École Française Internationale de Riyad

EFIR Tutorial for badge creation

Welcome to the EFIR tutorial for badges creation process.

This guide is intended for parents and EFIR staff. It will guide you to create badges for different types of users effectively.

It is a 3-step process that is very simple and easy to apply in a matter of minutes.

Table of Contents

1. Go to the badge request page

- **Access the EFIR web portal:**
  - Click on the below link
  - https://www.efiriyad.com/vie-scolaire/pole-securite/badges-autocollants/
  - Click the Badge button.
  - You will be redirected to the form page.
  - The form is available in English and French.

2. Application Form Details

Complete the following mandatory information on the application form:

- **Preferred language:**
  - Choose your preferred language (English/French) from the drop-down option.
- **Email address:**
  - Provide your email address.

  - Click on validate, the email address must be registered as the email address given during your registration at EFIR.

  - Please contact the EFIR security department if your email is not registered.

- **Selection of Applicant Type:**
  - Select whether you are a parent or a staff member.

  - **If you are a staff:**
    - A Function text field will appear. Update your staff function in the corresponding field.
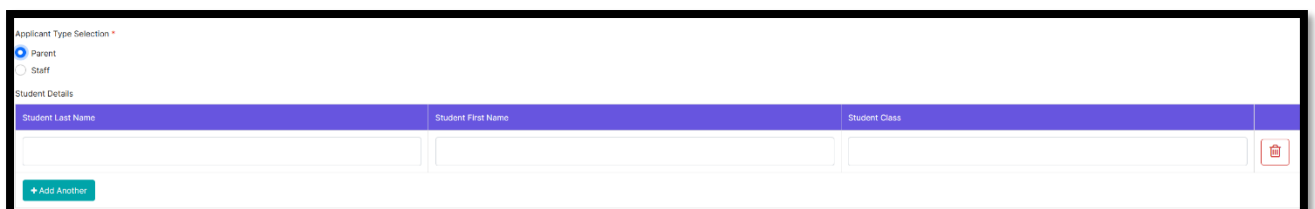
  - **If you are a parent:**
    - **The Student Details fields** will appear. You can update the details for up to 5 students.
    - **Student Details:**
      - **Last Name:** Enter the student's last name.
      - **First Name:** Enter the student's first name.
      - **Class:** Enter the student's class name (example: CPA, MSB, 2nd A…etc).

      - Click Add **another** to add more students.

      - A **Delete** button will appear on the right side of the learner details field to delete the learner's details.

3. Applicant Details

- **Type:** Select the type of applicant (Father, Mother, Nanny, Driver, Other).
- **Last Name:** Enter your last name.
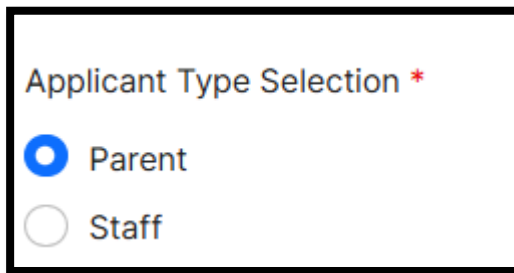- **First Name:** Enter your first name.

Applicant Type	Applicant Last Name	Applicant First Name	Photo Upload (Only .png, .jpeg and .jpg)	ID Type	ID Upload (Only .png, .jpeg and .jpg)	ID Expiry Date	Accompanies or pick up child from kindergarten
Select...			File Name ... Size ... Type ... Drop files to attach, or browse	Select...	File Name ... Size ... Type ... Drop files to attach, or browse		☐ Accompanies or pick up child from kindergarten

+ Add Another

Pickup Date *

Time Slot *

4. Uploading photos

- **Upload a photo:** Upload a valid passport photo by following these instructions:
  - **Face visibility:** 80% of the face must be visible.
  - **Restrictions:** No masks or sunglasses, no multiple faces.
  - **Accepted formats:** Only jpg, jpeg and png formats are accepted.
  - **File size and dimensions:** The size must be between 1 KB and 1 MB and the dimensions must be 3.5 x 4.5 cm.

  - **The background:** The photo must have a white or light gray background.

  Sample photo -

  -
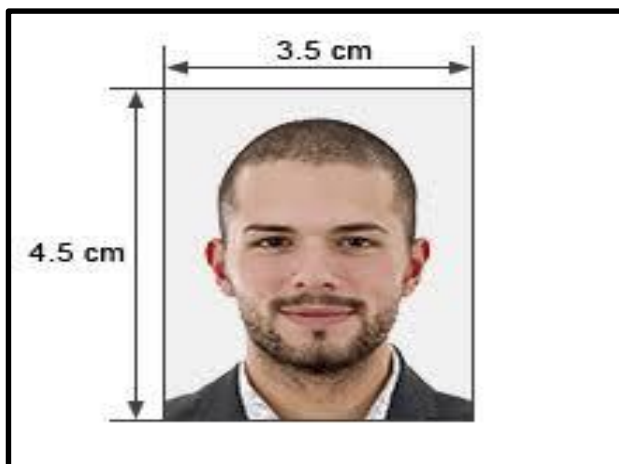
5. Proof of identity

- **Type of ID:** Choose the type of ID you will provide (Iqama or Passport only).
- **File Upload:** Download the passport holder details page or Iqama.
- **Expiration Date:** Manually enter the expiration date of the ID document.

Sample Passport -

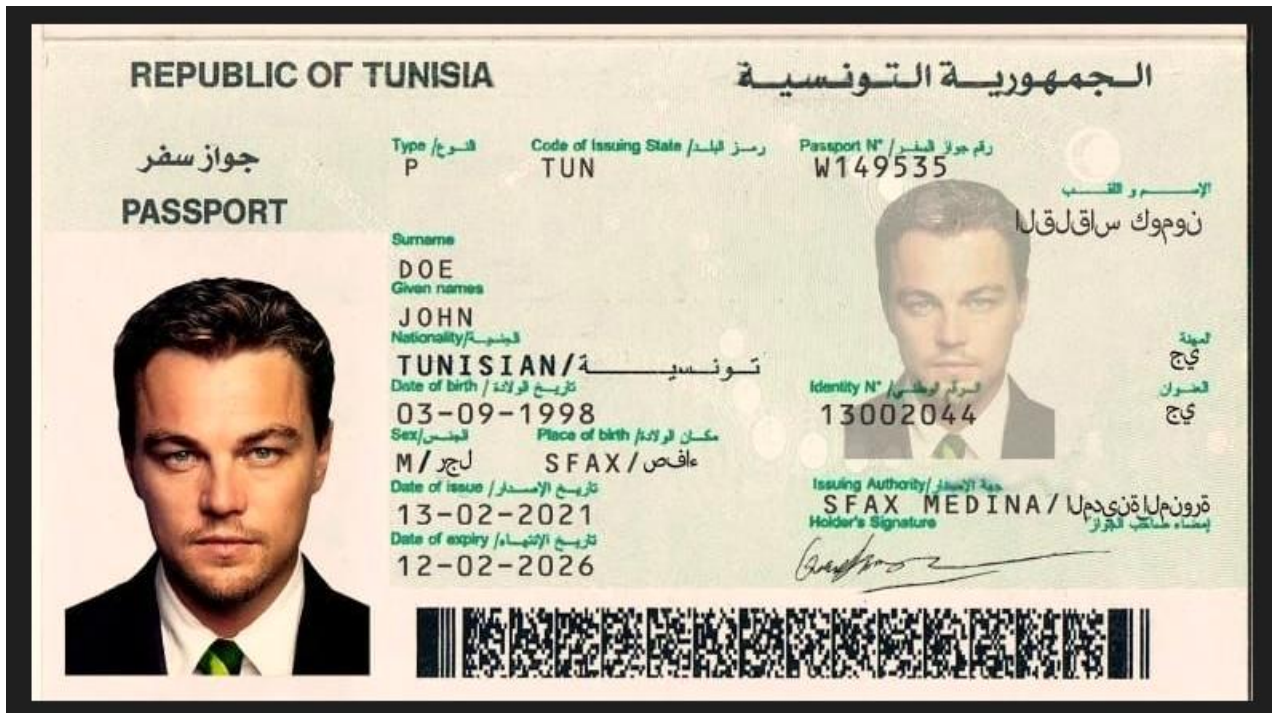For the iqama, one must go to its absher app in electronic documents and upload its iqama image as described below.

المملكة العربية السعودية
وزارة الداخلية

هوية مقيم
رقم النسخة ١٣

تاريخ الانتهاء: ١٧/١١/٢٠٢٥
مكان الميلاد: فرنسا
الديانة: الاسلام

رقم الهوية:
تاريخ الميلاد: ٠٦/٠٢/١٩٧٢
الجنسية: فرنسا
المهنة: مستشار خدمات فنية
هوية صاحب العمل: ٧٠٠١٥٦٠٤٩٤
مكان الاصدار: جوازات الرياض
مكان العمل: منطقة الرياض
اسم صاحب العمل:

يجب التحقق
من الرمز السريع
قبل اعتماد
التعامل مع الهوية

6. Additional Details

- **accompanies or picks up a child in kindergarten:** Select if you have kids going to kindergarten.
- **Add another candidate:** Click Add **another** candidate to add more than one candidate.
- **Badge Pickup:** Choose the date and time to pick up the badge.

7. Select the pick-up date

- **Date selection:** Click on the calendar to choose a date for badge pickup.
- **Desired pickup date:** You must select the desired pickup date. The system automatically offers you the first available slot on a working day (Sunday to Thursday from 9 a.m. to 4 p.m.)

8. Select the time slot

- **Preferred time slot:** Choose a preferred time slot for the date selected from the drop-down list.
- **Availability:** Only the available time slots for the selected date will be visible, with one allocated slot per request.

9. Submit the application

- **Submission:** Click the **Submit button** to submit the badge request.
- **Required fields:** Make sure that all required fields are filled in to avoid application failure.

1. Acknowledgment email notification

- **Received by e-mail:**
    - ○ Once the form is successfully submitted, you will receive an acknowledgement email.
    - ○ **Important note:** This email does not constitute a confirmation of the availability of the badge for collection. It simply confirms that your application has been received.

    - ○ ***Example of an acknowledgment email***

Dear Kirti Paliwal,

We would like to express our gratitude for your recent badge application at the Lycée Français International de Riyadh.

We are currently processing your 571 request and ensuring that you receive your badge as soon as possible.

Once your badge is ready, we will notify you by email with all the details, including the QR code, to present to the EFIR security team upon collection.

Thank you again for your support and for helping us improve security within the EFIR.

Sincerely,
The EFIR security department

École Française Internationale
de Riyad

---

2. Email notification rejected

- **Rejection of the application:**
    - ○ If the application is rejected, an email will be sent with the reason for the refusal.
    - ○ **Rejection details:** The email will include the specific reason(s) why your request could not be processed.

    - ○ ***Rejection Email Example*** -

Dear Soni Naccour,

Please note that your 788 request is rejected for the following reasons:
Iqama is not valid.Expiry date is 2030-08-15.

We invite you to reapply with a valid document.

Thank you again for your support and for helping us improve security within EFIR.

Sincerely,

The EFIR security department

École Française Internationale
de Riyad

3. Badge confirmation email

- **Confirmation email:**
  - Once your application has been successfully submitted and approved, you will receive a badge confirmation email.
  - **Email Content:**
    - **QR Code:** A QR code that EFIR security must scan at the time of pickup.
    - **Confirmed pickup Time:** The email will confirm the pickup time you selected during the application process.

    - *Example of a confirmation email -*

Dear Ado Mohamed,

We are pleased to inform you that your badge request has been successfully processed. Attached to this email is a unique QR code to present to the EFIR security team upon collection.
The confirmed pickup date is Tuesday, December 10, 2024 at 10:30:00 - 10:45:00.
If you are unable to attend, be sure to inform the EFIR security team at responsibile.securite@efiriyad.com and referent.securite@efiriyad.com
Thanks again for your support and helping us improve EFIR security.

Sincerely,

The EFIR security department

École Française Internationale
de Riyad

qrcode_173... .png
722B

Step 3: Badge pickup

1. On the day of pick-up

- **Arrival:**
  - Be present and punctual at the designated pickup location at the scheduled time.
- **QR code:**
  - Present the QR code received in the confirmation email to the security personnel.

2. Security Process

- **Verification:**
  - The security team will ask to see the badge request email.
  - They will validate the QR code and the information provided in the email.
- **Presentation of the badge:**
  - Once the information has been validated, the security team will give you your badge.

By following these steps, you will successfully complete the EFIR badge creation and picking up process. If you encounter any issues or have any questions, please contact security team for assistance.