

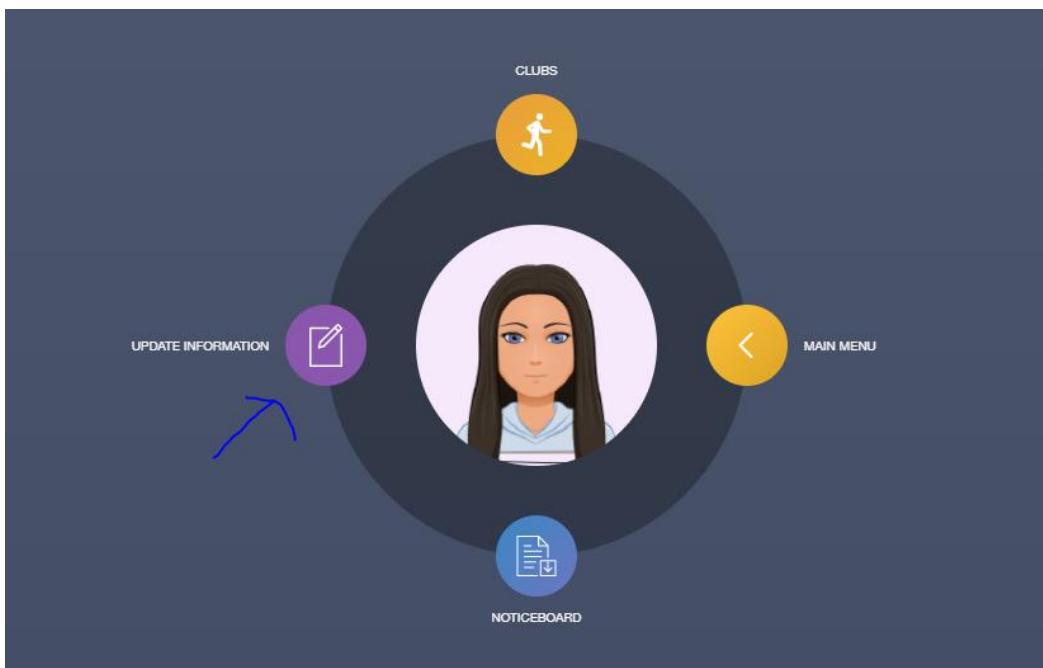
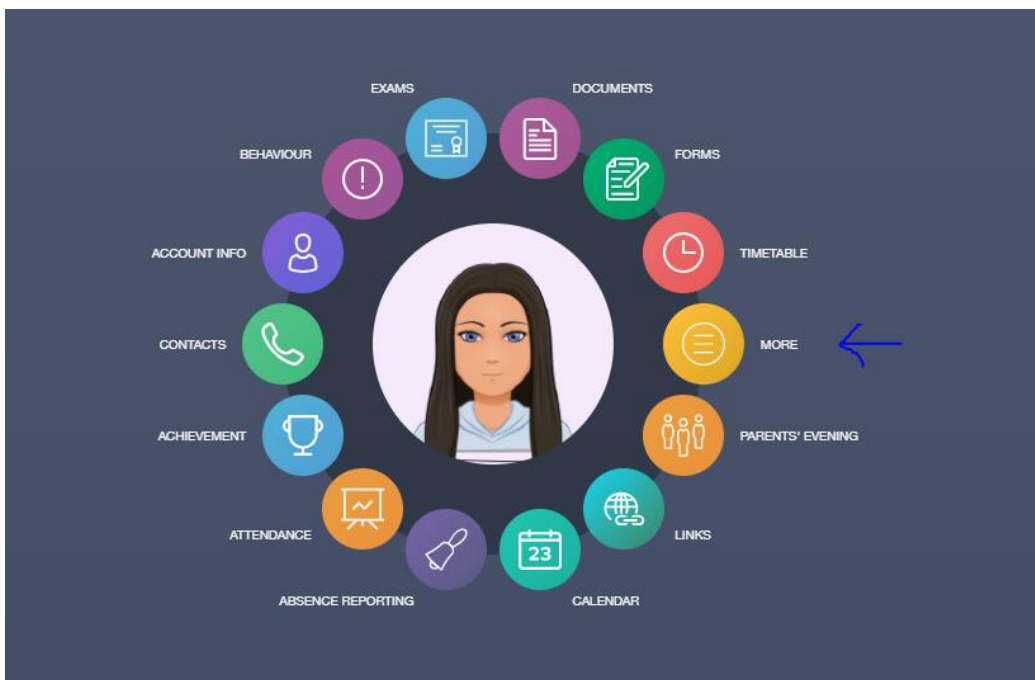
Edulink

Adding a contact to your child.

Logging on from a PC

Click More then click update information

Then you can select the student on the left menu



Caroline Murphy

My Child

Date of birth

Contact Details

Emails +

Address	Location	Main	Primary
	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Telephones +

Number	Location	Main	Primary
	Home	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Family/Home

Family contacts +

Priority	Name	Relationship	Phone
1	Caroline Murphy	Mother	<input checked="" type="checkbox"/>
2		Father	<input checked="" type="checkbox"/>

Addresses

Addresses +

Location Address

General Data Protection Regulation 2018: The school has a duty to protect this information and to keep it up to date. The school may be required to share some of the data with the Local Authority and with the DfE.

SAVE

Click on my child, then click on the plus sign next to the family/Home

CREATE CONTACT

Title: *

Mrs

Forename: *

Surname: *

Gender: *

-

Addresses: +

Emails: +

Telephones: +

Relationship: *

-

Priority:

0

BACK

ADD

Logging on from the App

Click update information.

To switch to your child details to be edited click on the arrows, select the students name this will then display the page showing students details, scroll through the page you will see all the consents /contact that are required.

scroll down



scroll down to Family/Home

to add a contact, click the green + sign

