



INDIRA NATIONAL SCHOOL, TATHAWADE



INS/Cir/Par/17-18/ 23

(For Std. IX & XI only)

Date: 15/03/2018

Dear Parent,

We are pleased to inform you that INS is shifting the School ERP vendor from FEDENA to GEMS so as to give better overview of the school activities to the parents. Under GEMS we will be having the regular Academics module, Online Fees payment etc. The parents will also be having the GEMS Mobile App for easy and quick access of the same menu's as available on the web.

Please find below the details for login –

URL – erp.indiraedu.com

Login Id – GR. NO of the student eg. 581

Default Password – 123456 (it will mandatorily ask for a password change).

Student I-Card will be issued for all students for the A/Y: 2018-19 except Escort Card. Escort Card will be issued only for new admissions through GEMS. Parents are requested to retain their Escort Card of A/Y: 2017-18 for A/Y: 2018-19, as it is valid for 2 years. Hence, parents are required to login to the ERP at the earliest and update all the personal information on or before 19th March, 2018 as per the procedure given below:

(Kindly keep following documents ready –

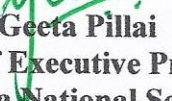
1. Scanned copies of Student, Father & Mother Passport size photos,
2. Scanned copy of student's Birth Certificate & Aadhar Card.
3. Student's Passport & Visa (Other than Indian Nationality),
4. Caste Certificate (Other than General category)
5. Learning or Physical disability Certificate (if applicable)

PROCEDURE FOR UPLOADING :

- Login to the ERP using Id/Password.
- Click on Profile
- Update all the details
- Upload all documents & Photos
- Click Save

Please note that I Cards will not be issued for the students whose details have not been updated by parents on the School ERP (GEMS).

Regards,


Mrs. Geeta Pillai
Chief Executive Principal
Indira National School
Tathawade