



# NEW HORIZON SCHOLARS SCHOOL

CBSE Affiliation No. 1130325  
Sector -13, Airoli, Navi Mumbai -400708  
Tel No. 022-277933509/277933508

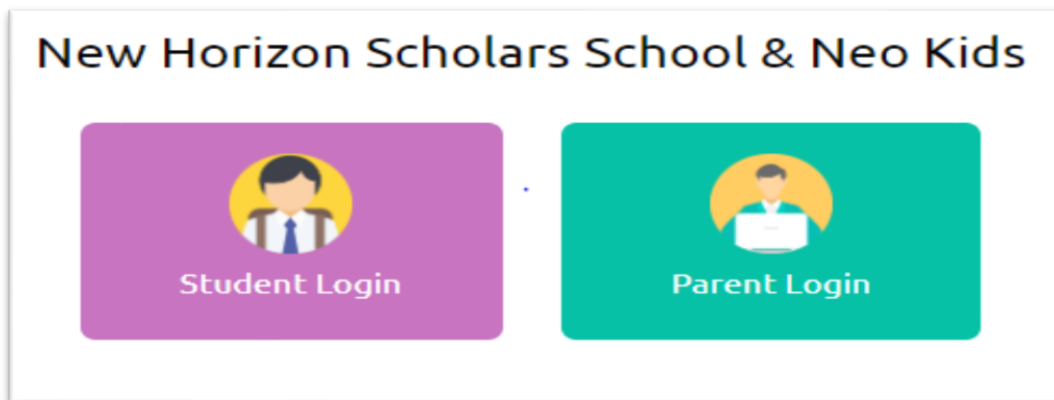
**Student Information for the year 2019-20 is to be updated online.**

## 1) Steps to upload Student's Photo for ID Card:

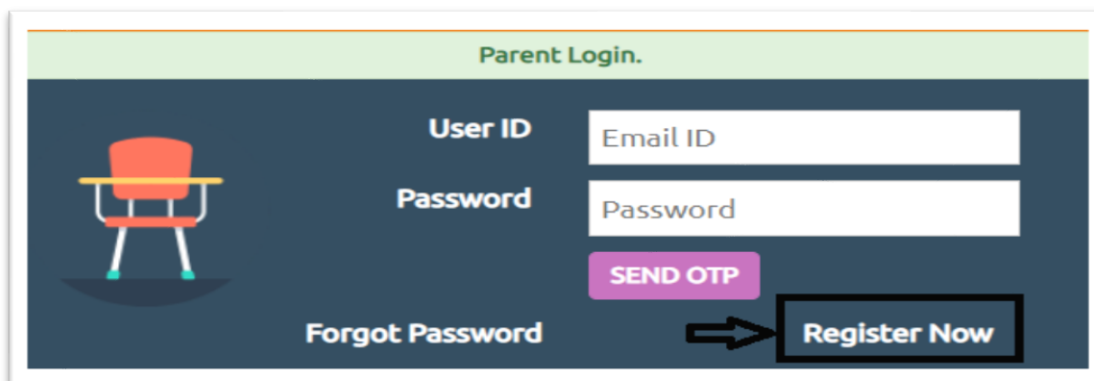
1. Go to school website [www.nhssairoli.com](http://www.nhssairoli.com) from your PC/Tablet/Mobile. Click on 1NH Login.



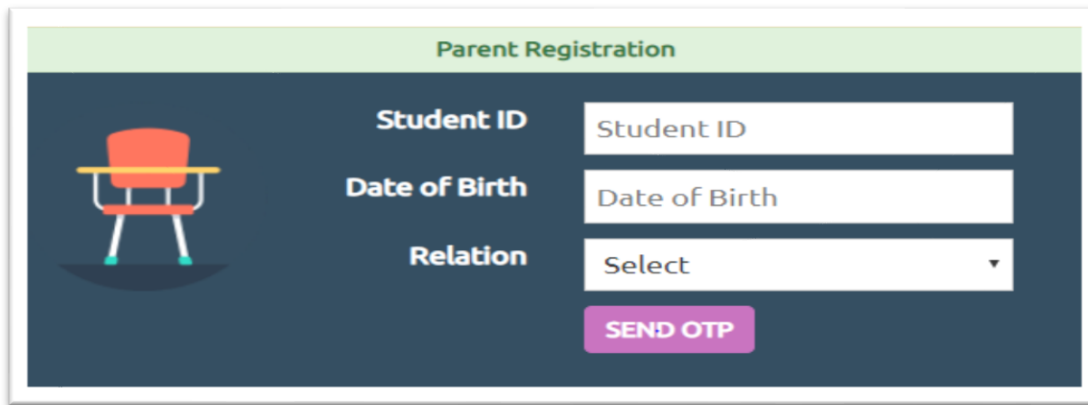
- 2) Click on **Parent Login**.




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



- 4) Enter **Student ID: NHSSASTD** \_\_\_\_\_ (As mentioned in the ID card of student) & **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 31<sup>st</sup> January 2001 please enter 31/01/2001. Please enter DOB with forward slashes). Select **Relation:** Father/ Mother / Guardian. Click on **SEND OTP**.



**Parent Registration**



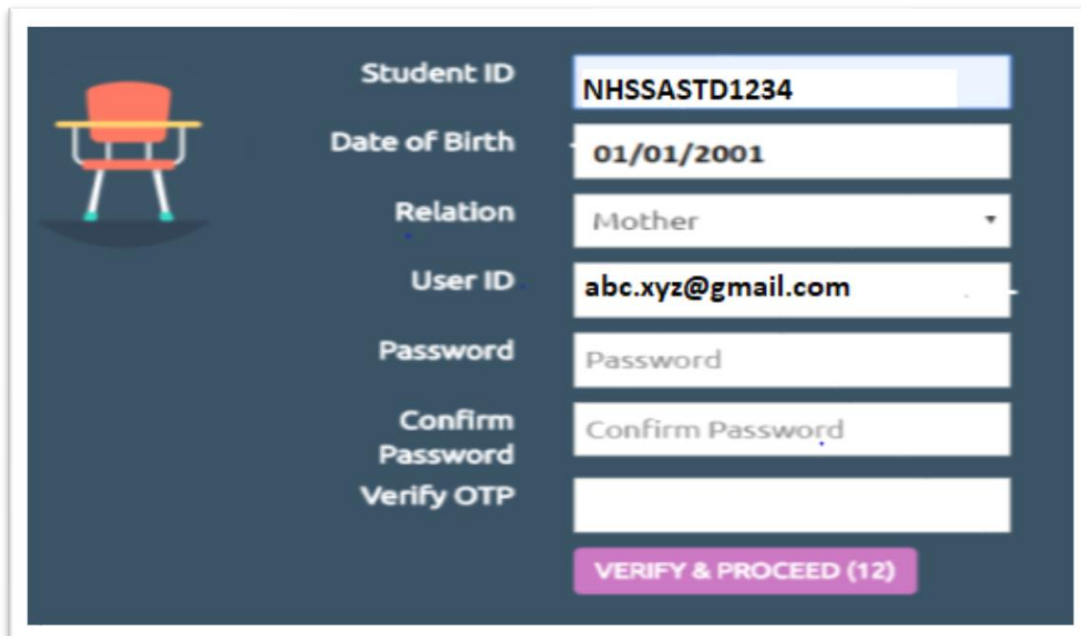
Student ID


Date of Birth

Relation

**SEND OTP**

- 5) **User ID** 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

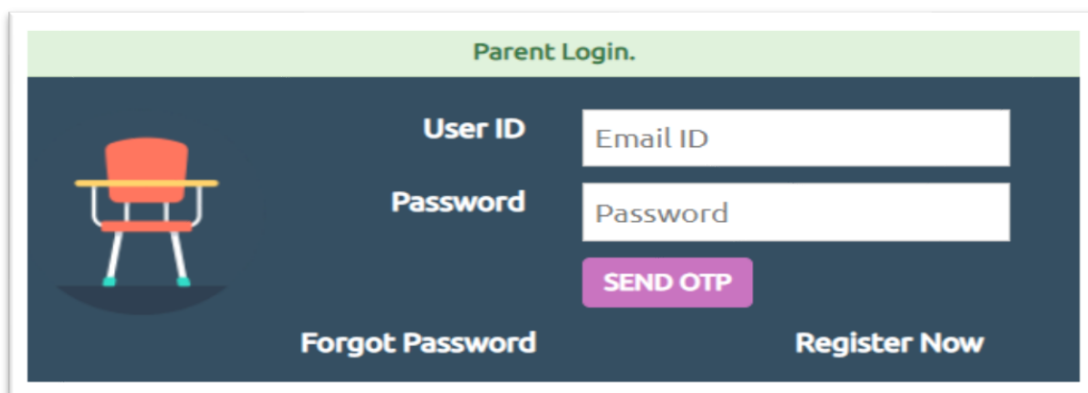
Password

Confirm Password


Verify OTP

**VERIFY & PROCEED (12)**

- 6) **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](#)

**7) Steps to upload Parent's / Guardian's Photo for ID Card:**

- Go to Student's Profile.
- 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.

- h. Preview of the photo can be seen in **View Uploaded file**.
- i. Similarly, Guardian's photo can also be uploaded.
- j. If there is any change in mobile number of father/mother/guardian, please update the change. 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.
- k. After providing all the information click on **Update**. Student's information gets saved successfully.

**Please Note:**

- a. The photo must have a **red background**.
- b. Face of the parent /guardian should be clearly visible.
- c. Size of the photo should be less than 2MB.
- d. Photo image format should be .jpg or .jpeg only.
- e. No selfie is allowed to be uploaded.

**8) Residential Address:** Edit the residential address only if there is any change.

**9) Blood Group :** Those who have not filled the blood group of the ward, should fill this column.