



**INDIAN SCHOOL SOHAR
CIRCULAR
LKG to XII**

ISS/WEBCIR/001/22-23

25th March 2022

ERP PROFILE UPDATE

Dear Parents,

Please note that the school has provided parent login in the school ERP to the parents of the school. You are hereby requested to kindly login and update your profile accordingly on or before 31st March 2022.

STEPS FOR E.R.P. LOGIN:

➤ **First time login:**

1. Open a web browser (preferably Chrome)
2. Enter '<https://iss.josacloud.com/>' website link
3. Click 'Login'
4. Enter username as '**GR. No. of your ward**' and password as **student**
5. Reset the password after successful login
6. Login again with the new password.

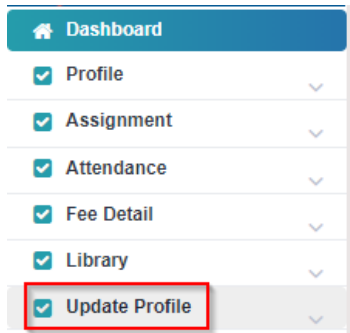
➤ **Other than first time login:**

Enter the GR no. of your ward as 'User Name' and password, to login successfully to the ERP parent portal.

Use the "**Forgot password**" option if you have forgotten the login password and follow the below mentioned steps:

1. Click on '**Forgot Password**' option on the login dialog after entering the User name (GR no.).
2. An e-mail with new one-time password will be sent to your registered email id (personal mail) with the school.
3. Kindly check your registered email inbox / spam / junk for the new password email.

4. Use the one time password received in your registered mail (personal mail) for resetting the password in the ERP parent login.
5. After successful login to the ERP parent portal, click 'Update Profile' option.



Update the following information:

- i. Latest student passport size photo in proper school uniform
- ii. Mobile numbers of the parents
- iii. Email ID
- iv. Passport no.
- v. Resident card no.
- vi. Visa no.
- vii. Aadhar no. of your ward (if available)
- viii. Electricity account no. of the residence in Sohar.
- ix. Sibling details, if any, studying in Indian School Sohar.
- x. Local address

For any further clarifications or issues related to the school ERP, please write mail to sgupta@indianschoolsohar.com with Cc to opnmanager@indianschoolsohar.com.

Warm regards,

Sanchita Verma
Principal
Indian School Sohar