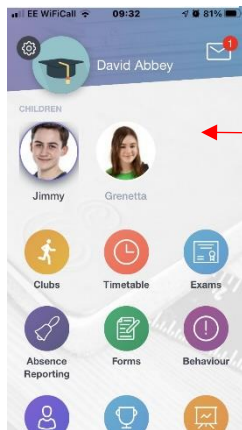




Broughton Hall Catholic High School

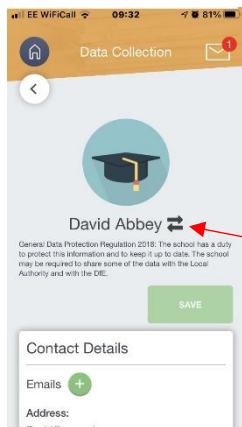
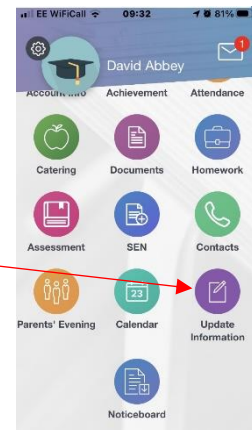
Edulink Help Sheet for adding and amending contact and important information

Please ensure you are adding all new contacts and important information, this information does feed back into our SIMs system in school and it helps us communicate with you at the best level. Any issues please email chantlerd@broughtonhall.com



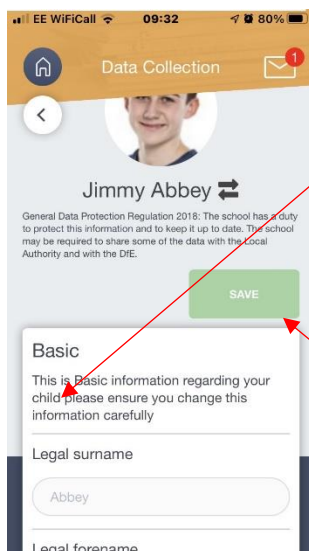
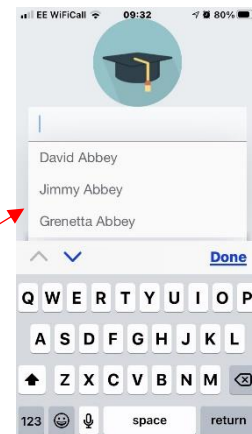
When you open your Edulink account, scroll down till you see the update information icon.

Click on the icon and it will open the next



Once you click on update information it will show this page for yourself as a parent.

Click on the double arrows and it will give you the option to pick your daughter's name.



When you click on your daughter's name you can then amend their details. If you have more than one daughter at school you can edit each student individually.

This is where you can add other contacts. If you let us know who has Parental Responsibility and they will also have Edulink accounts set up. These contacts phone and email details should also have main and primary ticked.

Other contacts should have priority number. We do ask for at least 3 contacts

Please add Dietary, Medical, Ethnic/Cultural, Travel, and Parental Consent.

DON'T FORGET TO PRESS SAVE