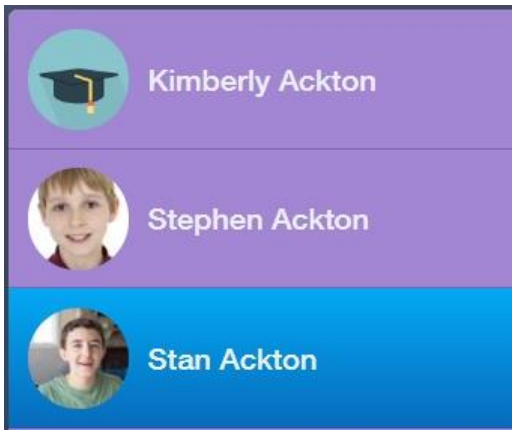
Checking Information in Edulink One

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

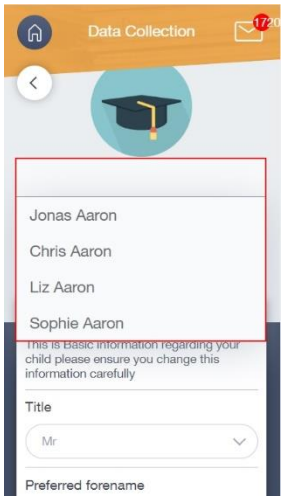
Update Information Icon

Each parent/ guardian has a unique account.

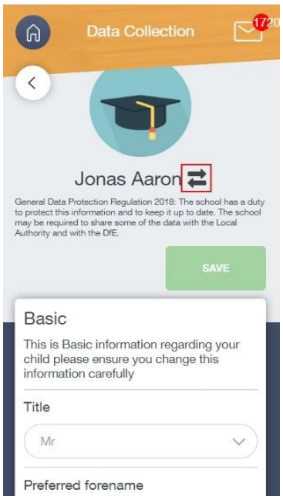
In the **Update Information** window, there are tabs to the left: one for the parent and the other for the child(ren) at the school.



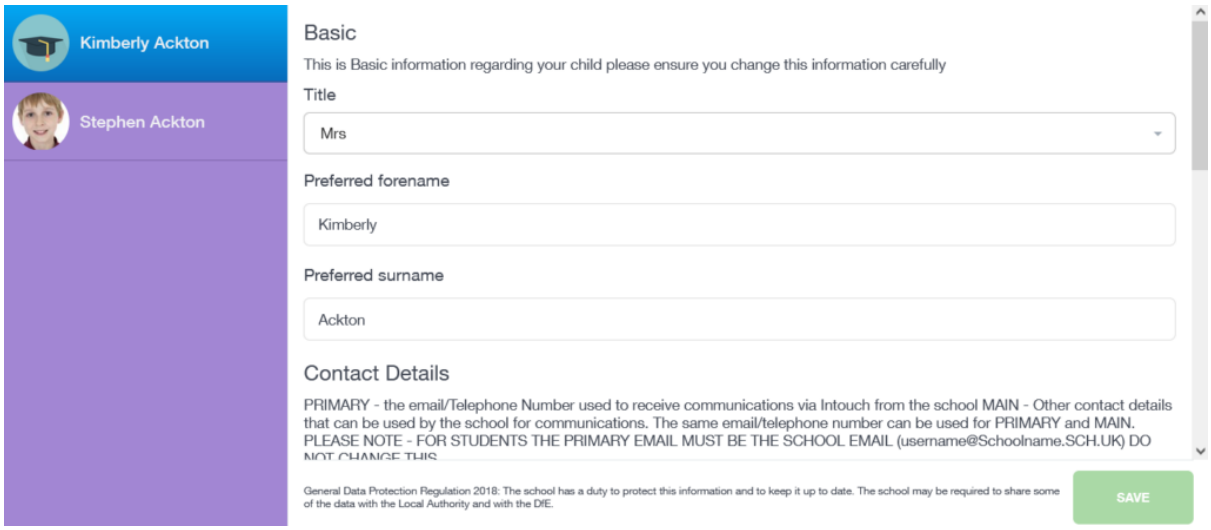
In the **mobile view**, to view your children and switch between them, **you need to press the two arrows beside your name**. This will bring up a list of your children at the school. Click on the name of the child whose account you would like to update.



Select the account to be updated



Switch account arrows



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**.

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