



Sattva Vikas School
A Raja Pathak Initiative

Sattva Vikas School

Affiliated to CBSE

Pre-Primary to Higher Secondary

On new 100 feet road, 2 km Off S G Highway from Pakwan intersection, Thaltej, Ahmedabad - 380 059. Gujarat, India
Phone : +91 079 26841516 • website : www.sattvavikas.com • E-mail : sattvavikas_info@sattvavikas.com

Process Of Updating Profile Of Your Ward

Step 1: Click on the link given on the **Home Page** (www.sattvavikas.com).

Step 2: Enter your **“username”** and **“password”** received in your E-Mail inbox. Password is case sensitive so please check the capital and small letters.

Step 3: Click on **“Go”**.

A page with two tabs a) **“Basic Info”** b) **“Parent Info”** will appear.

Step 4: Check the data already present.

Step 5: If any modifications required, click on the respective textboxes and enter the correct information. ***(Read Guidelines)**

Step 6: Click on **“Parent Info”** Tab.

Step 7: If any modifications required, click on the respective textbox and enter the correct information. ***(Read Guidelines)**

Step 8: Verify once again and then click on **“Save”** button. If **“Save”** Button is not clicked then modifications done will not be reflected/saved in the student’s profile. Close the Window.

Guidelines: (To Be Taken Care Of)

(I) Tab: “Basic Info”:

- 1) Enter all the information in Capital Letters **except Email ID**.
- 2) Enter only one **“Email ID”**. If two or email IDs are entered, then either of the email IDs will not receive mails.
- 3) Do not enter any invalid special character like comma(,) , hash (#), exclamation (!), dollar (\$), percentage (%) etc.
- 4) Enter **“Address”** (Residential Address) and **“Permanent Address”** in respective boxes. If both are same, you are requested to enter twice instead of writing **“Same as Above”** etc.
- 5) Enter only one mobile number in **“Emergency Contact Number”**. If two or numbers are entered, then either of the mobile numbers will not receive SMS.
- 6) Emergency Contact Number should be of ten digits without ‘0’ prefix and ‘+91’.
- 7) Do not use Single Quotes (‘) or Double Quotes (“) in any textbox.
- 8) Do not prefix the data with blank space/spaces (i.e. Do not press Spacebar before entering the information)

(II) Tab: “Parent Info”:

- 1) Enter all the information in Capital Letters **except Email ID**.
- 2) Select **“Father/Mother Occupation”** from the list given. If not present in existing list choose **“Others”**.
- 3) Enter **“Father/Mother Designation”**.
- 4) Enter **“Father/Mother Office Address”** specifying Company Name.
- 5) Select **“Father/Mother Education”** from the list given. If not present in existing list choose **“Others”**.
- 6) Enter **“Father/Mother Office Phone, Mobile Number and Email IDs”** by separating with comma(,).
- 7) Do not use Single Quotes (‘) or Double Quotes (“) in any textbox.
- 8) Do not prefix the data with blank space/spaces (ie. Do not press Spacebar before entering the information).