

Step by Step Guide - Photograph Upload For Parent ID Cards

Before you begin, please ensure you have 2 passport sized photographs of student's father and mother saved on your computer.

Please save these two files separately in jpg. format under the name "father" and "mother".

Step 1: Click on this link

https://www.gemslearninggateway.com/schools/GAA/Lists/ParentsPhotoUpload/AllItems.aspx

Then enter in your username and password for the GEMS Learning Gateway. Your username and password is given to you in the email this document is attached to.



Step 2: Click on the "New" button next to the red arrow below. Then click on "new item"





Step 3: Fill in the text boxes with the information in the email this document is attached to. Then click the "attach file" button next to the red arrow.

CEME		👗 Welcome Kathryn Jean Reynd	olds • My Site My Email My Links • ③
EDUCATION		Yo Hubbon Nosohras Hor This Fo	older: ParentsPhotoUpl V
		To Hubbas Vosotros H	اكاديمية جيمس الأمريكية – أبوظبي 🏡
		Ella Habla Ellos Usteàc	GEMS American Academy
School The Launcher	Re-registration	GAAPA MAP Testing	Site Actions -
_			
G	GEMS AMERICAN ACADEMY Parents Photo Upload F	Y - ABU DHABI > Parents Photo Upload Form > New Iter F orm: New Item	m
			OK Cancel
	ARC		
	Attach File	l	* indicates a required field
Pa	arent GLG username	KATHRYN.R1	* indicates a required field
Pa	W Attach File Spelling arent GLG username * tudent Name *	KATHRYN.R1 Ben Reynolds	indicates a required field
Pa	Attach File T Spelling arent GLG username * tudent Name *	KATHRYN.R1 Ben Reynolds 23457890	Indicates a required field
P4 St St Gr Ss	arent GLG username * tudent Name * tudent ID rade *	KATHRYN.R1 Ben Reynolds 23457890 Grade1	Indicates a required field
Pa St Gr Se	arent GLG username • sudent Name • sudent ID rade •	KATHRYN.R1 Ben Reynolds 23457890 Grade1 V C V	* Indicates a required field
Pa St Gr Se	W Attach File ID Spelling arent GLG username * tudent Name * tudent ID rade * ection	KATHRYN.R1 Ben Reynolds 23457890 Grade1 V C	Indicates a required field
Pa St Gr Se	W Attach File ID Speting arent GLG username * sudent Name * sudent ID rade * section	KATHRYN.R1 Ben Reynolds 23457890 Grade1 V C	Indicates a required field

Step 4: Click on "browse" then add the passport sized jpg image of father. Click ok. Click on attach file again to upload passport sized jpg image of mother.

CEME	🔓 🕹 Welcome Kathryn Jean Reynolds - 🕴 My Site 🕴 My Email My Links • 🕐	
EDUCATION	Vo Hando Useo Fros IV This Fader: ParentsPhotoUpl V	
	الالمادية ويسمنا من الماديني المعالين المادينية ويسمنا ويسمنا المادينية - المعالين المادينية ويسمنا المادينية - المعالين المادينية - المعالينية - المعالي	
School	The Launcher Re-registration GAAPA MAP Testing Site Actions -	
	GEMS AMERICAN ACADEMY - ABU DHABI > Parents Photo Upload Form > New Item Parents Photo Upload Form: New Item Use this page to add attachments to an item.	
	Name C1/Users/kreynolds/Pictures/Head Shots/Kathryn MinerPf Browse	
	Copyrights are reserved for GEMS Education 2011	

أكاديمية جيمس الأمريكية – أبوظبي GEMS American Academy

ABU DHABI

Step 5: Once you have 2 photographs attached to the form (you should be able to see the two files, like inside the red circle in the below picture), click "ok"

CEMS		👗 Welcome Kathryn Jean R	eynolds - Hy Site Hy Email Hy Links - ①	
CUEITIS IDUCATION		L HALL MALER IV	his Faider : ParentsPhotolipi 🗸 🚺 🚱	
the second s		12 Martin Litterer in 75		
		ALLENNA Elles	GEMS American Academy	
and the second s		The second second	ARU DHAR	
School The Lauren	er Re-registration	GAUDA MUP Testing	Sibr Actions +	
	GENES AMERICAN ACADE	NY - ABU DHABI + Parenta Photo Upload Form + Nev	v Item	
	Parents Photo Opios	d Form: New Item.	and the second se	
			OK Cencel	
	g Attack File (🗇 Sont	10g	* indicates a regularid field	
	Student Name*	Kathryn Reyndids		
	Student 10	123456		
	Grade*	KS1 V		
	Section			
		O Specify your own value:		
	Attachments	C/Vakepathilather.jpg II Delete		
		Cifekepethiesther.bg = Delete		
			OK Generik	

Well-done! You have sucessfully uploaded your photographs onto the GLG. We will print your parent ID cards and send you an email when they are ready for collection.