



# Vivekanand School

D Block, Anand Vihar, Delhi - 110 092

VS/PW/2023-24/Cir-008

Date: 12-April-2023

## Circular for ID Cards of Class Pre-Primary-V

Dear Parent,

Namaskar!!!

We are very delighted to welcome the Vivians to the Session 2023-24.

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

The following steps are required to be followed to access the ERP -

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