

## 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".

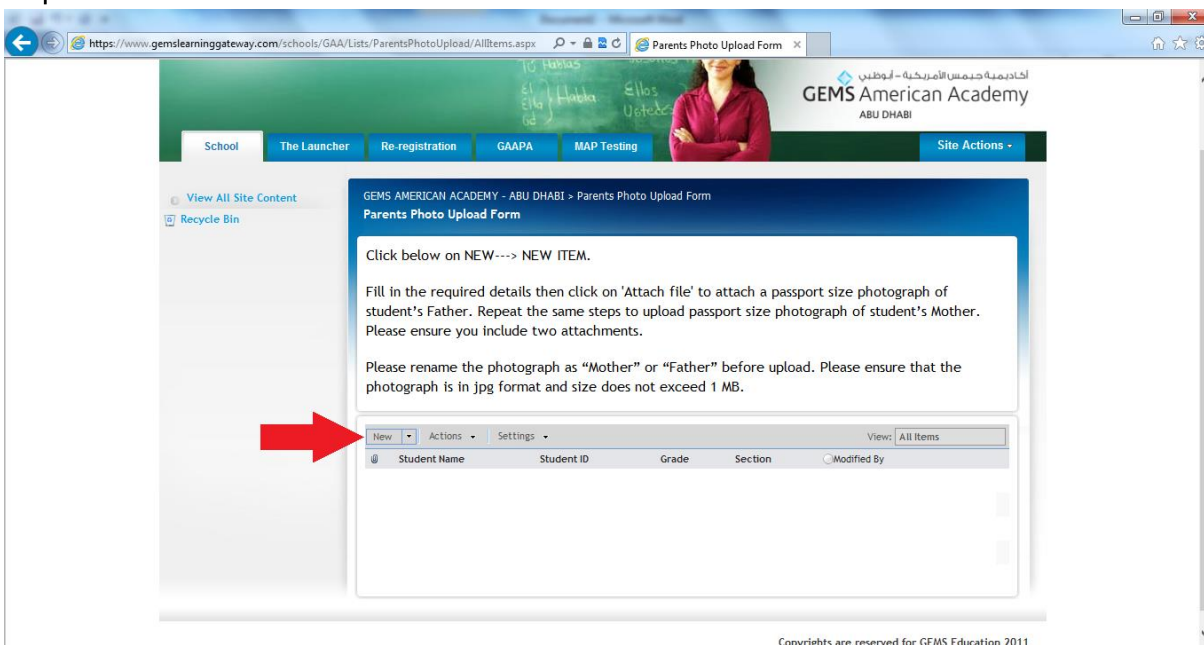
**Step 1:** Click on this link

<https://www.gemslarninggateway.com/schools/GAA/Lists/ParentsPhotoUpload/AllItems.aspx>

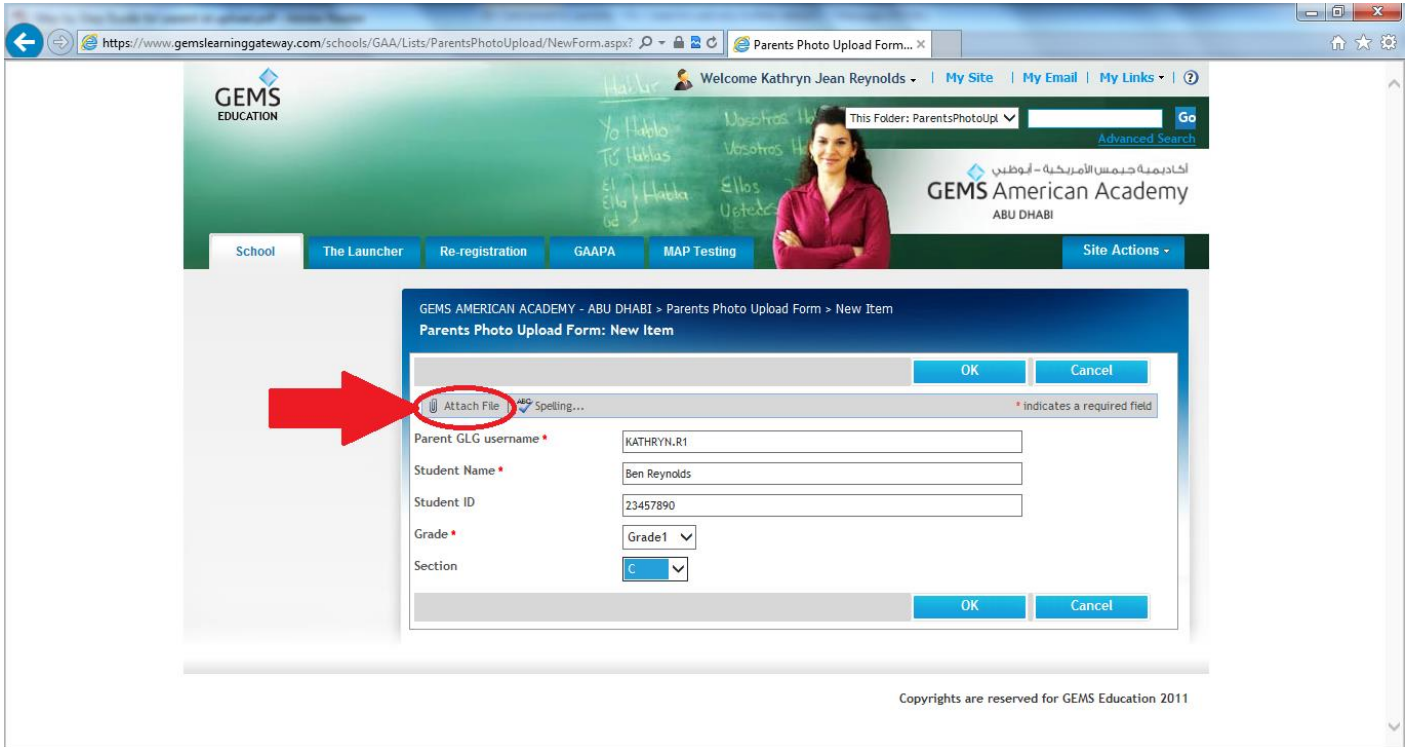
Then enter in your username and password for the GEMS Learning Gateway. Your username and password is given to you in the email this document is attached to.



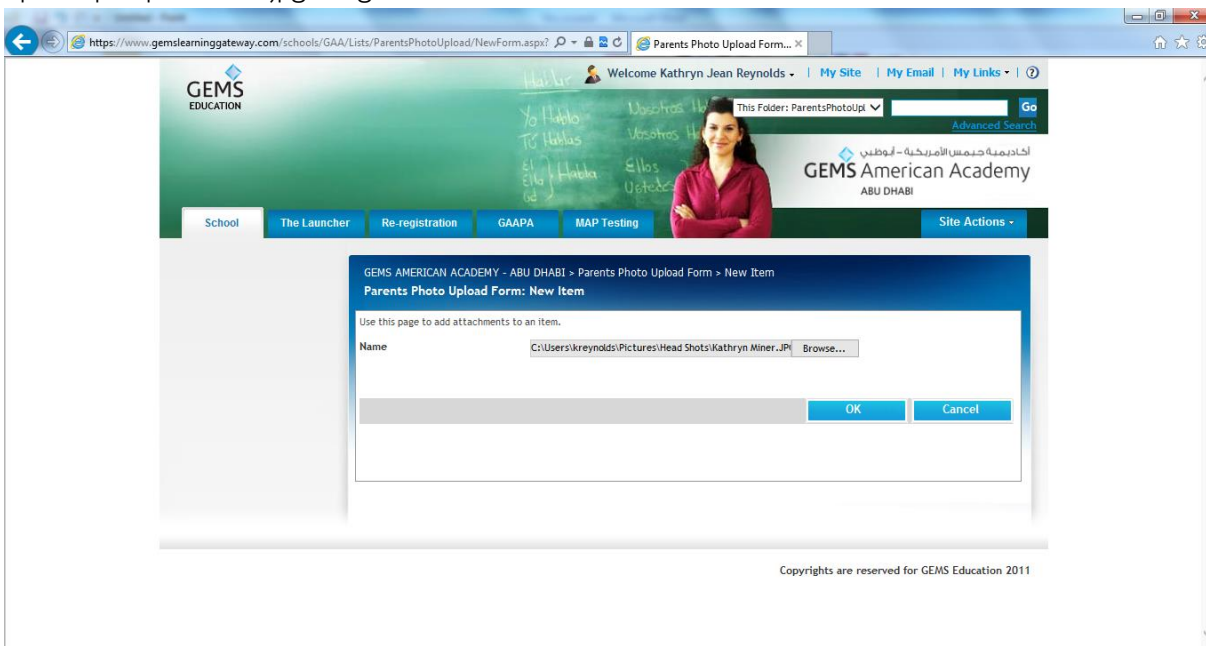
**Step 2:** Click on the "New" button next to the red arrow below. Then click on "new item"



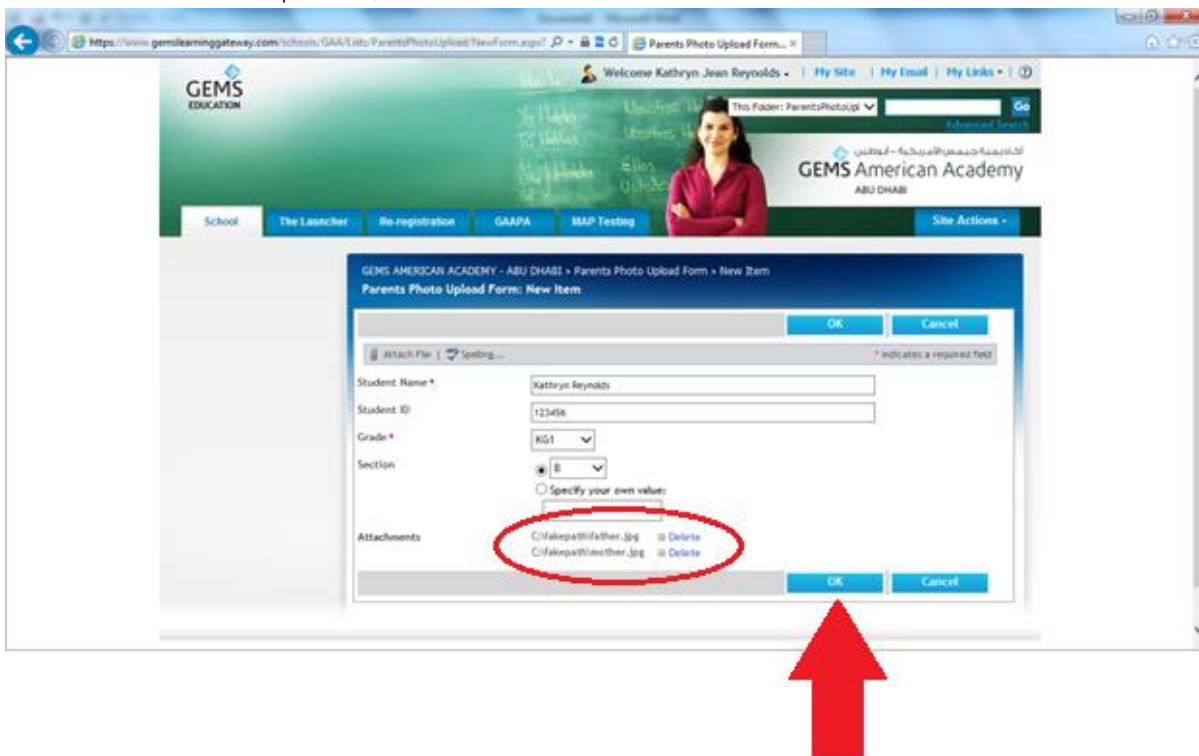
**Step 3:** Fill in the text boxes with the information in the email this document is attached to. Then click the “attach file” button next to the red arrow.



**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.



**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"



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