Steps to upload information for Student ID Card

Step 1: Open Google Chrome web browser or any other web browser
Step 2: Type **www.stcolumbas.edu.in** to load the school web site
Step 3: Click on – **Parent Login** (You can locate it at the top right corner of the web site)
Step 4: Enter **Registration Number**of you son in -

Enter Registration No. _____ (For Example: 23049)

(After filling the Registration Number of your son press **OK**, An OTP will be generated and you will get message stating that OTP has been sent to mobile number **- xxxxxx0000** where last four digits are the number of your mobile. (Same mobile, on which you are getting the school's SMS).

Step 5: Enter the **OTP and** press or click on **Submit.**

(After submitting the OTP, **ID card Form** will appear**)** Kindly fill the form with correct information and upload the required pictures. Once you fill the information please recheck the form for any errors.

Step 6: After rechecking,click on **SAVE.**

Note:
1. Once you click on **SAVE, you cannot edit any information.**
2. Name of Student, Date of Birth, Father's Name and Mother's Name is **Not Editable.** (If there is any error kindly contact school's office for correction before clicking on the **SAVE.)**
3. **No modifications are allowed after SAVING the form.**
4. **Rs. 100 will be charged in case of a lost ID card or correction/modification in the ID card.**
5. **Parent Login** will be **activated** (open) form **21th of April to 26th of April 2018.**
6. **Student's Picture should be in the school uniform only.**
7. Pictures of Student/Father/Mother/Guardian/Driver should be clear and within prescribed size mentioned on the online form.