VS/PW/2024-25/Cir-79   Date: 06-February-2024

Updation of the record for Student ID Card 2024-25
(Class- Pre-school to - V)

Dear Parent,

Namaskar!!!

We sincerely hope to find in the best of your health and spirits.

For the printing of student ID cards for session 2024-25, you are required to update the pertinent information on the school school website by following the below-mentioned steps:

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. 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. You will receive an OTP on your registered mobile number. Enter the same and click SAVE to finally submit the information.

Please note, parents are solely responsible for ensuring that the details are correct. The students will have to purchase a new ID card in case of lost ID Card or correction/ modification in the ID card, by paying an amount of Rs. 100 to the respective class teacher with an application to request the same.

Please update the information for your ward latest by **20.02.24** positively to ensure the data for your ward's ID card is also updated.

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

Warm Regards

Headmistress