Guidelines for Generating Student's School ID Card
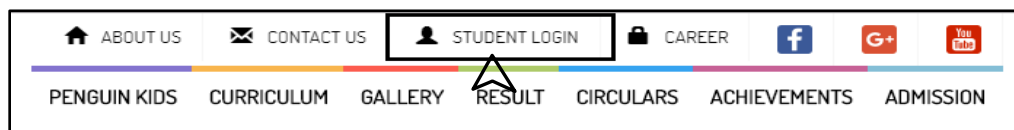
You are requested to visit the school website www.nhpsairoli.com click on "Student login" and enter the necessary data before 23rd June 2018 for generating your ward's school Identity Card. Detailed guidelines and steps are given below.

I) Steps to upload Student's Photo for ID Card :-

1. Go to school website **www.nhpsairoli.com** from your PC/Tablet/Mobile.
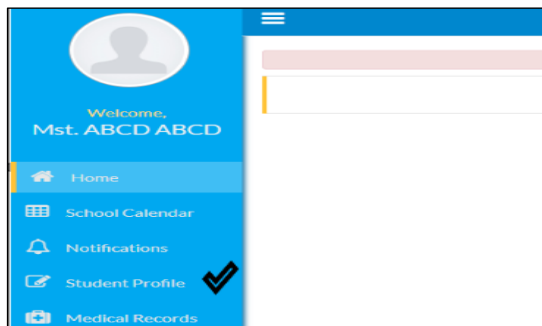

2. Click on **Student Login.**

3. Enter **Student ID: NHPSASTD____ ____ ____ ____ (Please retain this ID for future use). Password:** Your child's DOB (as per school record) in the following format: **DD/MM/YYYY**

   (For example: If the DOB of your child is 31st January 2001 please enter 31/01/2001
   Click on **Login** button)

4. Go to Student's Profile.

5. Click on **Choose File** & Attach your Ward's photo and click on **Upload.**

Please Note :-
   a. Make sure the photo is in **red background** with the child dressed neatly in **school uniform** only.
   a. Child's face should be clearly visible (you can confirm this by looking at the preview)
   b. Photo resolution should be a minimum of 300x300 pixels. Photo Size should be less than 2MB.
   c. Photo image format should be .jpg or .jpeg only.
   d. Verify and update if necessary, the Residential Address/Town/Pin code/State
6. Click on **Next**.

II) Steps to upload Parent's / Guardian's Photo for ID Card :-
1. Select Guardian Details. The screen showing Father's, Mother's and Guardian's details can be seen.

2. To upload Father's photo, click on **Choose File** in front of Father's Photo
3. Attach Father's Photo and click on **Upload.** Image gets successfully uploaded.

4. You can check the preview of the photo in **View Uploaded file.**
5. To upload Mother's photo, click on **Choose File** in front of Mother's Photo
6. Attach Mother's Photo and click on **Upload.** Image gets successfully uploaded.

7. Preview of the photo can be seen in **View Uploaded file.** Similarly, Guardian's photo can also be uploaded.
8. Verify the details of each guardian and update them if they have changed. (Please note that at least 1 mobile number and 1 email address of mother/father/guardian is mandatory. This will be used for future school communication. We recommend providing an email address that you check regularly)
9. After providing all the information click on **Update.** Student's information gets saved successfully.

Please Note :-
   a. Make sure the photo is in **<u>red background.</u>** Face should be clearly visible.
   b. Photo resolution should be a minimum of 300x300 pixels. Photo Size should be less than 2MB.
   c. Photo image format should be .jpg or .jpeg only.

1) **Before you submit please re-check and verify all information entered is correct. (You can verify the other pages by clicking the back button located at the bottom)**
2) Click **Submit** to submit your data.
3) Please read the Terms & Conditions displayed carefully and click Submit
4) You will receive a confirmation on your email once the details are successfully updated.

Please Note:
   1. Once you click **submit** you will no longer be able to modify the data.
   2. After clicking on 'Submit' if wish to make any correction to the details entered in this form, please contact the school Admission Counselling with appropriate proof and your given Student ID.
   3. The data you have entered in this form will be used to generate the ID cards by the school.
   4. The website link will be operational from 18th June 2018 to 23rd June 2018 only. Parents are requested to fill in the information within the stipulated period as mentioned above.
   5. For any help with the ID card or website please cont
   6. act: School Admission Counselling Department.
   7. **Parents are requested to make the necessary changes within above stipulated period failing which existing data will be uploaded.**

   Principal