



School Parent Portal

My Details Feature

This feature allows families to check their details as contained within our school database and to inform the school of necessary changes through an electronic form.

How to Use

1. In the Parent Portal, click the **My Details** tab at the top of the page. You will see the details the school has stored about you.
2. Check through the details carefully and if everything is accurate, click the **Confirm Details** button.
3. If you need to change something, click the **Make Changes** button and change any information as required.
4. Click **Save** when finished. You will see a message informing you of your request.

Please allow a few days for the school to process the changes. No further changes are possible until then.

Notes

- The up and down arrows change the order of preference for the phone numbers you want the school to use.

Phone contacts

Mobile Phone No.	0417 000 572	↓ ↑
Home Phone No.	4521 9647	↓ ↑
Work Phone No.		↓ ↑

Use the arrows to arrange phone numbers in your order of preference.

- If you change Email 1, you will need to use the new email address to log into the portal.

Email		<p>Please Note!</p> <p>We use this email address as your login name for the Parent Portal. If you change it, you will need to use the new email address to login. Give the school a few days to process your requested change before you try using it to login. This will not change your password.</p>
Email 1	homersimpson@gmail. x	
Email 2		
Residential Address		
Street 1	742 Evergreen Terrace	State
Street 2		QLD
Suburb	Springfield	Country
		AUS

- Should there be information you wish to inform the school of which is not contained within the form, please use the **Additional Information** box at the bottom of the form.

We trust that you will find this new feature helpful and use it in conjunction with the other fantastic features contained within our School Portal.