



# Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/PW/2023-24/Cir-007

Date: 12-April-2023

## Circular for ID Cards of New Admissions

Dear Parent,  
Namaskar!!!

We are very delighted to welcome the future Vivians to Vivekanand School Family.

For the printing of student ID cards for session 2023-24, you are required to update the pertinent information on the school website.

The ERP login details will be shared via email by the school on the registered email id of the parent.

1. Login to your ERP (Student Portal) or click on this link to login to ERP <http://vivekanandschool.in/vksav/studentLogin/login.jsp>
2. Click on the link 'Personal Profile Updation'.
3. Choose to modify information from tabs viz., Residence Address, Mother Details, Father Details, Emergency Contact, Mode of Commute
4. **Click 'Save' only after editing desired information in all the tabs.**

Please read the note below carefully while updating the personal details:-

- a. Father's Name and Mother's Name will not be editable.
- b. As informed at the time of admission, **the students of Pre-school and Pre-primary will not be allowed to avail Private Commercial Vehicles.**

Click 'Modify' and select Mode of Transport by clicking the radio buttons/ options-

- School Transport or On Foot (not private van)

**Please note that this step is mandatory to be done for all the students. You will not be required to specify the Route No and Stoppage.**

- c. **Close tabs after filling/ modifying the desired information by clicking cross on the control buttons. You cannot modify any information, once you click on SAVE.**
- d. The students will have to purchase a new ID card in case of lost ID Card or correction/ modification in the ID card. **Parents are solely responsible for ensuring that the details are correct.**
- e. You will receive an OTP on your registered mobile number. Enter the same and click SAVE to finally submit the information.

**Please update the information for your ward by 17.04.23 positively to avoid delays in providing a safe and secured commencement to the session.**

We thank you for your undivided support and co-operation.

Warm Regards

Vivekanand School