A) Login to URL - https://sts.karnataka.gov.in/EEDS/ by your EEDS Admin login ID and Password. (School Head teacher will login with the STS login ID and password. The other office Admins will use the login ID specifically provided for EEDS purpose.)
B) Under Admin Login,
   1) Select the menu ‘Register Employee’ in the Menu Bar.
   2) Then Choose ‘Employee Type’ (In case of teachers- select TDS, in case of ministerial staff – select Ministerial and in case of Officers – select Officers).
   3) Enter the KGID No. (as shown in Fig)

The details of the employee will be fetched and displayed. If it is correct, click on ‘Submit’ button. You will get the registration confirmation message.

C) Select the menu ‘Assign Post to Employee’ in the menu bar
   Click on ‘ADD’ button

I) In schools where there is no Case Worker, follow the steps mentioned below:

1) In Office Position, choose ‘Case Worker’ from the list
2) In ‘Alias Name’ enter the designation. Ex- ‘Teacher’ etc.
3) In KGID No. enter the KGID number of the Teacher to whom the employee validation work is assigned.
4) Employee name - will be automatically fetched and displayed.
5) In ‘Assign Post’, choose as ‘Incharge’.
6) In ‘Login Name’, Let the already created login name remain as it is.
   Then click on SUBMIT button.
II) In school where we have Case worker, follow the steps mentioned below

1) In Office Position select ‘Case Worker’ from the list
2) In ‘Alias Name’ enter ‘Employee Validator’.
3) In KGID No. enter the KGID of the Employee.
4) Employee name - will be automatically fetched and displayed.
5) In ‘Assign Post’, choose as ‘Regular’.
6) In ‘Login Name’, enter the case Worker Login credentials.

Then click on SUBMIT button.

---

D) Select the menu ‘Work Allotment’ in the menu bar

Click on ‘NEW’

1) Under ‘Application Type’ - Choose ‘Employee Validation’.
2) Under ‘Case Worker’ - select the Case Worker to whom the work of employee validation is to be assigned. (The login id of the caseworkers to whom the post is assigned will be displayed here.)

Then click on ‘Submit’
E) To do the Employee Validation login to https://sts.karnataka.gov.in/SATSESRS/esr/loginPage.htm page

The Admin/DDO and the Case Worker can login to this page with the login credentials which has been created in EEDS.

NOTE: In case of any queries regarding creation of login ids in EEDS, kindly send an email to - karonlineserviceshelp@gmail.com