GLS/C/994-25   **CIRCULAR**   **13 March 2025**

Upload Recent Photographs on the GEMS Parent Portal

Dear Parent,

We kindly request you to upload recent photographs of both parents and child/children through the GEMS Parent Portal **before 20th March 2025** to facilitate the issuance of the identity card. You can use either the website or the mobile app to do so.

Requirements of the photograph:
- o   File format: **JPG**
- o   File size: **Less than 1MB**
- o   Recent **passport-size** photograph on a **white background**

Steps To Upload the Photograph:

Via Website:
1. Visit GEMS Parent Portal.
2. Log in using your parent credentials (username & password).
3. Click on Requests → Upload photo (both parents and child/children).
4. Browse and select the file to upload.

Via Mobile App:
1. Log in to the GEMS Connect App.
2. Navigate to Student Info → Upload photo (both parents and child/children).

If you encounter any issues while uploading, please contact us at **GLSictadmins@Gemsedu.com**.

Thank you for your continued support.

Warm regards,

Asha Alexander   آشا ألكسندر
Principal   مديرة المدرسة
Executive Leader - Climate Change   الرئيس التنفيذي - تغيّر المناخ