



Vivekanand School

F-Block, Preet Vihar, Delhi - 110092

Ref. No. : VS/PV/2023-24/Cir-91

Date : 13/04/2023

Dear Parent

Namaste!

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 <https://vivekanandschool.in/vkspv/studentLogin/login.jsp>
2. Click on the link '**Personal Profile Updation**'
3. Choose to modify information from tabs viz., Residence Address, Mother's Details, Father's Details, Emergency Contact, Mode of Commute
4. The latest photograph of the student (in school uniform) and parents should be uploaded.
5. 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/ On Foot / 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 17.4.2023 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
F-Block, Preet Vihar