



**AMERICAN**  
**LYCEUM**  
*International School*

**Employee Portal Manual**

2016

# American Employee Portal Manual

Ver- 1.1 (01/2017)

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**Login:**

Go to [americanlyceum.com/employee](http://americanlyceum.com/employee)

Enter your registered mobile no and password then click on Login

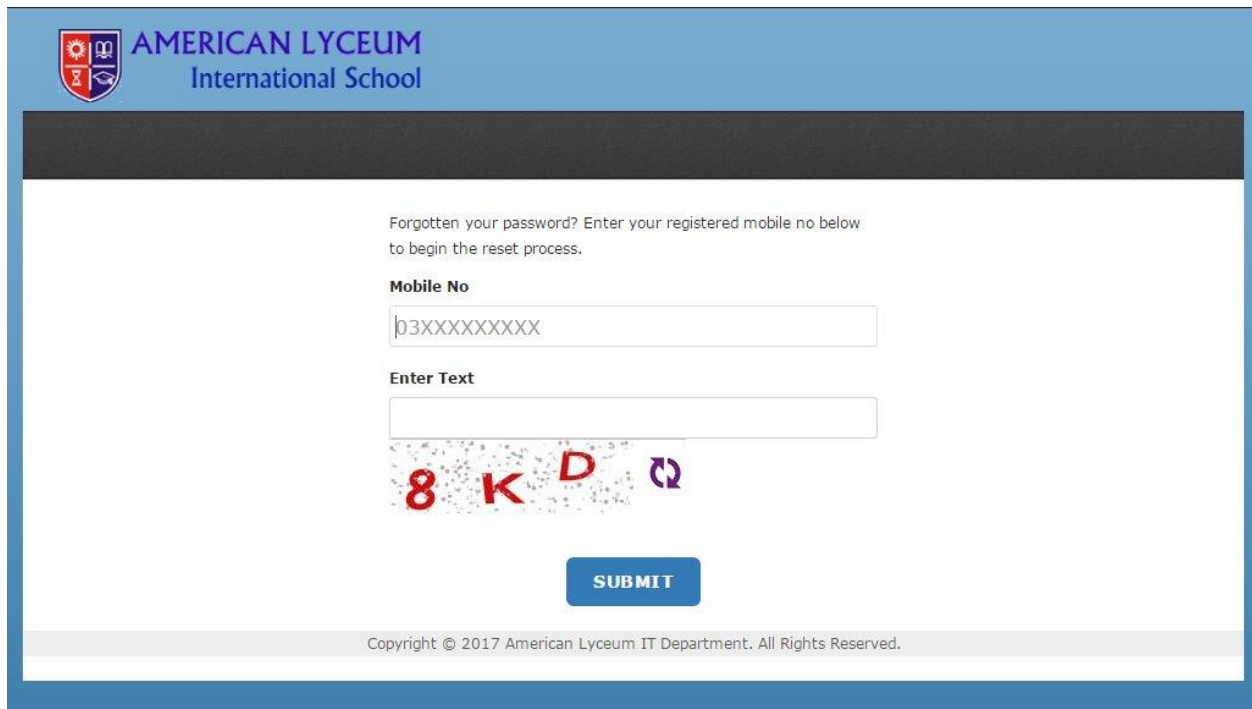


The screenshot shows the login interface for American Lyceum International School. At the top left is the school's logo, a shield with a sun, a book, and a lamp, next to the text "AMERICAN LYCEUM International School". The main heading is "Employee Login!". Below this is a instruction: "Please enter your registered mobile no to login. If you forgotten your password, please use the link below to reset your password." There are two input fields: the first contains "03XXXXXXXXXX" and the second is labeled "Password". Below the fields is a checkbox labeled "Remember Me". A blue "LOG IN!" button is centered below the checkbox. Underneath the button is a link "Forgot Password?". At the bottom of the form area is the text "Or Create Account?". A footer at the very bottom reads "Copyright © 2017 American Lyceum IT Department. All Rights Reserved."

### Create account / Forget password:

If you forget your account or new to employee portal click on “Forget Password” if you want to recover your password. Click on “Create Account” if you are new to employee portal.

Password will be send on you registered mobile no.



The screenshot shows the password reset interface for the American Lyceum International School. At the top left is the school's logo, a shield with a gear, a book, and a scale, next to the text "AMERICAN LYCEUM International School". Below the header is a dark grey bar. The main content area is white and contains the following elements:

- Text: "Forgotten your password? Enter your registered mobile no below to begin the reset process."
- Label: "Mobile No"
- Text input field: Contains "03XXXXXXXXXX".
- Label: "Enter Text"
- Text input field: Empty.
- Captcha: A row of four characters: "8", "K", "D", and "Q", each in a different color (red, orange, yellow, blue) and surrounded by a cloud of small grey dots.
- Submit button: A blue button with the text "SUBMIT" in white.

At the bottom of the page, a grey footer bar contains the text: "Copyright © 2017 American Lyceum IT Department. All Rights Reserved."

### Apply For advance:

Once you login go to **Accounts/HR** → **Apply For Advance** then click on Apply for advance. Fill the amount select no of months and write reason.



Apply For Advance

Submit Leave Application

## Salary Advance

APPLY FOR ADVANCE

### Salary Advance History

Month/Year	Amount Requested	Approval Status	Amount Returned	
December /2016	4500	2 approvals pending	0	Delete
December /2016	20000	2500 Approved	0	



## Salary Advance

### Salary Advance History

Month/Year	Amount Requested	Approval Status	Amount Returned	
December /2016	4500	2 approvals pending	0	Delete
December /2016	20000	2500 Approved	0	

To Branch Manager,  
I requested a salary advance of  and authorize a payroll deduction to be taken back from me in  month.

Reason for salary advance

I acknowledge that I have read and accept the Terms and Conditions

APPLY!

CANCEL