



**INDIRA NATIONAL SCHOOL, TATHAWADE**



Ref. No. INS/CIR/PAR/09/18-19  
2018

Date: 6<sup>th</sup> July,

Dear Parents,

Welcome to Indira National School !

For the purpose of I Card and Escort Card, you will need to login to the School ERP (GEMS) and update all student information. You are also required to upload

- a. Scanned copies of Student, Father, Mother Passport size photos, (**jpg or png format ONLY**)
- b. Scanned copies of Birth Certificate (mandatory) and Aadhar Card (if available) (**pdf format ONLY**).

Please find below the details for login –

URL – **erp.indiraedu.com** (Use Mozilla Firefox as a Browser)

Login Id – \_\_\_\_\_ (GR. NO. of the student)

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

**For A.Y 2018-19, the Student I-Cards and Escort Cards will be issued through GEMS.** Hence, parents are required to login to the ERP at the earliest and update all the personal information as given in the steps below -

Kindly keep Scanned photos and documents ready –

1. Login to the ERP using Id/Password.
2. Click on Profile
3. Update all the details
4. Upload all documents & Photos
5. Click Save
6. Click on Freeze

**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,

**Indira National School**