



PENGUIN KIDS

Sector-19, Airoli, Navi Mumbai 400 708

Grade: Nursery -Sr.KG

PK/025

Date: 04.02.2021

Update Student ID and Parents Pass Data: Urgent & Important

Dear Parents,

You are requested to fill up or update the student and parent information form and upload student and parents passport size photograph for generating Student ID and Parents Pass in 1NH Login on or before 11th February 2021. You are also requested to update the medical details of your ward in 'Medical Record'. Please visit the school website and click on 1NH Login for further action.

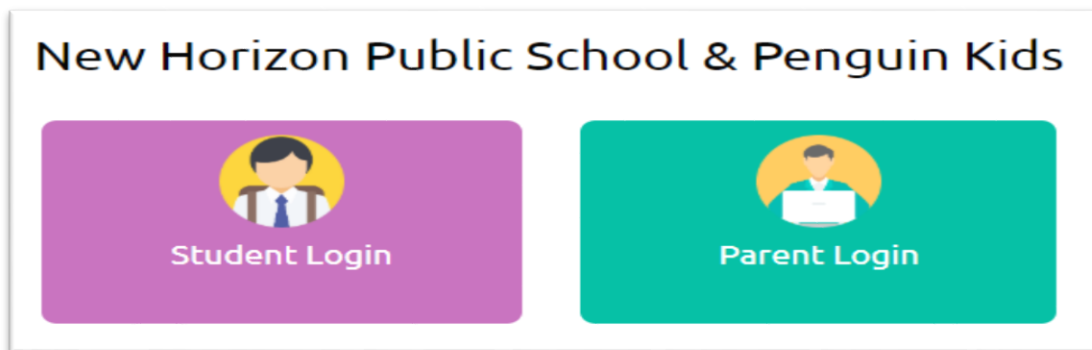
Principal.

Steps for uploading Student and Parents Photos for ID Card :-

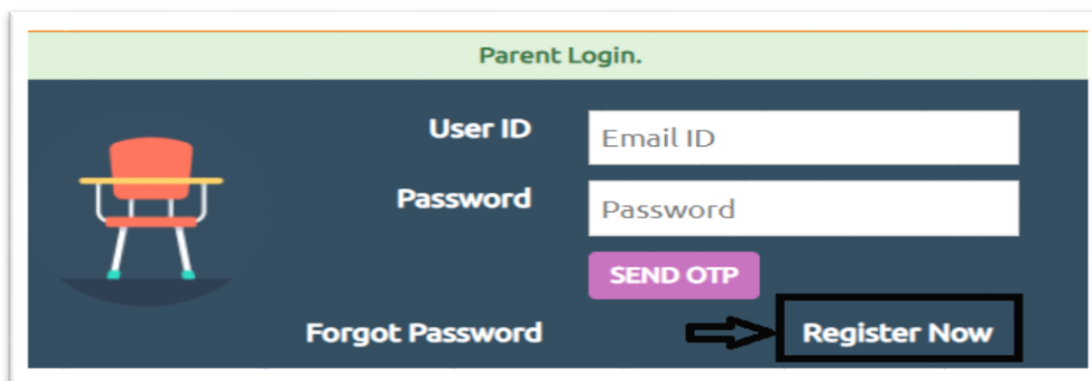
- 1) Go to school website www.nhpsairoli.com from your Desktop / Laptop etc.



- 2) Click on **Parent Login**.




- 3) **If you have not registered** then click on **Register Now**.



- 4) Enter registered Email ID and Password.
- 5) If the parent is not registered click on Register Now & Fill in the Parents Registration Form.
- 6) Enter **Student ID: NHPSASTD** _____ (As mentioned in the student ID card) & **Date of Birth:** _____. 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. Please enter DOB with forward slashes). Select **Relation**: Father/ Mother / Guardian. Click on **SEND OTP**.



Parent Registration

Student ID

Date of Birth

Relation


SEND OTP

Student ID

Date of Birth

Select

User ID (Email ID given at the time of admission/ updated Email ID if done so) would be prepopulated by the system. Enter **Password** and **Confirm Password**. Then **Verify OTP**: Enter the OTP Sent to the registered mobile number. Click on **Verify & Proceed**. Your registration is successful.



Student ID

Date of Birth

Relation

User ID

Password

Confirm Password

Verify OTP

VERIFY & PROCEED (12)

NHPSASRD1234

01/01/2001


Mother

abc.xyz@gmail.com

Password

Confirm Password

Parent Login: Enter the **User ID:** _____ (Registered User ID of the parent). **Password :** _____ (Password recently set at the time of registration).



Parent Login.

User ID

Password

SEND OTP

Forgot Password

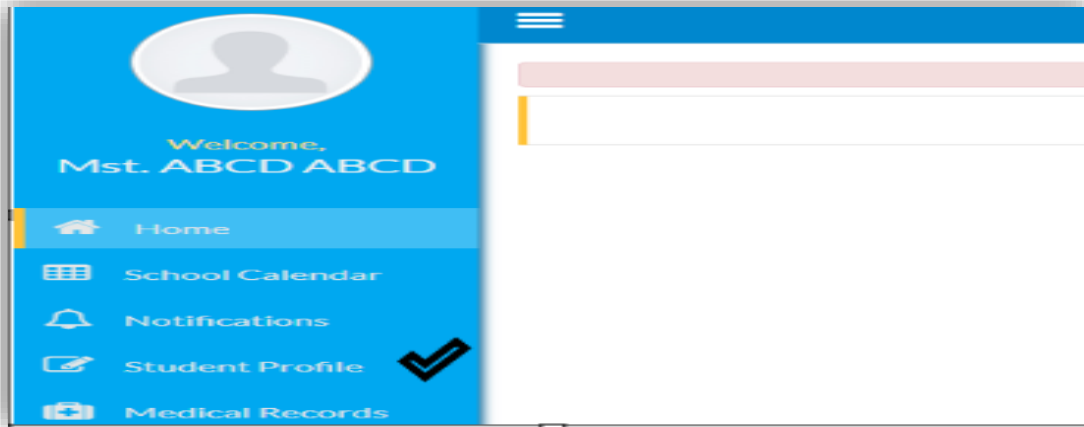
Register Now

Email ID

Password

7) Steps to upload student / parent / Guardian photo

- a) Go to Student's Profile and click on **Choose File** option seen in front of Pupil's Photo for Changing Student Photo.



- b) Student information can be changed if any in the permitted columns. Edit the residential address if changed.
c) Attach your Ward's passport size photo and click on the **Upload** button.

- d) You can check the preview of the photo in **View Uploaded file**.

Please Note :-

- a. Make sure the photo is in **red background** with the child dressed neatly in **school uniform**.
- b. Face of the child should be clearly visible.
- c. Photo resolution should be a minimum 400x400 pixels. Photo Size should be less than 2MB.
- d. Photo image format should be .jpg or .jpeg only.

8) Steps to upload Parent's / Guardian's Photo for ID Card:-

- a. Go to Student's Profile.
- b. Select Guardian Details. The screen showing Father's, Mother's and Guardian's details can be seen.

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

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

- 8) Preview of the photo can be seen in **View Uploaded file**.
- 9) Similarly, Guardian's photo can also be uploaded in specific cases.
- 10) If there is any change in mobile number of father/ mother/ guardian, please update the change.
- 11) 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 which you access regularly.
- 12) After providing all the information click on **Update**. After clicking on '**Update**' information gets saved successfully. Ensure the correctness of the data/information provided before clicking on 'Update'.

Please Note :-

- a. Ensure that the background of the passport size photograph is plain red.
- b. Upload only the latest photograph with clarity. Selfies not allowed.
- c. Photo resolution should be a minimum of 400x400 pixels. Photo Size should be less than 2MB.
- d. Photo image format should be .jpg or jpeg only.
- e. Once you click **Update** you will no longer be able to modify the data.
- f. The data entered in this form will be used by the school for generating ID cards.
- g. The website link will be operational from 4th February 2021 to 11th February 2021 only. Parents are requested to fill in the information within the stipulated period as mentioned above.
- h. For any queries contact the School Admission Counselling Department.
- i. If ID card is lost charges will be levied on issuance of new ID card.
- j. Grade and Division: Grade and Division will be given on the day of result.
- k. Parents should take utmost care while filling their as well as students' details. School will not be held responsible for the incorrect entry of information.
- l. **Blood Group** : Entry of Blood Group is mandatory. Those who have not filled up the information must do it.

Parents are requested to make the necessary changes including the update of photographs within the stipulated period failing which existing data will be uploaded.