

## **CIRCULAR – ONLINE FEE PAYMENT FOR KINDERGARTEN AND BOARDING HOUSE STUDENTS.(WEBSITE)**

Dear Parents,

The School in its endeavour to encourage digitization is rolling out a School app for Android and Apple smart phones. The App over a period of time will facilitate speedier interaction between parents and the school.

The school as of now is initiating the facility to make Online Fees payment for parents of Junior Wing, Kindergarten and Boarding House students' w.e.f. 1<sup>st</sup> February 2018.

For Senior Wing, this facility shall be rolled out later. Parents shall be informed accordingly.

You can download the 'YPS Mohali' App from google play store anytime after 29<sup>th</sup> January, 2018. It is available for android phones and will soon be available for iphones.

Alternately, for Browser mode (Desktops/ Laptops/ tablets) you can also login through the parents section on the School website.

The Login id and password have been sent to your registered phone through SMS.

The App is user friendly. However for the convenience of parents, a few basic tips are given below to get you started.


### **1. Downloading the App.**

- a. Open Google play store on your mobile phone.
- b. Search for 'YPS Mohali' app. It will show the YPS School logo as the icon.
- c. Download the app and install.
- d. Post installation, the app link will appear in your apps window again with the school logo as the icon.
- e. Open the app to come to the Login Screen.

### **2. Logging in (Mobile & Browser) (Credentials also being sent by SMS to your registered mobile phone)**

- a. Select Role/ Login Parent.
- b. Enter your 10 digit mobile number registered with school for receiving SMS.
- c. Enter your child's roll number as password.
- d. Press Login
- e. For parents with siblings studying in the school, you can login from any of your students roll number. Your dashboard shall show all your siblings in one login screen.

### **3. Changing password – Please do so on first login**

- a. After logging in, click on the  icon on the top left corner of your screen.
- b. Select profile.
- c. Change your password and submit.


### **4. Reset password – In case you have forgotten your password.**

- a. On the login screen, click the 'Forgot password?' link.
- b. Enter your 10 digit registered mobile phone to receive OTP.
- c. Verify with OTP sent to your registered mobile phone.
- d. Reset your password and submit.

### **5. Student Profile**

- a. The student profile displays the basic information of your ward as registered with the school. In case you want to change any particulars, please contact the school office.

## 6. Making Online Fee Payment

- a. Open student detail tab
- b. Click on Fee detail option
- c. Select the appropriate month for/ till which you want to pay fees.
- d. Submit for payment
- e. Select your payment option – Internet Banking/ Debit card/ Credit card and your preferred bank.
- f. Post payment, your receipt shall be generated.
- g. Record of Online Fee Receipts can also viewed by clicking the  icon on the top left corner of your screen.

## 7. Calendar

- a. The Calendar Tab will show you the list of school events month wise/ day wise.

Several additional App features shall be rolled out over a period of time to facilitate interaction with School.

In case you need any technical support regarding the App, please call the school office or send an email to [e-support@ypsched.com](mailto:e-support@ypsched.com). Please mention your wards roll no, name, class, your contact number and issue faced in the e-mail. Our IT team shall revert to you within 2 working days.

The present system of Offline Fee collection shall continue from 1<sup>st</sup> to 10<sup>th</sup> of every month in the school between 10.00 a.m. and 3.00 p.m. (Monday to Friday) or as applicable from time to time.

You are requested to make payment by the 10<sup>th</sup> of payment period/ cycle to avoid late fee charges.

Dated: 29.01.2018

Director