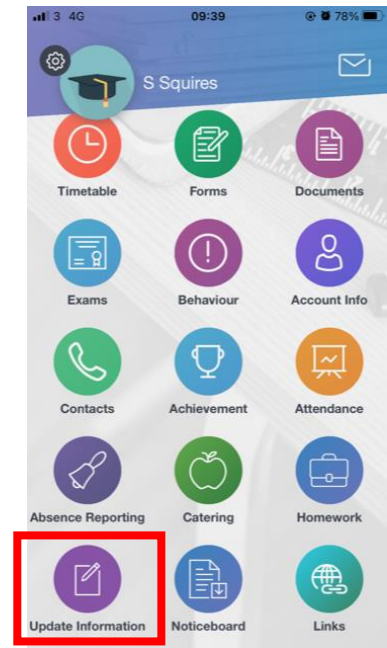
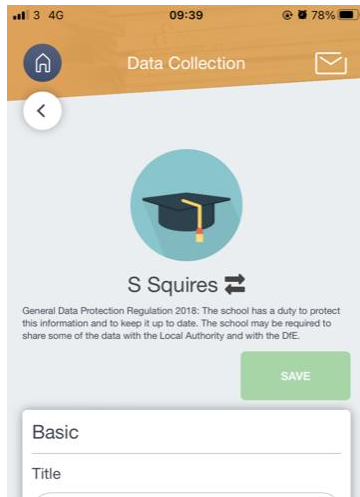


EduLink App: Update Information

A guide to updating information on EduLink for both parent and child/ren.

1. Login to EduLink app, scroll to the bottom of the menu and find **Update Information**, click on this.
2. This will take you to the Data Collection page, this page is for **your** details as parent – please complete all sections for **your** contact details



3. Click on the two arrows icon to the right of your name, a drop box will appear with a list of names, this will show your child/ren's name, click on their name. The Data Collection page will now change showing your child's name at the top.

4. Please scroll through the list completing the information for your **child**:

- a. Basic: name and date of birth
- b. Contact details: please ignore this section - this is auto filled by the school later with their school email address
- c. Family/Home: these are emergency contacts for your child
NB: priority 1 should be yourself, please add a further two at least.
If a parent is at another address please ensure address, email and telephone details are all completed for this contact.
- d. Addresses: this is the address at which your child resides
- e. Dietary: select from the drop down box if applicable and enter your child's meal pattern
- f. Medical: select the medical practice your child is registered with from the list and any conditions or disabilities
- g. Ethnic/Cultural: use the drop down boxes to select the appropriate responses
- h. Travel: please select the most appropriate travel mode from the drop down list. If this is by bus, please then select the route.

