

GLS / C /805-23

CIRCULAR

06th March 2024

Upload students recent Photograph on GEMS Parent Portal

Dear Parent,

Please upload a recent photograph of your child through the GEMS Parent Portal, to facilitate the issuance of their identity card. You may upload the photo either through the website or the mobile app.

Please follow the below steps to upload the photograph-

Via Website

1. Visit the URL – <https://connect.gemseducation.com/Requests/UploadPhoto>
2. Login using Parent credentials (Username & password)
3. Click on **Requests** -> **Upload Photo**
4. **Browse File** to upload the picture.

[Please note - File format: jpg; File size: less than 1MB; Recent Passport size photograph on white background)

Via Mobile application- Login to the Gems Connect App -> **Student info** -> **Upload photo**.

If you face any issues while uploading, please route your queries through the below ICT Email address - GLSictadmins@Gemsedu.com

Kindly upload the photographs before **10th March 2024**, to expedite the issuance of the new ID cards without any delays. Thank you for your prompt cooperation.

Thank you for your cooperation.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

آشا ألكسندر

مديرة المدرسة

الرئيس التنفيذي - تغير المناخ