

Cir-Neo/04/2021-22

Nursery to Sr.KG

Date: 22.06.2021

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Dear Parents,

It is observed that some of the students, parents & guardians photographs are still not uploaded on the student's portal. The link to upload the photographs is open till 1<sup>st</sup> July 2021. Parents are requested to upload the photographs before the given deadline as it is mandatory to complete the admission process.

The guidelines for the same are given below.

Any concern regarding the guidelines, you can contact at 022-27793508/20871725 or mail at [nhssa.admission@newhorizonsms.com](mailto:nhssa.admission@newhorizonsms.com).

  
22/06/2021  
Principal



# NEW HORIZON SCHOLARS SCHOOL

CBSE Affiliation No. 1130325

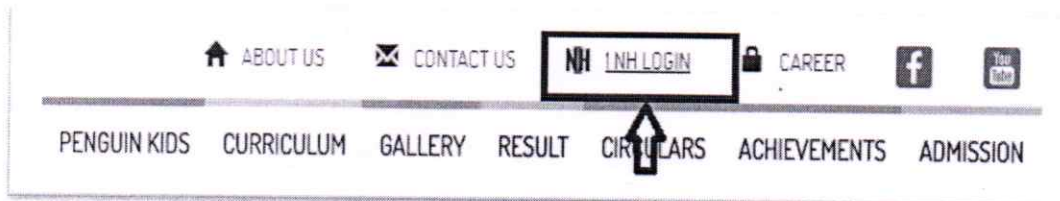
Sector -13, Airoli, Navi Mumbai -400708

Tel No. 022-277933509/277933508

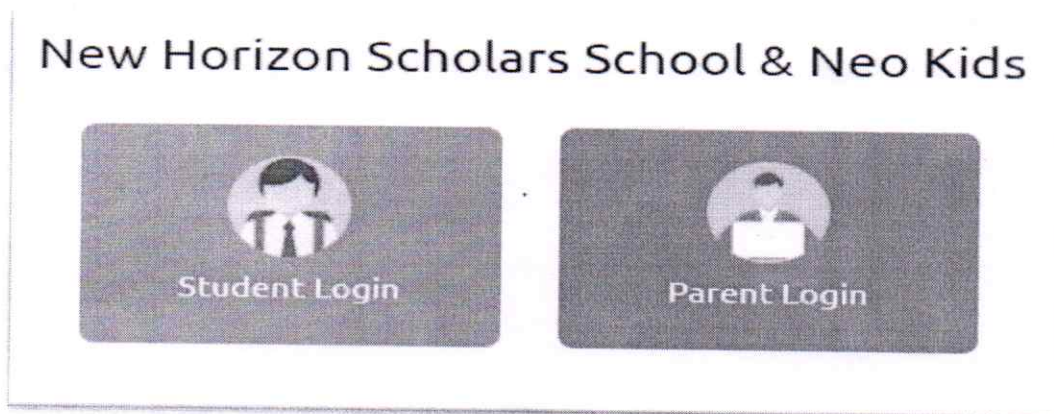
Student Information for the year 2021-22 is to be updated online.

## 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**.

Parent Login.

User ID

Password

[Forgot Password](#)

- 4) Enter registered Email ID of parent and Password.

- 5) If Parent is not registered click on Register now and fill the Parent Registration form.

- 6) 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 1st January 2001 please enter 01/01/2001.** 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**

**User ID** (Is the Email ID given by parents at the time of Admission) 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)**

**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**

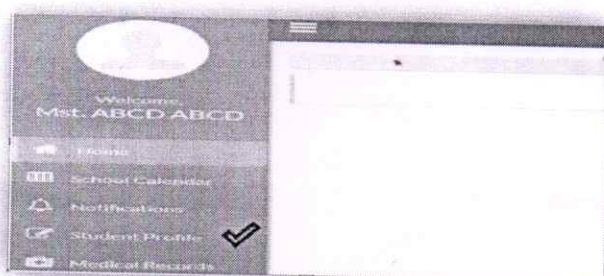
**Password**

**SEND OTP**

[Forgot Password](#) [Register Now](#)

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

- a. Go to Student's Profile.



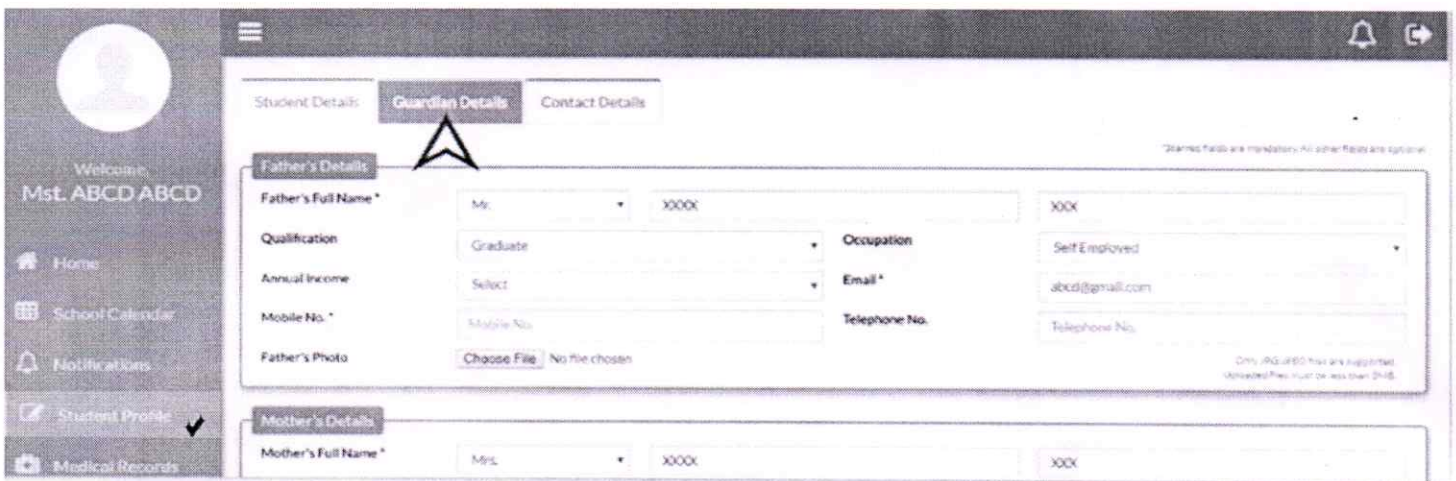
- b. Student Details screen will be displayed. Any changes in Student's information can be done here. If parent want to change their ward's photo they can click on "Choose File"



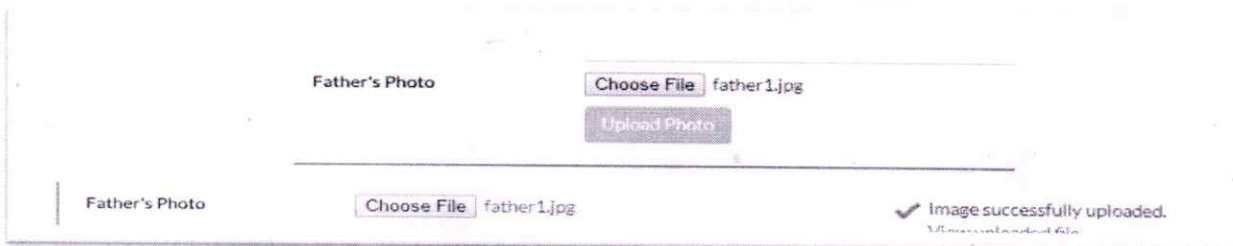
**Please Note :-**

- Make sure the photo is in **red background** with the child dressed neatly in **school uniform**.
- Face of the child should be clearly visible.
- Size of the photo should be less than 2MB.
- Photo image format should be .jpg or jpeg only.

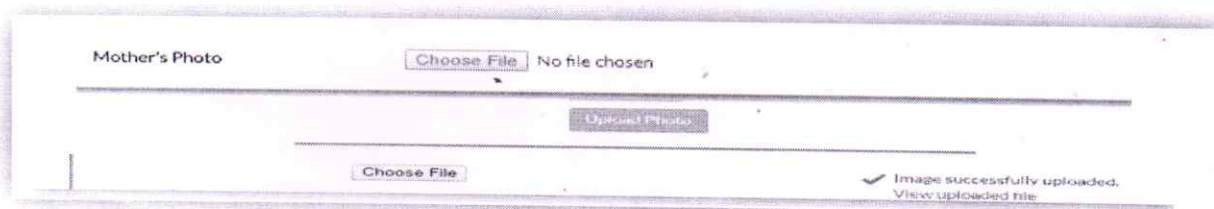
- c. Select Guardian Details. The screen showing Father's, Mother's and Guardian's details can be seen.



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



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



- Preview of the photo can be seen in **View Uploaded file**.
- Similarly, Guardian's photo can also be uploaded.

- k. 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.
- l. After providing all the information click on **Update**.  
Student's information gets saved successfully.

**Please Note:**

- a. The photo must have 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.
  - f. If ID card is lost, charges will be levied on issuance of new ID card.
  - g. Parents should take utmost care while filling their as well as students details as the school will not be held responsible for the same.
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- 8) **Residential Address:** Edit the residential address only if there is any change.
  - 9) **Medical History :** It is mandatory to fill Blood group of the students by clicking on Medical Records.