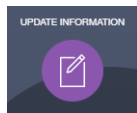


# Amending Parental Consents on Edulink

## Using the Website | [www.edulinkone.com](http://www.edulinkone.com)

Log in to Edulink & navigate to 'Update Information'



(This icon may be on the second page which can be found by clicking on the 'More' menu option )

You will need to click the pupil's name on the left-hand menu.

A screenshot of the Edulink 'Update Information' page. On the left, there is a vertical menu with 'Parent Name' and 'Pupil Name' options. A blue arrow points to the 'Pupil Name' option. The main content area shows a form with fields for 'Title' (set to 'Mr'), 'Preferred forename' (with a placeholder 'Name here'), and 'Preferred surname' (with a placeholder 'Name here'). Below these fields is a section for 'Contact Details'.

You will then be shown all details we hold for the pupil.  
Scroll to the bottom of the page to amend parental consents

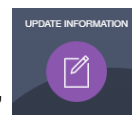
A screenshot of the Edulink page showing various pupil details. The page is scrollable, and a large blue arrow on the right indicates scrolling down. The details include 'Religion' (No Religion), 'Home language' (English), 'First language' (English), 'Travel' (Route: -, Travel mode: Walk), and 'Parental Consent' (Biometric Fingerprinting, Happy for child to appear in the Media, Local visits, Permission to photograph, Publish photos on Internal Displays, ...). A 'SAVE' button is visible at the bottom right.

Review the checkboxes and add/remove as applicable.

A screenshot of the 'Parental Consent' section in Edulink. It shows a list of consent items with checkboxes. The first item is 'Biometric Fingerprinting' with a checked checkbox. The second item is 'Happy for child to appear in the Media' with a checked checkbox. There are also 'Check All' and 'Uncheck All' options. A 'SAVE' button is located at the bottom right.

When completed please click 'Save'

## Using the Edulink App



Log in to the Edulink app & navigate to 'Update Information'

You will be shown your own details initially. You will need to click the two arrows

Parent Name ↔


to switch to a pupil record.

When you are on the pupil details, scroll right down to the bottom of the page to amend parental consents.

Review the checkboxes and add/remove as applicable. Scroll up to the top of the page to click 'Save'

All changes will be reviewed and approved by our Data Manager, once you have submitted your changes, you will see the following message:

Parental consents

 Review Pending  
Update submitted, the school will now review this change

If you have any issues with Edulink please contact our Data Manager, Mrs Lea:  
[klea@purbrook.hants.sch.uk](mailto:klea@purbrook.hants.sch.uk)