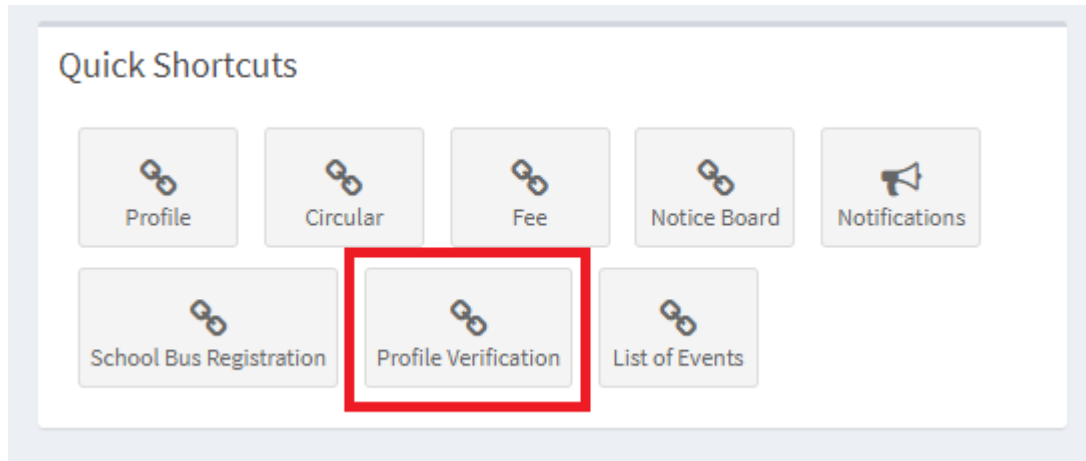


Profile Verification

Step 1: Log in to the parent portal using your username and password.

Step 2: Select 'Profile Verification' from the dashboard



Step 3: By clicking on 'Profile Verification', you will get a screen where active Profile Verification will be listed.

Title, Last Date and Status may vary. Select the proper Profile Verification as informed from the school and then click on 'Update' button.

#	Title	Last Date	Status	Actions
1	20210826-Trial 01	29-08-2021	Pending	Update

Step 4: By clicking on 'Update', you will enter into the data verification page. Go through the data displayed. If you want to edit, click on 'Change'.

General Data

Title	Present Value	Action	Updated Value	Proof
Name	Anay C Joby	<input type="radio"/> Change <input checked="" type="radio"/> No Change		
Dob	20-07-2010	<input type="radio"/> Change <input checked="" type="radio"/> No Change		

Step 5: If you don't want to edit, then leave it as 'No Change'. If you click on change, then the screen would look like:

General Data				
Title	Present Value	Action	Updated Value	Proof
Name	Anay C Joby	<input checked="" type="radio"/> Change <input type="radio"/> No Change	<input type="text" value="Name"/>	<input type="text" value="Proof attached in mail"/>
Dob	20-07-2010	<input type="radio"/> Change <input checked="" type="radio"/> No Change		
Gender	Male	<input type="radio"/> Change <input checked="" type="radio"/> No Change		
Aadhar No		<input type="radio"/> Change <input checked="" type="radio"/> No Change		
Community Caste				

Step 6: You may enter the correct information in the text box. If proof is asked for, write the name of the proof in the next text box. In one of the later steps, you will have to send a copy of the proof by mail. Some cases are given below:

- Nothing is displayed under Present Value – it means that there is no information for the title in the school records.
- Nothing is displayed under Action (Change/No Change) – you are not authorized to change the data, it is given only for view.
- Text box is not displayed under Proof – No proof is required for the given data.

Step 7: At the bottom of the screen, you will see the following:

<p>Choose and email to verify the data correction *</p> <p><input checked="" type="radio"/> @gmail.com</p>	<p><input type="button" value="Save"/> <input type="button" value="Finalize"/> <input type="button" value="Reset"/> <input type="button" value="Back to list"/></p>
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Step 8: Choose one email id for sending OTP. If there is only one email id associated with the school records, then only one mail will be displayed.

Step 9: Save button – if you have completed partially only, then click on Save. Then, you can update it till the last date. Even if you do not finalize, system will reject your saved Profile Verification after the last date.

Step 10: Finalize button – if you have completed updating the details, then you can click on Finalize.

Step 11: By clicking on Finalize, system will send an OTP to the selected email id.

Please check both inbox and spam folders for the OTP. If you find the OTP in spam, please mark it as not a spam mail. At the same time, you will get the following information in the screen, in which you will be entering OTP:

Important Notes:

1. You have received OTP for the verification of your identity, in connection with data verification of you ward XXXXXXXX having the School Admission Number XXXX. You must download the pdf of the data verification and send the same pdf to *****@****.com on or before XXXX-XX-XX from your verified email *****@gmail.com and the subject of the mail must be unique number of the pdf (202108AAA006).
2. If there is change in existing data for which documentary evidence is required, then applicable valid documents must be attached in the same mail in which the downloaded pdf is sent. In the body of the mail, a list of attached documents must be given.
3. You should not delete the sent mail from your sent mail folder until the data is approved or rejected. The sent mail will be considered as a proof later if there is any dispute on the data of the student.
4. Message regarding the approval or rejection of the data change will be given only through the Notification menu of the School Digital.

By sending this Profile Verification page from my registered mail - *****@gmail.com, I agree that it is par with signing on the Profile Verification page. It is also certified that the attached documents, if any, are true and I shall produce the original for verification if called for failing which I will be held liable for its consequences.

XXXXXXXXXX, Mother/Father of XXXXXXXXXXXXX.

Step 12: Read the above Important Notes, understand it and enter the OTP you received in the selected mail id.

Step 13: Once the OTP is verified, then you will get an option to download the pdf of the Profile Verification with a unique identification number.

Step 14: Send the downloaded pdf to the given email id from the mail id in which you received OTP. Make sure that the subject of the mail is the unique identification number of the pdf downloaded and please don't add anything like admission number, name, ... in the subject of the mail. If you attaching any document, then please give a list of attached documents in the body of the mail.

Step 15: Information of approval or rejection of the Profile Verification will be given only through School Digital. Once the modified data is approved from school, it will be reflecting in the profile of the student in School Digital.

Notes:

- If you are sending the pdf from a different mail id, system will not consider it and the submitted Profile Verification will be rejected. You may not get any communication for rejection of the Profile Verification due to not matching of the verified mail id and pdf sent mail id.
- Email id of the father and mother of the student play very important role in the online verification of the profile. Therefore, there is no provision of adding or editing of the email id of father and/or mother of the student in this version of Online Profile Verification. You will be informed through the School Digital when the system gets ready to accept online editing of the email ids.
- It is also important to note that once you finalize the Profile Verification, there is no chance to correct it.