



# User Manual

For Career Counselling Workshop  
Service in Schools

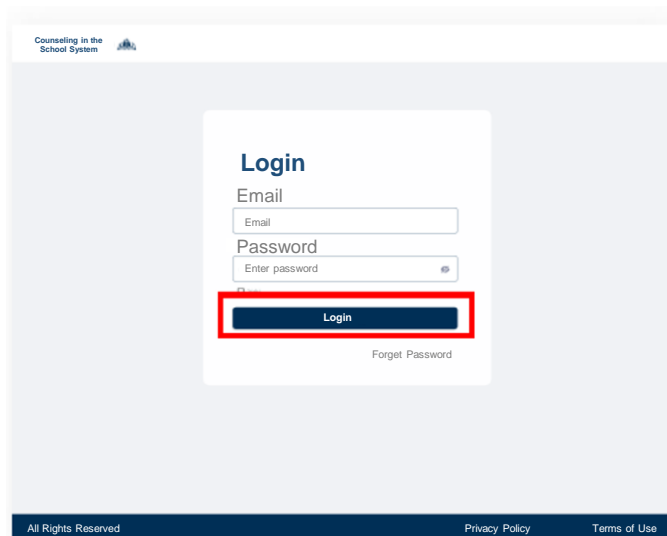


## Career Counselor Account

## Log in as a Career Counselor

You can benefit from the services provided in the system after being granted access by the system administrator via the following link:

<https://erchad.co/login>



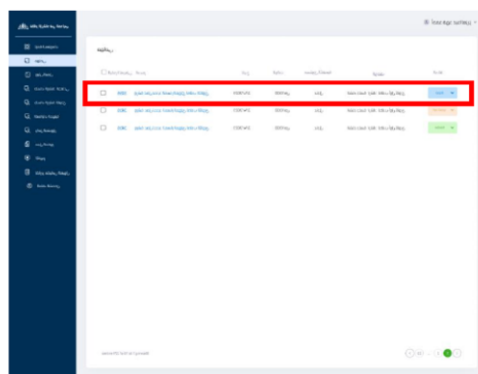
The screenshot shows a web browser window with the title 'Counseling in the School System'. The main content is a login form with the heading 'Login'. It contains two input fields: 'Email' and 'Password'. The 'Email' field has a placeholder 'Email' and the 'Password' field has a placeholder 'Enter password'. Below these fields is a blue 'Login' button, which is highlighted with a red rectangular border. To the right of the 'Login' button is a link that says 'Forgot Password'. At the bottom of the page, there is a dark blue footer bar with the text 'All Rights Reserved', 'Privacy Policy', and 'Terms of Use'.

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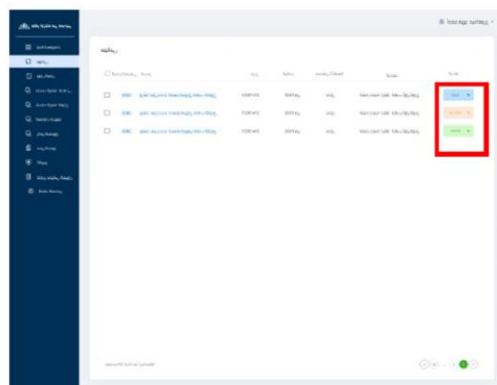
**Log in using the credentials sent to you by the system administrator.**

## My Tasks Service

You can benefit from the services provided in the system through the following steps:



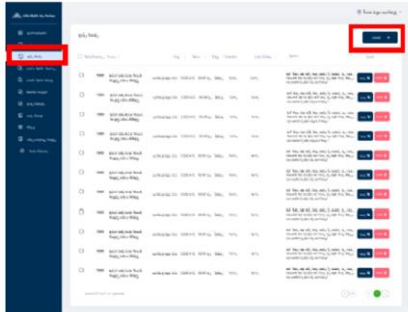
- 1 You can view tasks assigned to you by visiting "My Tasks" page.



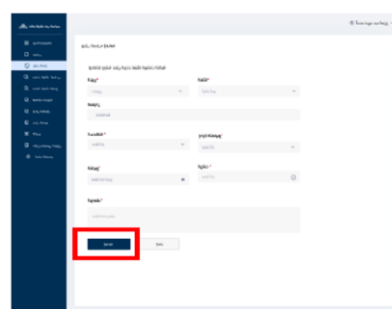
- 2 You can update the task status by clicking on the status and selecting the required status from the drop-down menu.

## Add Workshop Service

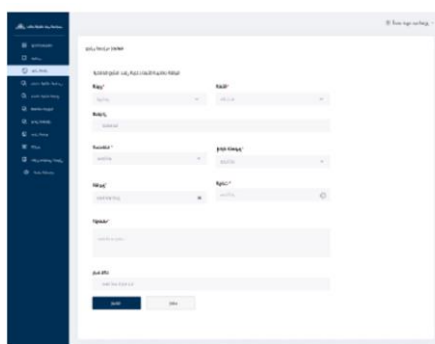
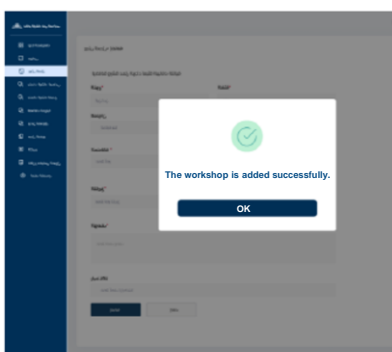
To add a workshop, please follow the following steps:



1 Fill out the data by defining the type of workshop, either in-person or online.



2 Select the workshop page, and click Add button.

3 If the workshop type is online, the session link is added and, the user clicks "Add" button to appear for the beneficiary

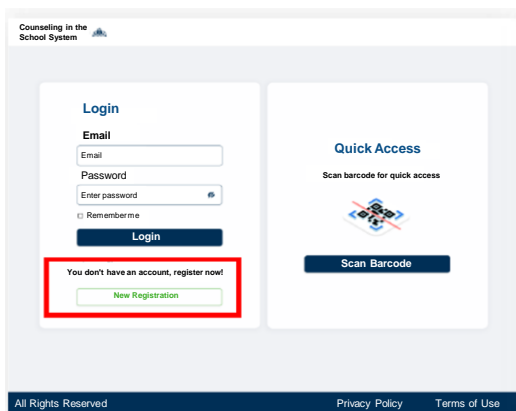


## Student Account

## Creating a New Student Account

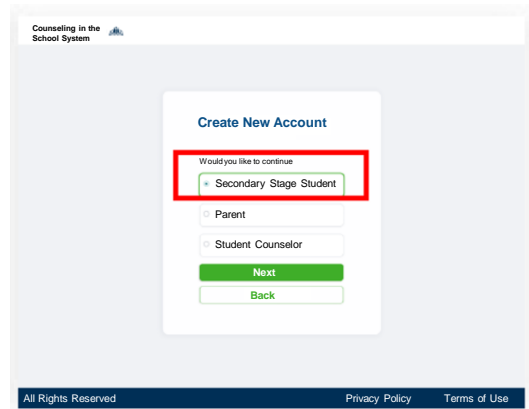
Access the below link: <https://erchad.co/login>

You can benefit from the services provided in the system  
by following these steps:



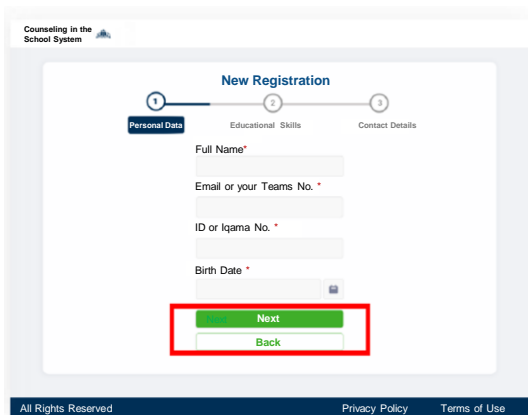
The screenshot shows the login page of the 'Counseling in the School System' application. On the left, there is a 'Login' section with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below this, a red box highlights the text 'You don't have an account, register now!' and a green 'New Registration' button. On the right, there is a 'Quick Access' section with a 'Scan Barcode' button. The footer contains 'All Rights Reserved', 'Privacy Policy', and 'Terms of Use'.

1 Select Create New Account



The screenshot shows the 'Create New Account' page. A red box highlights the 'Secondary Stage Student' option under the heading 'Would you like to continue'. Other options include 'Parent' and 'Student Counselor'. There are 'Next' and 'Back' buttons at the bottom. The footer contains 'All Rights Reserved', 'Privacy Policy', and 'Terms of Use'.

2 Select the category as "Student"

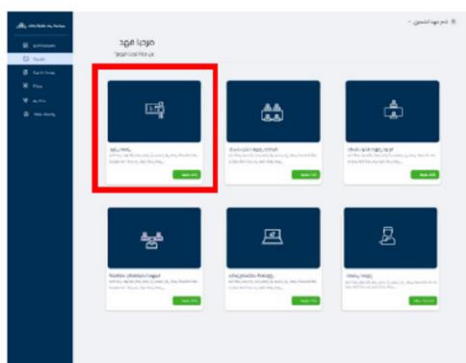


The screenshot shows the 'New Registration' page with a progress bar at the top indicating three steps: 1. Personal Data, 2. Educational Skills, and 3. Contact Details. The 'Personal Data' step is active. It contains fields for 'Full Name\*', 'Email or your Teams No. \*', 'ID or Iqama No. \*', and 'Birth Date \*'. A red box highlights the 'Next' and 'Back' buttons at the bottom. The footer contains 'All Rights Reserved', 'Privacy Policy', and 'Terms of Use'.

3 Complete Registration and Verification

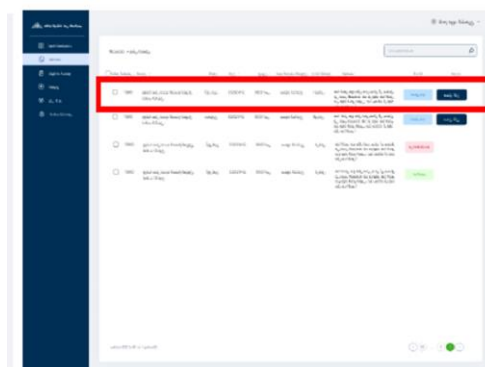
## Workshop Service

You can access the services provided in the system by selecting the desired service and following the outlined steps.



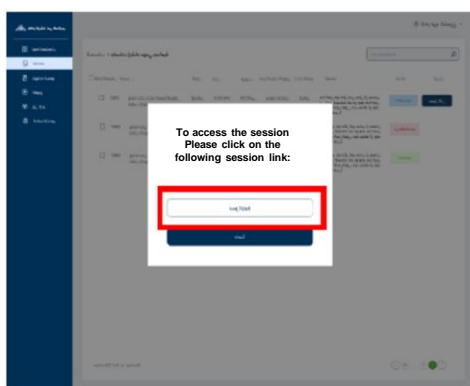
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Select the Workshop Service



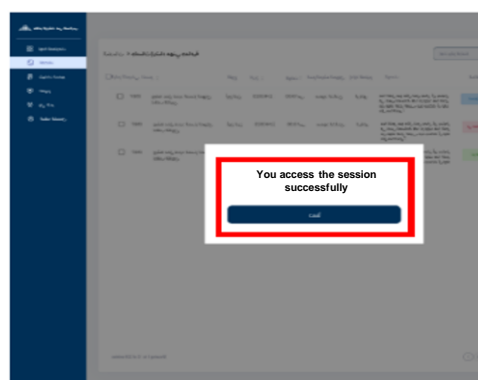
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The available workshop list will appear



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If the workshop type is online, the workshop link will be copied.  
If the workshop type is in-person, your attendance will be registered by clicking on "Registration".





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