

1.



MAIN SCREEN

Log into Edulink, you will see the main screen in Edulink One.

Click on **UPDATE INFORMATION**.

2.

UPDATE INFORMATION

This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, and you will also be able to update this with any changes that may occur to this information.



3.

UPDATING YOUR INFORMATION

This section allows you to read and edit the current contact information.

Once you have updated your information, **click SAVE**

Basic

Title

Preferred forename

Preferred surname

Contact Details

Emails +

Address	Location	Main	Primary
...@yahoo.com	Home	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Telephones +

Number	Location	Main	Primary
0795 ...	Mobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0780 ...	Work	<input type="checkbox"/>	<input type="checkbox"/>

Addresses

Addresses +

Location	Addresses
Home	24 Bird Court London SE5 9GH

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