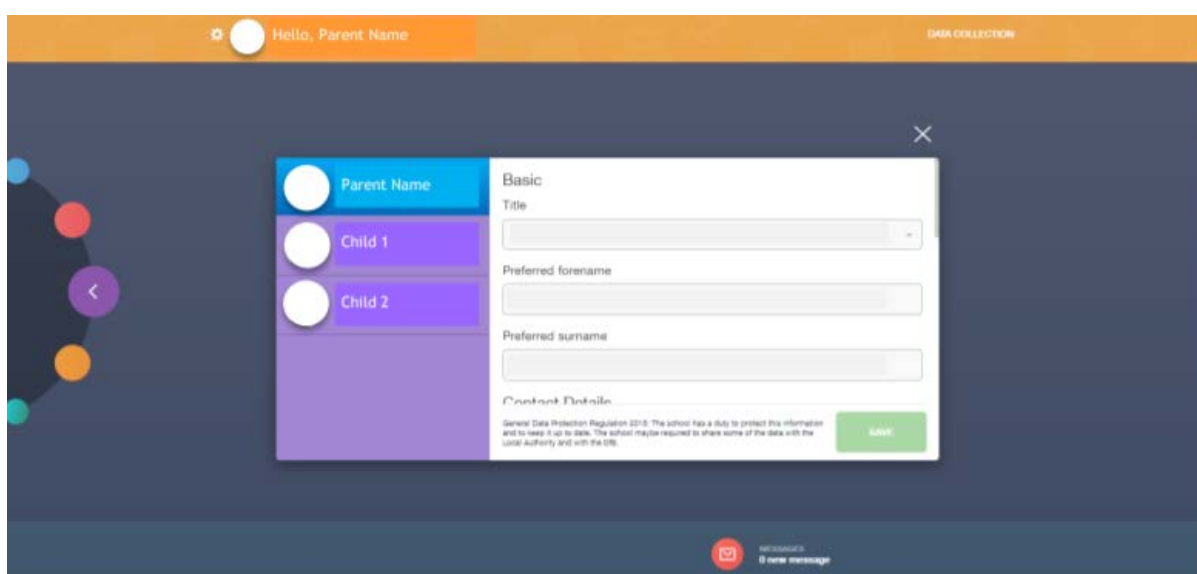
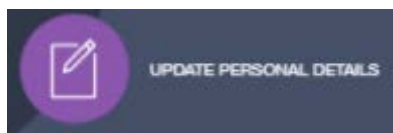


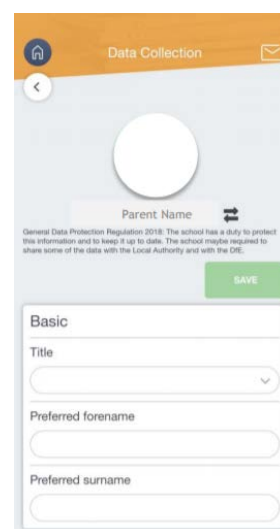
Parent How-to-Guide: Update Personal Details

The 'Update Personal Details' area of EduLink enables a parent to request an amendment to their own / their child(ren)'s personal details.



In the web browser, a parent can click on the relevant individual to view the editable fields. In the app, a parent can switch between individual's information using the symbol.

An editable field can be amended at any time and the requested amendments submitted to the school by clicking the 'Save' button. The requested amendments are reviewed by the school before the data is updated in EduLink.



If you require further support, please email office@ocklynge.co.uk or access the user guides on our website.