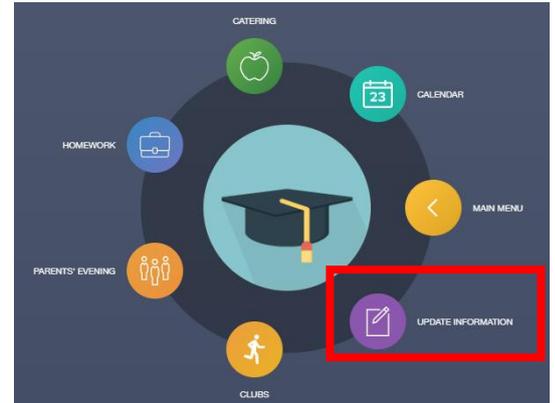


## EduLink Internet: Update Information

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

1. Login to EduLink, find **Update Information** - this maybe on the **More** page



2. This will take you to the Data Collection page. On the left hand side it will list your name and those of your child/children. Ensure your name is selected (highlighted in blue) and complete all sections for **your** contact details as parent.



3. Select your child's name (highlighted in blue), the Data Collection options will now change for your child.
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.