



Guidance on completing the GEMS On-line Student Communication details updation Form

Welcome to the GEMS Online Students Communication details updation process.

You will agree that the correct and up to date communication details of your child with the school is imperative.

Your child's school uses an ERP for School Administration, therefore this online process helps to keep the communication details of your child up to date at the school.

Please be sure that you have all information at hand that is necessary to complete the form. This will include your passport and Visa information.

How to complete the process?

Step 1: Enter the 14 digit unique id of your child, given to you by the school, in the first screen.



Step 2: You would be asked a security question, which must be answered using the virtual keyboard, before proceeding to update your child's information.

Step 3: On successful log in the screen will display you child's name. Ensure the system has picked up your child's name. If not contact the school authorities immediately.





Click the button to proceed updating the details.

Step 4: On finishing click the SAVE button.

Physical Education Restrictions	:	<input type="text"/>	Special Medication	:	<input type="text"/>
Blood Group	:	A+ <input type="button" value="v"/>	Health Card No	:	<input type="text"/>
House	:	MARS <input type="button" value="v"/>			

This symbol * represents mandatory fields that must be completed. The form will **not** submit unless you do so.

Contact Details

Contact number: Please insert as follows **04** 3477770

[regional code][local number]

Email: This must be a valid email address as we will use this email for further communications to you regarding your child's registration

Dates

Date of Birth: Format is **dd/mm/yyyy** – e.g. 07/10/1998

Step 5: On the acknowledgement screen you have an option to click on your child's name which is a link to view the details that you have just updated.

You are here: [Home](#) > Thank You

Online Administration and Student Information System

Thank you.

Click on the NAME of the child to view the details.

[12101400050788 - SAATHVIK CHARAN](#)



An option to upload a recent photograph of your child is also provided.

Step 6: On the profile screen top left hand side area, you will find a link to update the photograph. Click on it to proceed.

You are here: [Home](#) > Thank You

Online Administration and Student Information

SAATHVIK CHARAN

SEN	12101400050788	Year	02	Div	V	Sch
Date of Birth	31/12/2000		Religion			
Place of Birth	DUBAI		Nationality			
Date of Joining	01/04/2006		Emergency Contact			

Passport/Visa Details

Full Name as in Passport: SAATHVIK CHARAN

Click BROWSE and find the picture file and click UPLOAD.

You are here: [Home](#) > Upload Photo

Online Administration and Student Information System

Upload the recent passport photograph of SAATHVIK CHARAN

Upload File

Photo Path :

[Supported file formats : JPG Max file size : 20 KB
Dimensions 106 W x 137 H]

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Dimensions 106 W x 137 H