

Checking Information in Edulink One

To check/change any of your or your child's details in Edulink One you need to click the **Update Information** icon.



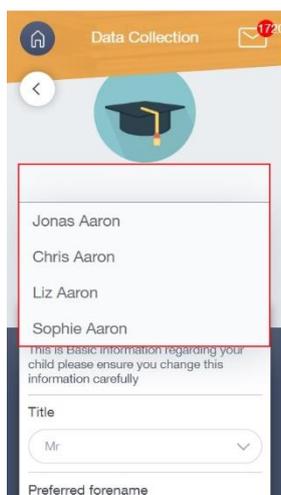
Update Information Icon

Each parent/ guardian has a unique account.

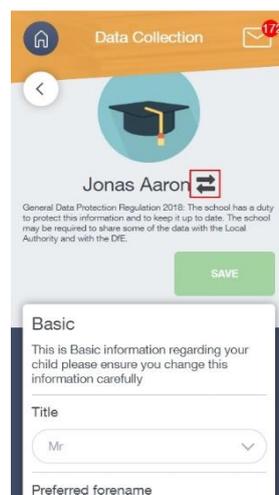
In the **Update Information** window, there are tabs to the left: one for the parent and the other for the child(ren) at the school.



In the **mobile view**, to view your children and switch between them, **you need to press the two arrows beside your name**. This will bring up a list of your children at the school. Click on the name of the child whose account you would like to update.



Select the account to be updated



Switch account arrows

Kimberly Ackton

Stephen Ackton

Basic

This is Basic information regarding your child please ensure you change this information carefully

Title
Mrs

Preferred forename
Kimberly

Preferred surname
Ackton

Contact Details

PRIMARY - the email/Telephone Number used to receive communications via Intouch from the school MAIN - Other contact details that can be used by the school for communications. The same email/telephone number can be used for PRIMARY and MAIN.
PLEASE NOTE - FOR STUDENTS THE PRIMARY EMAIL MUST BE THE SCHOOL EMAIL (username@Schoolname.SCH.UK) DO NOT CHANGE THIS

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

Personal Information

To remove information, click the bin icons. Similarly, to add new information parents must click the + button. Each field will have different criteria to fill out once the + button is clicked. Fill in your new information and click **Add**.

Emails **+**

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

The new information (or removal of information) **must** be saved. Click the **Save** button to save their data changes.