PARENT PORTAL MANUAL
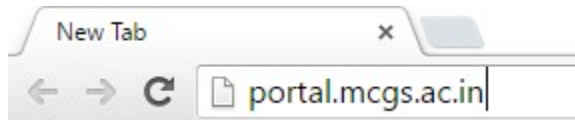## MAYO COLLEGE GIRLS' SCHOOL, AJMER

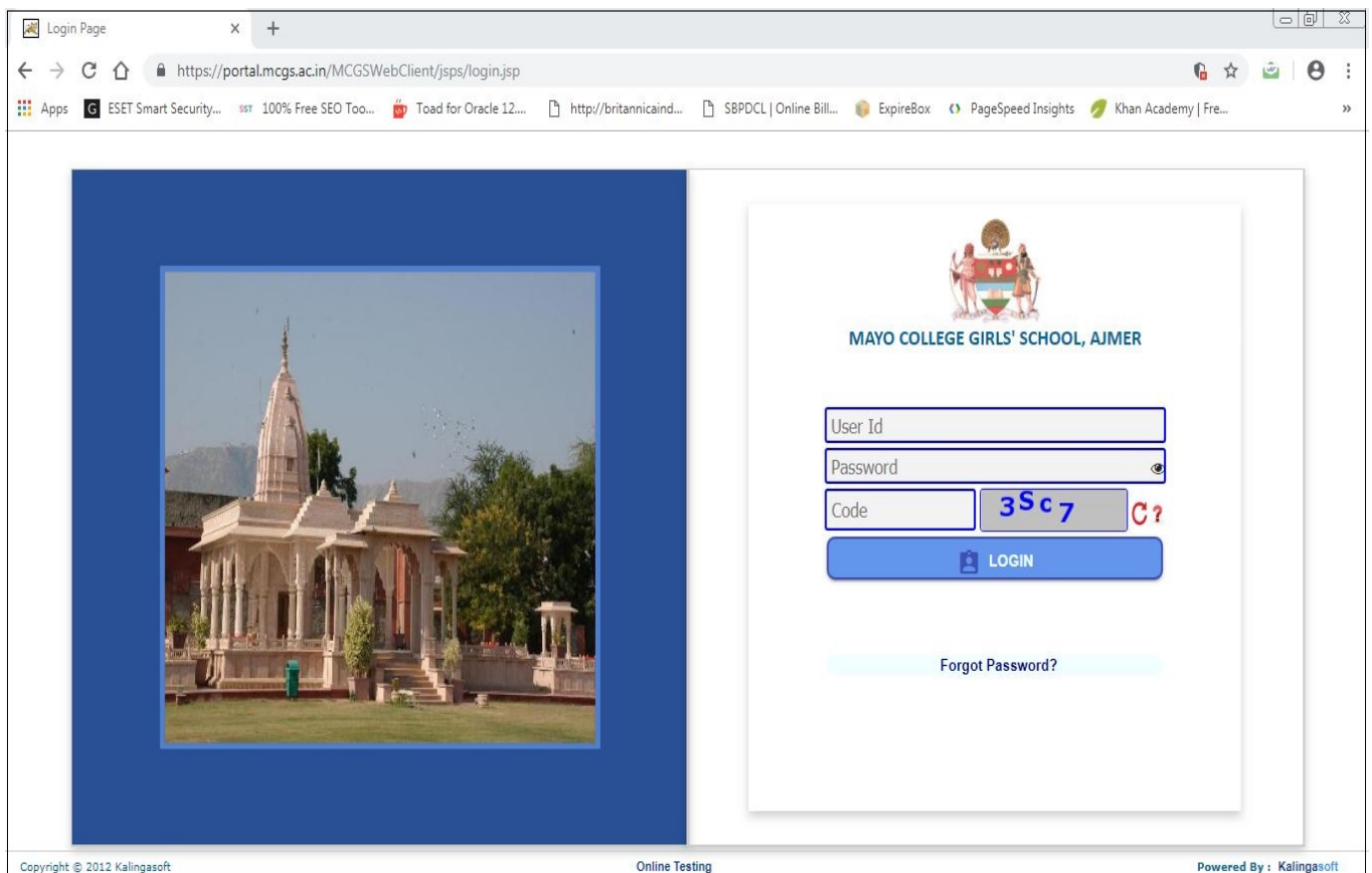PARENT PORTAL
1.   Open Google chrome browser.
2.   Type portal.mcgs.ac.in in the address bar(*as shown in screenshots below*)

Login Screen -

- Once you click Enter, the screen as below will appear.

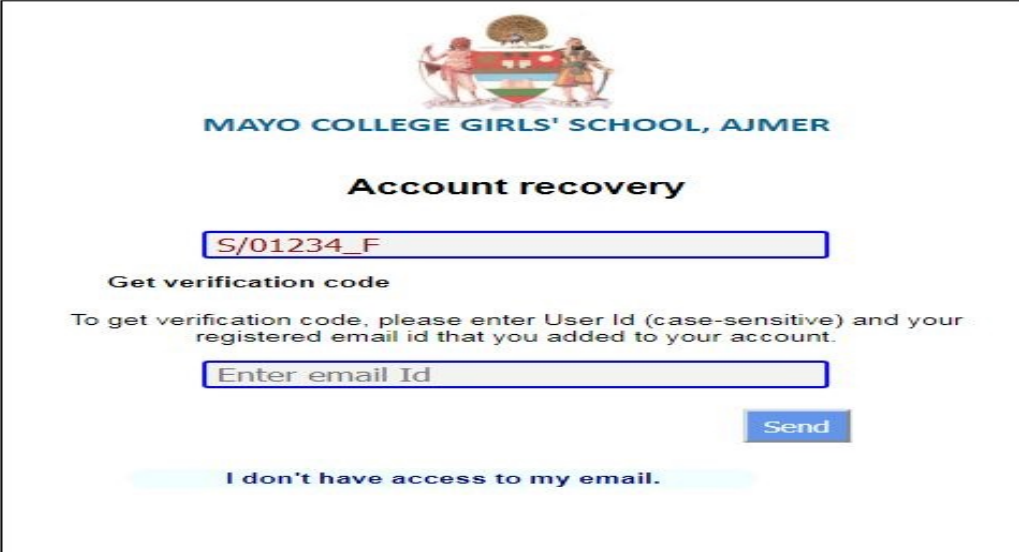3.   Login into the portal with your **User ID** and **Password**.

Note -
 **(i) Your User ID is your <Girl's No>_F for Father and <Girl's No>_M for Mother.
 For e.g. S/01234_F or S/01234_M where 'S' stands for House**
 (ii) While Login you also have to write the Captcha Code as you can see in the above
 screen as "3Sc7"
 (iii) If you have any issues accessing parent portal, kindly e-mail to : webadmin@mcgs.ac.in

For New User Login or First Time Login –

4. For Password: For setting your password (in-case of first time user OR if you have forgotten your password), follow the following steps:

Go to the application.
1. Refresh your login screen (You can refresh your screen by pressing the key F5 on your keyboard).
2. Click on "Forgot Password?" link.
3. To get verification code, please enter User Id (case-sensitive) and your email id registered with the school. Then click on "Send "button.
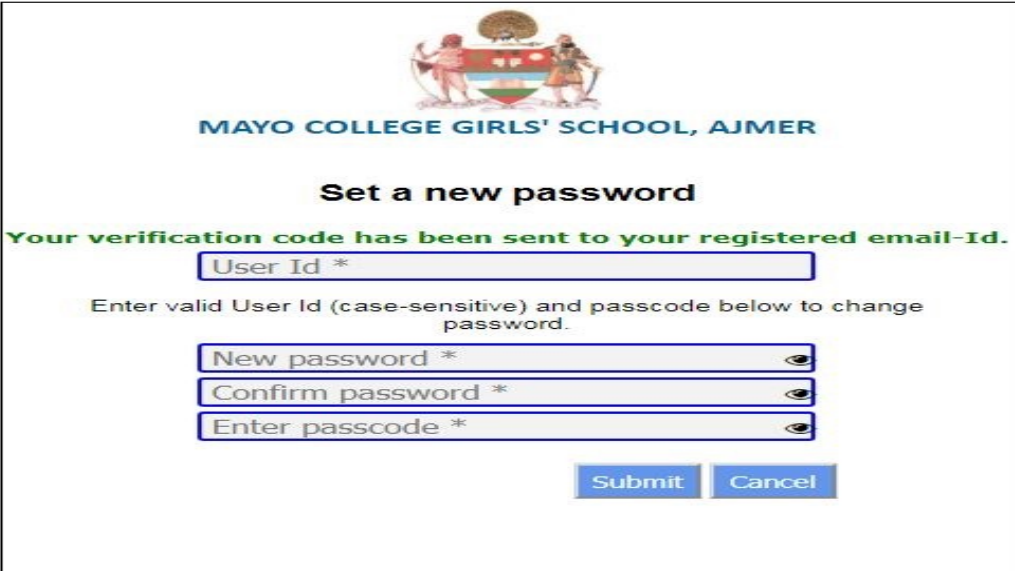

4. Once you click on **Send** button, you will receive a verification code (passcode) on your registered email id. Enter your User ID*, New Password*, Confirm Password* and the Verification code / Enter passcode* and click on Submit button.

Password instruction:
1. Please check that the password length should not exceed the range of 6 to 32 character.*
2. Password should at least contain one CAPITAL LETTER, one small letter, one number and one special character from within the following [!,@,#,$,%,^,&,*,?,_,~,-].

5. If you are unable to access your registered email, click on link given "I don't have access to my email". To get verification code, please enter User Id (case-sensitive) and mobile no. registered with the school. Then click on "Send "button.

6. Once you click on **Send** button, you will receive a verification code (passcode) on your registered Mobile No., Enter your User ID*, New Password*, Confirm Password* and the Verification code / Enter passcode* and click on **Submit** button.

Password instruction:
1. Please check that the password length should not exceed the range of 6 to 32 character.*
2. Password should at least contain one CAPITAL LETTER, one small letter, one number and one special character from within the following [!,@,#,$,%,^,&,*,?,_,~,-].

Note: Your passcode will expire in 10 minutes. Please get a new passcode to change your password in case your passcode expires.

7. After clicking on submit you have successfully changed your password. You can refresh the page by pressing F5 button on keyboard.

- You have to login using your User Id, New Password and Dynamic Code appearing on the screen.

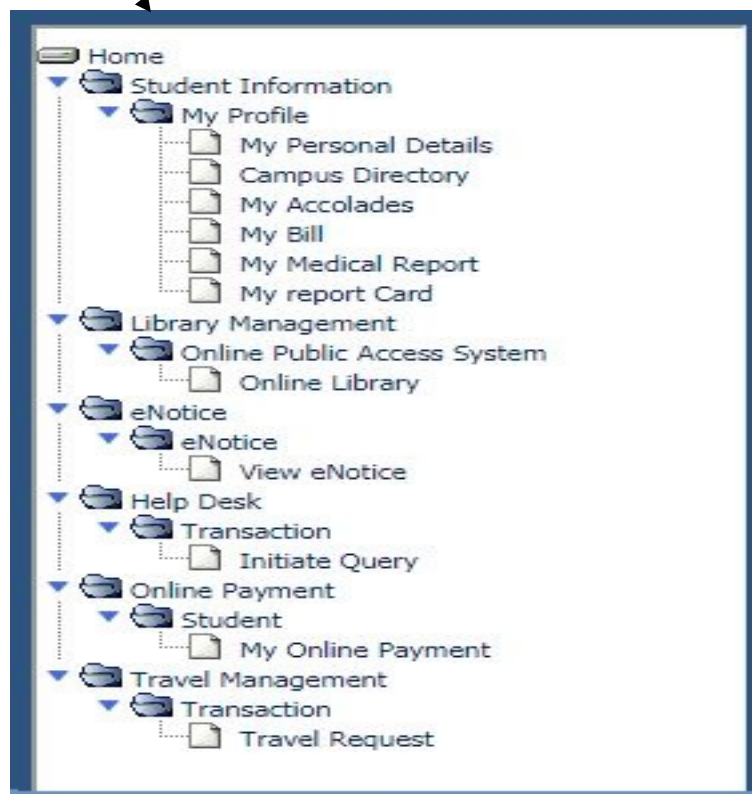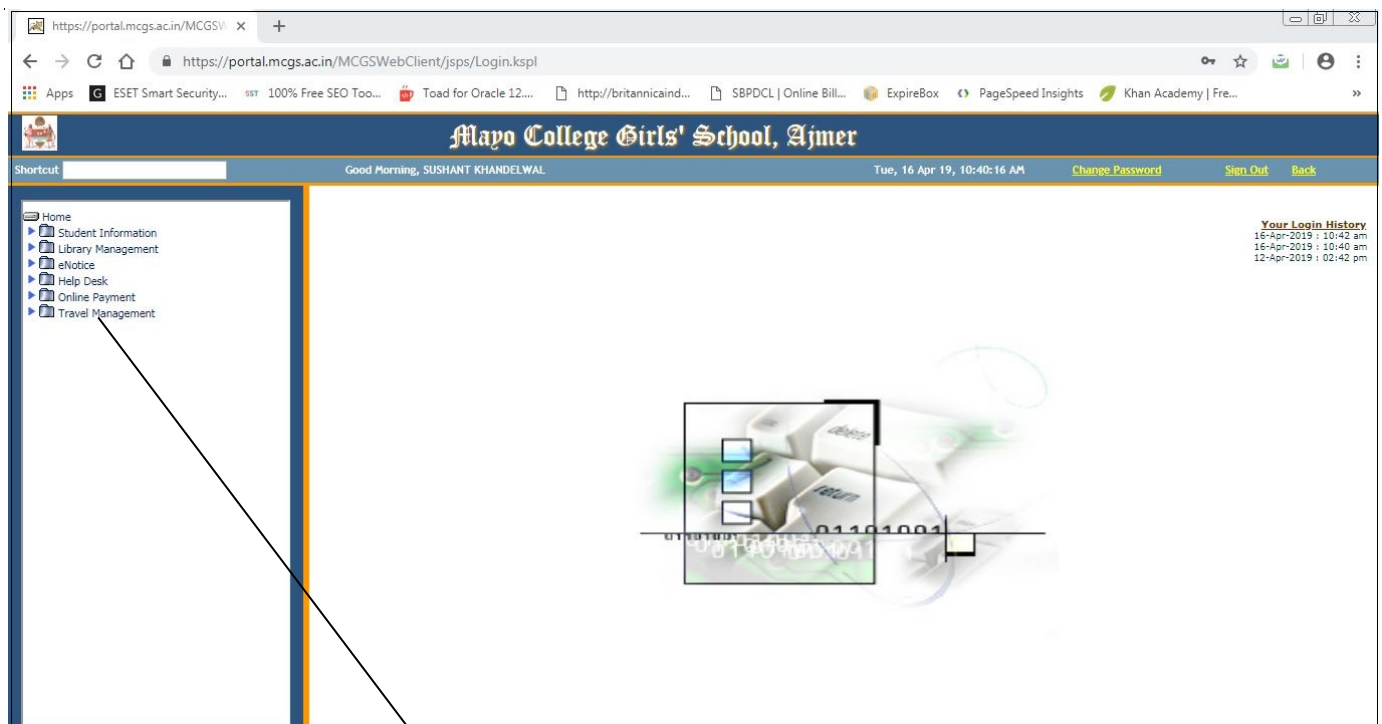MAYO COLLEGE GIRLS' SCHOOL, AJMER

User Id

Password

Code

F B

C ?

LOGIN

Forgot Password?

5. Once you clearly logged in to the ERP, the Login page will shown as below:

1. These are the modules which you can view on the left side of the screen.
2. By clicking on the ▶ right arrow on the modules will expand into sub modules and screens.

Student Information –

There are six screens in this module

1. My Personal Details.

Note:-

At the bottom of this screen you can click on tab to view the complete detail of the student. **i.e. Personal, Enrollment, Address, Parent, and Photo etc.**

By clicking on the **Enrollment Tab** you can view the Enrollment details of your ward like Stream, Batch,Roll Number, Current Academic Batch etc.

By clicking on the **Address Tab** you can view the Address Details of your ward.

By clicking on the **Parent Tab** you can view the details of your ward guardian/Parent. In this Screen the user id of the father and mother are automatically Generated by the system.

Student Information

Student Name	KAVERI KHANDELWAL	Academic Batch	ICSE // GEN // 2014-2015 // VII	Roll No.	002053
Current Academic Batch Section	ISC // HUM // 2019-2020 // PRE-SC // ARTS A				

Father's Detail

Salutation *	MR	Father's Name*	SUSHANT KHANDELWAL	Address*	-
Country *	INDIA	State*	UTTAR PRADESH	City *	MATHURA
Pin No.	281004	STD Code.		Phone No.	1234567
Father's Mobile No.	9876543211	Qualification Name*	Post Graduate	Profession	Business
Please Specify	Disabled	Organisation	-	Office Address	-
Designation	-	Phone No.	0	Fax	0
Father's E-mail	father.demoxyz@gmail.com	Father's User-Id	C/02053_F	Father Income	0
Father's PAN No.		Father's Aadhaar No.			

Mother's Detail

Salutation *	MRS	Mother's Name*	RANI KHANDELWAL	Address*	-
Country *	INDIA	State*	UTTAR PRADESH	City *	MATHURA
Pin No.	0	STD Code.		Phone No.	1234567
Mother's Mobile No.	9876543212	Mother's E-mail	mother.demoxyz@gmail.com	Qualification Name*	Post Graduate
Please Specify	HOUSE WIFE	Organisation	-	Office Address	-
Designation	-	Phone No.	0	Fax	0
Mother's User-Id	C/02053_M	Guardian*	Father	Mother Income	0
Mother's PAN No.		Mother's Aadhaar No.			

Account Detail

Bank Name	-	Branch Name	-	Bank A/c no	-
MICR No.	-	IFSC Code	-		
No. Of Daughter(s)	0		No. of Son(s)	0	

Personal	Enrollment	Address	Parent	Qualification

2. Campus Directory

By clicking on the **Campus Directory Screen** you can view the Student Profile of your ward.

On this screen also you can view the Staff Profile of MCGS.

Staff Information

Department		Designation		Inactive Staffs

Rec#/page 10   Search By Staff Name

Sl.#	Staff Name	Staff Code	Abbreviation	Department	Designation	Use
1	Miss AAKANKSHA RATHORE	MG09F553	AR	GEOGRAPHY	P.G.T. GEOGRAPHY	
2	Mrs ABHA GOYAL	MG11F0571	Abha.G	Science	P.G.T. CHEMISTRY	
3	Miss ADITI SHARMA	MG013F0599	A.SHM	Commerce	P.G.T.	
4	Mrs AMANPREET BROCA	MG94F00012	A.Broca	COMPUTER SCIENCE	T.G.T. COMPUTER SCIENCE	
5	Mr AMAR CHAND	MG91M00134	AB134	GENERAL	CHOWKIDAR	
6	Mrs AMEETA LAW	MG95F00011	AL	Science	P.G.T. BIOLOGY	
7	Mrs ANEETA ARORA	MG96F00094	A.A	OFFICE	LDC	
8	Mrs ANGOORI DEVI	MG92F00174	AB174	BOARDING HOUSE	FARRASH	
9	Mrs ANITA JOHN	MG95F00027	AJ	HISTORY AND POLITICAL SCIENCE	P.G.T. POL SCIENCE	
10	Miss ANKITA SHARMA	MG013F00606	AS	Science	P.G.T. PHYSICS	

Page 1 of 28

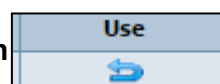On this Staff Information screen, you can filter the staff by **Department or Designation**

Department	▼	Designation	▼

You can find the staff by typing his name in Search By option **Staff name** adjacent textbox and press **tab button** on keyboard

Search By	Staff Name	▼	XYZ

After finding the staff you have click on **use arrow button**   Use ⬅   on the right of this screen.

After choosing the staff you will automatically revert back to campus directory screen with the profile of the staff.

Campus Directory

ProfileType	Staff	▼	Profile View	MG09F553	Find	

Staff Profile

Name	:	Staff Name
Staff Code	:	MG09F553
Joining Date	:	06-JUL-2009
Email Id	:	@
Contact No.	:	-
Address of Communication	:	AJMER Rajasthan INDIA 0
Hobbies	:	

Past Work Experience

Duration	Company /Institute	Designations
-		

3. My Accolades

On **My Accolades screen** you can view the Accolade Details of your ward.Click on **Generate Report** to view Accolades Report of your ward

MAYO COLLEGE GIRLS' SCHOOL, AJMER

Accolade Report

Run Date: 12-APR-2019

Run Time: 12:08:42 PM

Academic Year: 2018-2019	STUDENT NAME	Regd. No.: P/01234	VII-B

Sl. No.	Event	Position	Date (From - To)	Award	Venue
1	WILD WISDOM QUIZ		06-SEP-2018 - 06-SEP-2018	PARTICIPATION	MCGS
2	INTER-SCHOOL COMPETITION		06-SEP-2018 - 06-SEP-2018	PARTICIPATION	WWF QUIZ AT UDAIPUR

4. My Bill

By Clicking on My Bill screen, you will be able to see your ward Term wise **Bill details** and **Student Ledger / Account Details.**

5. My Medical Report

By Clicking on **My Medical Report**, you will be able to see your ward Medical records Term wise. Select **Infirmary*** as MCGS HOSPITAL, From Date (Term Start Date) – To Date (Term End Date) and Click on **View Medical Report** as shown in below screenshot.

6. My report Card

By Clicking on **My Report Card** you can View the Report Card of Your Ward by clicking on View Report button against Exam Name.

- **UNIT I** – April Term
- **UNIT II** – July – Aug Term
- **Half Yearly** - Half Yearly Exam (First Pre Board for X and SC Classes).
- **Annual** – March Term
- **Pre- Board** – *For X and SC Classes (Second Pre Board)*
- **Winter Coaching** - *For X and SC Classes*

To see the previous year Report cards choose the drop down "Curriculum:Stream:Batch:Class:Section" and click on **View Report** option provided.

Library Management –

With the help of Online Library you can view the Library Transaction of your ward by selecting the **My Transaction** tab on the screen.

Online Library Screen you have to select **Library** as **Junior Library** or **Senior Library.**

My Reservation | Search tab you can view books availability in the library for issue.

My Books | Re-Issue Tab you can view current book issue status of your ward.

My Transaction Tab You can view complete book transaction of your ward.

eNotice –

After clicking on eNotice a screen View eNotice will come where you can view the notice send to you or to your ward.

Helpdesk –

After Clicking on Help Desk Module a Transaction Sub module will open under the Transaction Sub Module you will find an Initiate query Screen where you can initiate a query. You can also see the history of resolution statuses for the queries initiated by you.

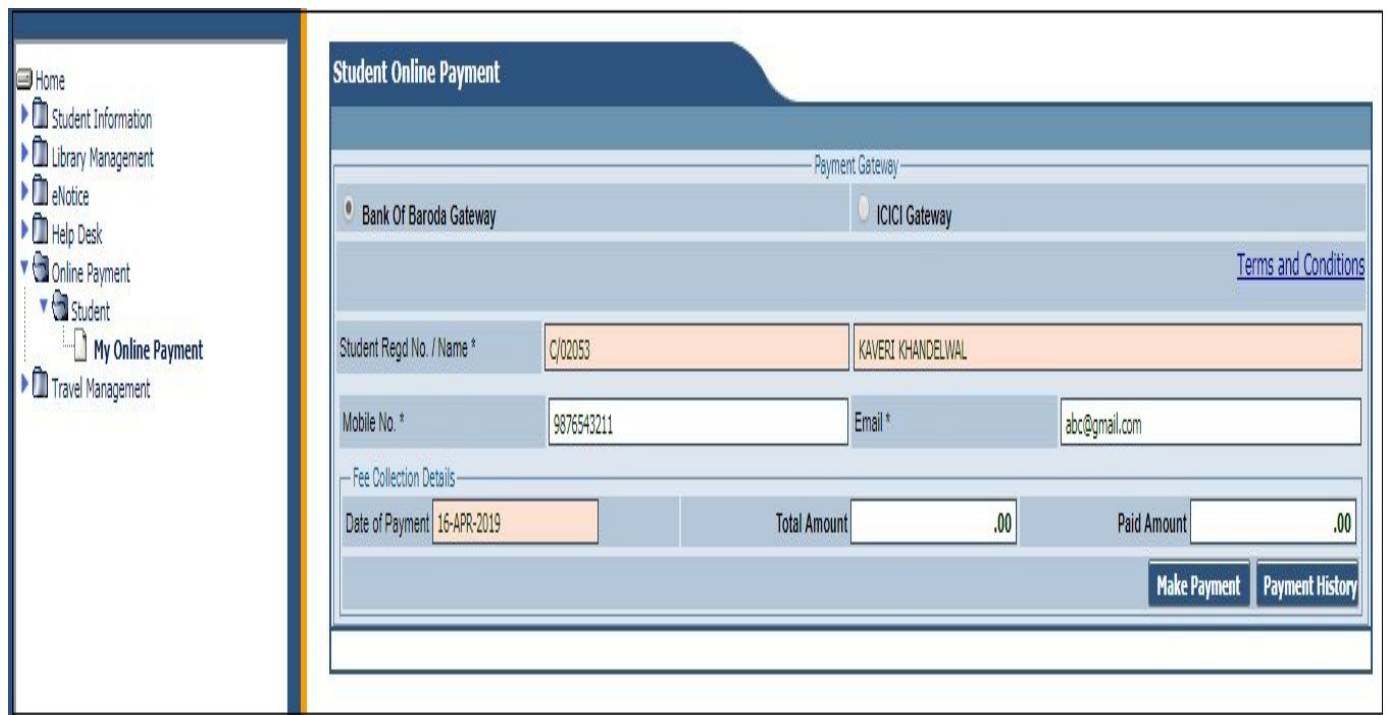## Online Payment –

For online fee payment open Online Payment→ Student→My Online Payment and select the payment gateway option. E.g. Bank Of Baroda Gateway or ICICI Gateway.
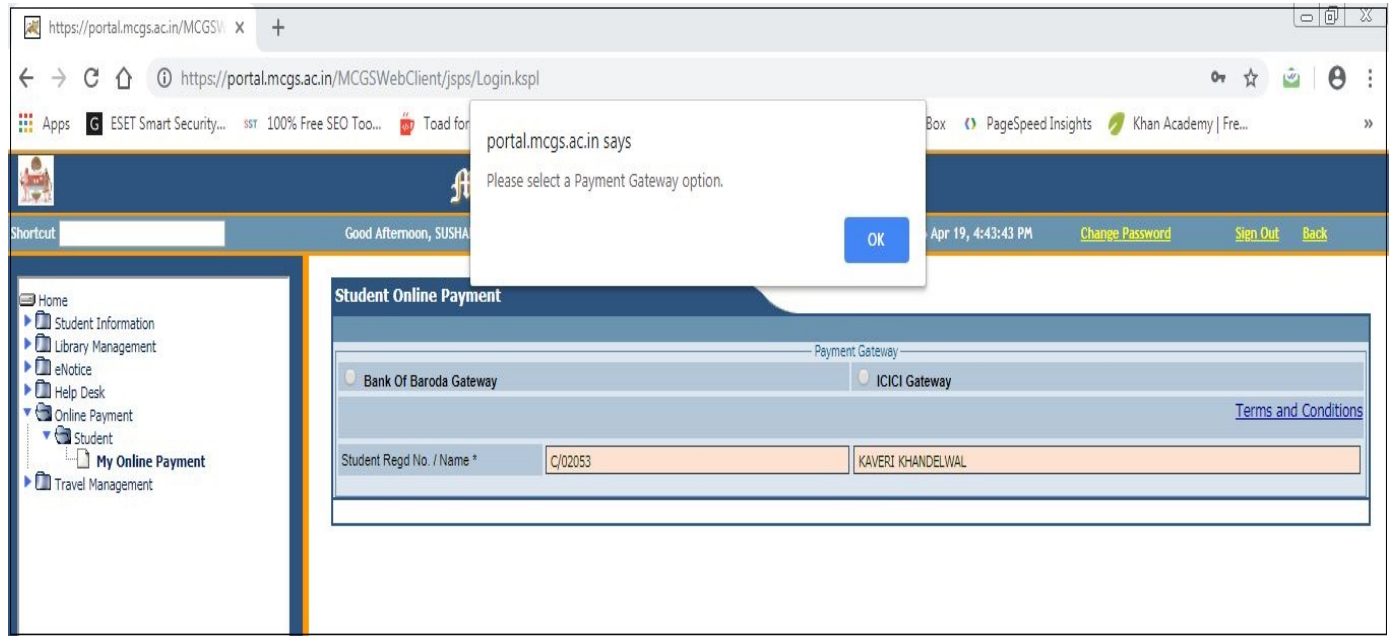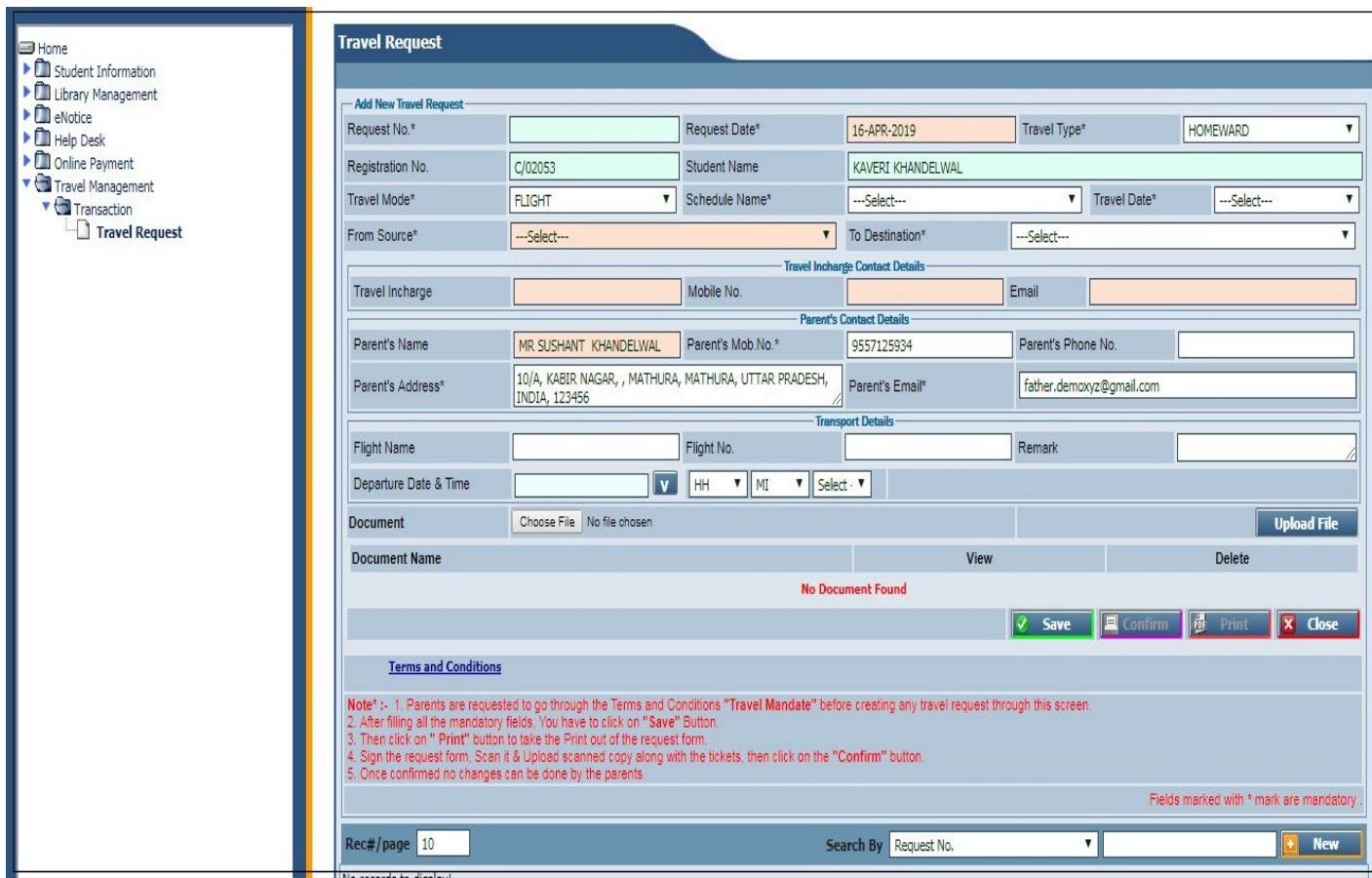

After you select Payment Gateway option, Enter your mobile no., Email and click on **Make Payment** button to proceed for payment.

Travel Management -

Steps for Travel Request through PARENT PORTAL :-

1. For Travel request, in the left side of the Menu list, Parents to click on (▶) Travel Management → (🏆) Transaction → Travel Request.
2. Click on New button.
3. Select Travel Type* as **HOMEWARD** for homeward travel request and **SCHOOLWARD** for school ward request.
4. Select Travel Mode* as **BUS / FLIGHT / TRAIN** according to your travel request.
5. Choose Schedule Name* and Travel Date* as per your journey plan. By default "Parent contact's details" will appear on the same screen below. You can give alternate phone no. in the field provided under Parent's Contact Details if necessary.
6. Select To Destination*.
7. After filling all the mandatory fields, you have to click on **"Save"** button.
8. Then click on **"Print"** button to take the Print out of the request form.
9. Sign the request form, Scan it & Upload scanned copy along with the tickets.
10. Click on the **"Confirm"** button.
11. Once confirmed no changes can be done by the parents.
12. For any other clarifications, kindly drop an email at **webadmin@mcgs.ac.in.**

For any other clarifications related to parent portal, kindly drop an email at "webadmin@mcgs.ac.in".

THANK YOU