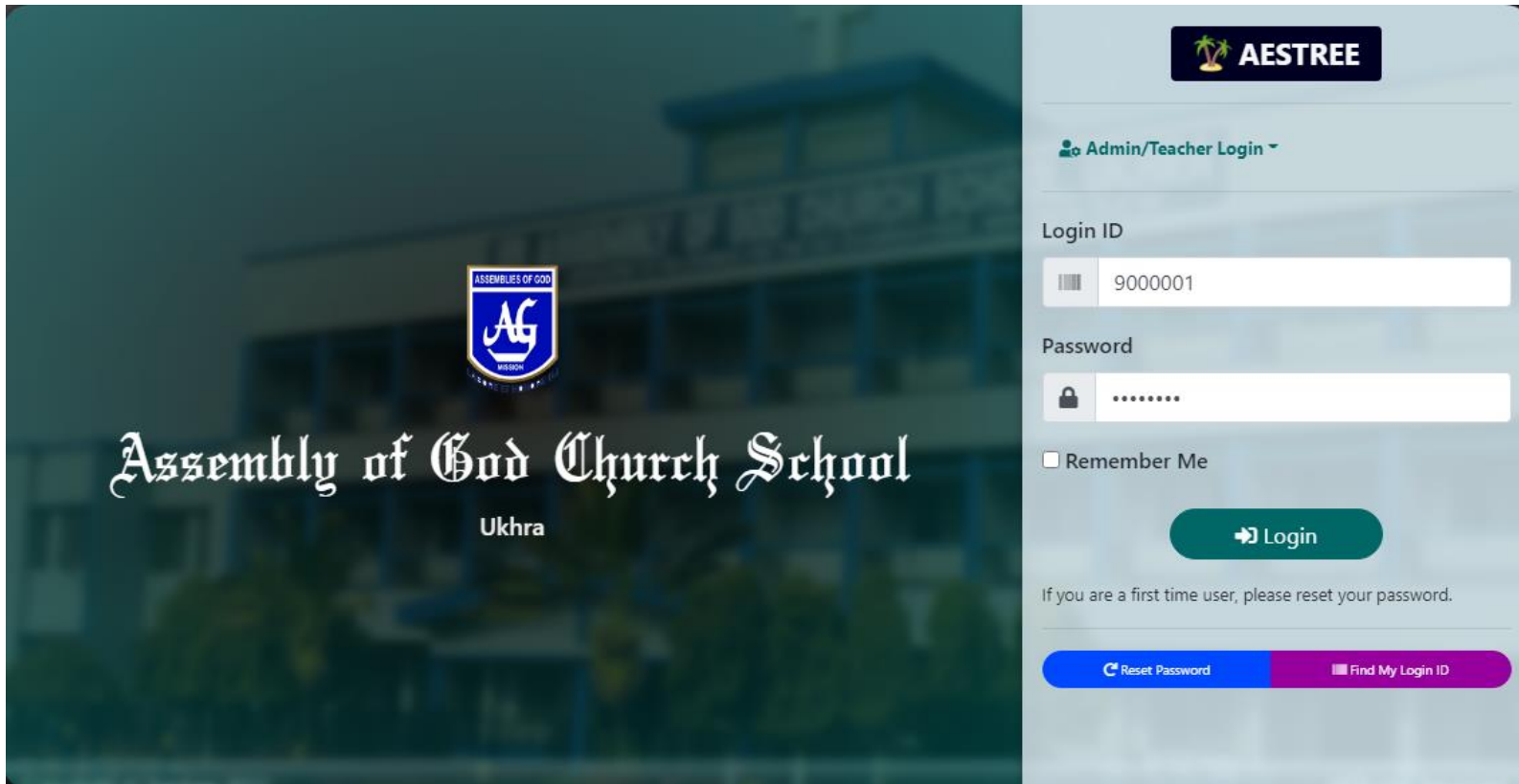
STEPS TO LOG INTO THE SCHOOL WEB PORTAL (AESTREE)

Step-1: Click on **Admin/Teacher Login Button**.



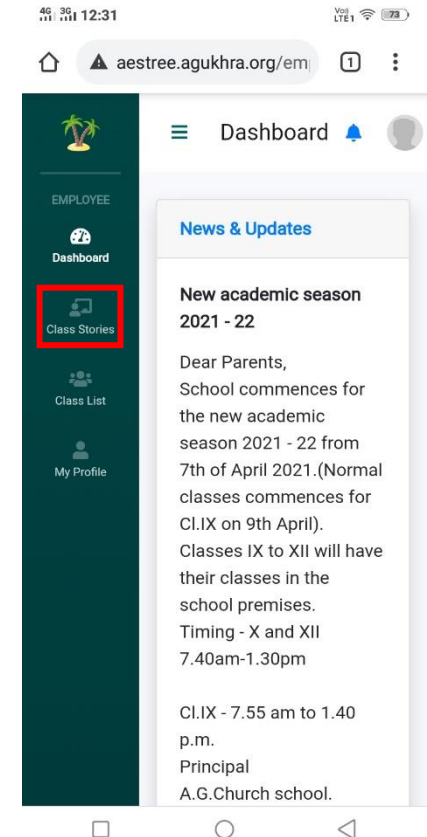
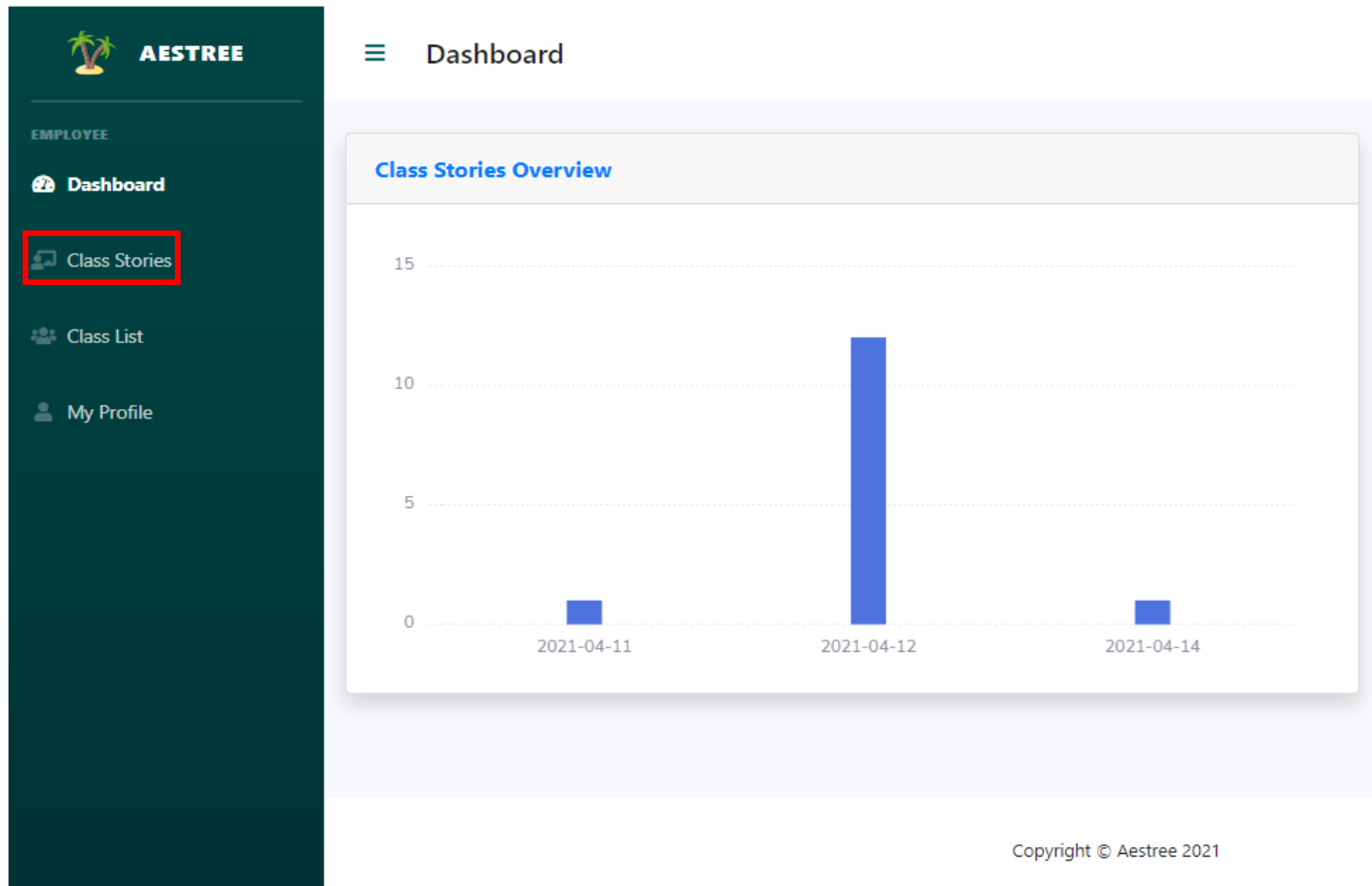
Step-1: Enter your **Login ID** and **Password**.

Step-2: Click on **Login** button.



After Successfully Login You will be entered in a dashboard page.

Step-1: Click on **Class Stories**.



Class Stories View.

The desktop interface features a dark green sidebar on the left with the AESTREE logo and navigation options: EMPLOYEE, Dashboard, Class Stories (selected), Class List, and My Profile. The main content area is titled 'Class Stories' and 'All Classes'. A 'Create Post' form is highlighted with a red border, containing a text area for 'Write a story about your city', a file upload section with 'Choose file...' and 'Browse' buttons, and dropdown menus for 'Class NU', 'A', and 'English'. A date and time selector shows '12-04-2021 12:2' and a green 'Post' button. To the right, an 'All Classes' list shows 'Class Demo' with 4 stories and other classes with 0. Below the form, a post by 'Demo Teacher' is visible, dated '2021-04-12 12:12:00'.

The mobile interface shows the 'Create Post' form in a compact layout. It includes a 'Write a story about your city' text area, a 'Choose file...' button with a 'Browse' option, and dropdown menus for 'Class NURSERY', 'A', and 'English'. A date and time selector is set to '04/12/2021, 12:32 PM' with a green 'Post' button. The top status bar shows the time as 12:36. The bottom of the screen shows the start of a post by 'Demo Teacher'.

HOW TO SEND STUDY MATERIALS/TASK TO STUDENT IN SCHOOL WEB PORTAL

Write your message in text box filed (*leave it blank, if not required*).

Create Post ? √x Formula

Write Down full form of C.P.U?

Choose file... Browse

Class XII ▾ A ▾ Computer Science ▾

3-04-2021 14:01 📅 📁 Post

Use browse filed in case you need to upload any file type (Documents, PDF, video file), select CLASS, SECTION and SUBJECT from their respective fields. *File size should not exceeds more than 200 Mb.*

Create Post ?

\sqrt{x} Formula

Write Down full form of C.P.U?

Choose file...Browse

Class XII ▾

A ▾

Computer Scienc ▾

3-04-2021 14:01

Post

To schedule the post for later time, choose date and time from CALENDER filed and click on Post button.

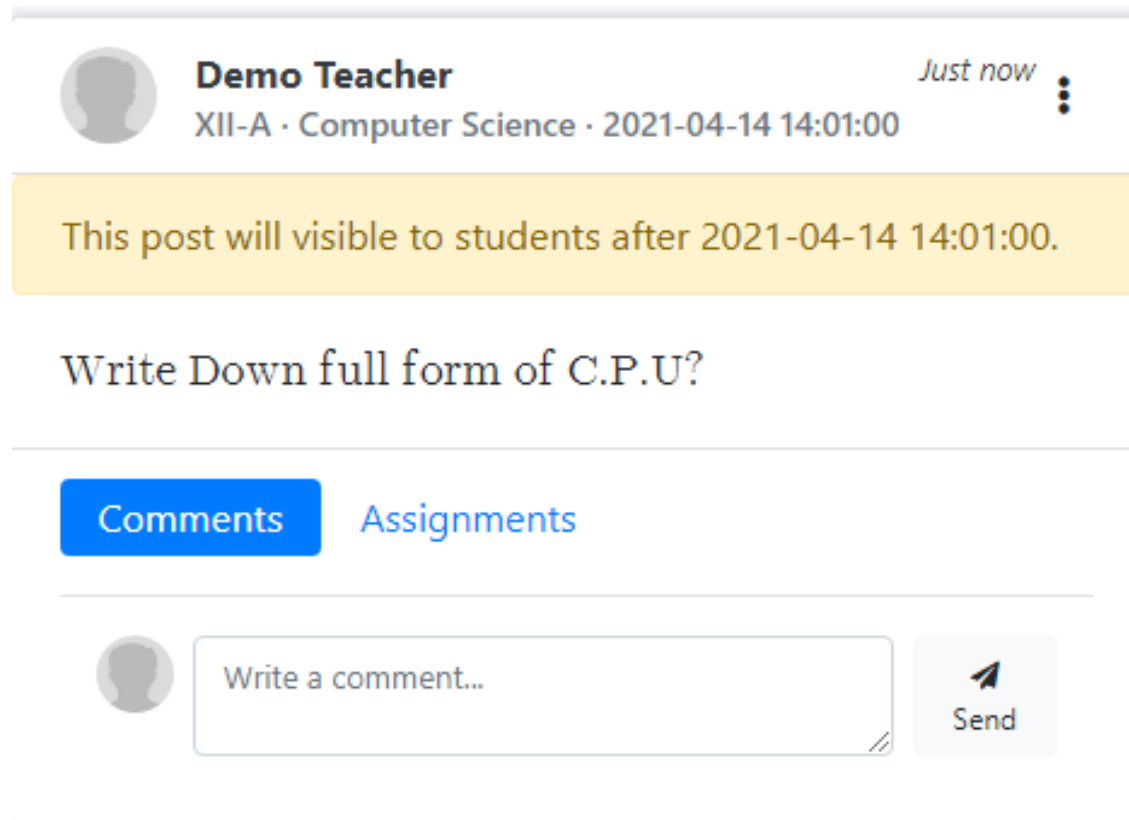
2-04-2021 14:01 

April, 2021 ↑ ↓

Mo	Tu	We	Th	Fr	Sa	Su	14	01
29	30	31	1	2	3	4	15	02
5	6	7	8	9	10	11	16	03
12	13	14	15	16	17	18	17	04
19	20	21	22	23	24	25	18	05
26	27	28	29	30	1	2	19	06
3	4	5	6	7	8	9	20	07

Today

Please note: You can use Calendar option to set custom time for a post. Example: Post was made on 12/04/2021 and will reflect on STUDENT'S CLASS STORY on 14/04/2021



The screenshot shows a user interface for a social media post. At the top, there is a profile section for "Demo Teacher" with a grey silhouette icon, the text "XII-A · Computer Science · 2021-04-14 14:01:00", and the status "Just now" with a three-dot menu icon. Below this is a yellow banner with the text "This post will visible to students after 2021-04-14 14:01:00." The main content of the post is the text "Write Down full form of C.P.U?". Below the text are two buttons: "Comments" (highlighted in blue) and "Assignments". At the bottom, there is a comment input area with a grey silhouette icon, a text box containing "Write a comment..", and a "Send" button with a paper plane icon.

All posts will reflect on **STUDENT'S CLASS STORY**.

HOW TO CHECK STUDENT'S POST ON PORTAL

Click on **Assignments** option under your post and check students work, posts etc.

The screenshot shows a user interface for a student assignment. At the top, a post by 'Demo Teacher' (Bengali) is shown, posted '7 minutes ago'. The post content is 'Write Down full form of C.P.U?'. Below the post is a comment box with the placeholder text 'Write a comment...' and a 'Send' button. A section titled 'Assignments (Submitted by students)' contains a submission from 'Demo Student' (Central processing unit) dated 'Apr 12 2021 03:30 pm'. The submission includes a text area with the placeholder 'Write your remarks...' and a blue 'Submit' button.

If you face any issue regarding **Aestree Web Portal**, please send your ward's name, class, section, roll number and School name at **9851199912** via **WhatsApp** (10 a.m. to 5 p.m.)
