EDULINK PARENTS START UP GUIDE

ST MARY'S
COLLEGE

What is Edulink One?

This is our exciting new mobile/web-based app. We will be using it for a variety of features as we progress through the coming year. These features include:

- Information Collection (Will be active immediately)
- Accessing students' timetables (will be active immediately)
- Sending out students reports
- Sending out important letters/communications from the school
- Parent's Evening/Tutor Day booking system
- Examination Timetables
- Examination Results
- Signing up for extra-curricular activities

The features that are not active immediately will become so, along with appropriate instructions at the point at which we start to use them.

How do I get Edulink One?
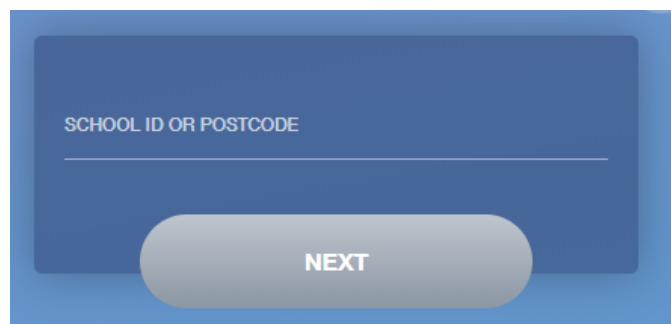
There are two ways to use Edulink One:

1. through a web browser like Google Chrome or Microsoft Edge
2. or through an app you can download to use on your mobile device.

The Edulink One app is available for iOS <u>and</u> Android devices.
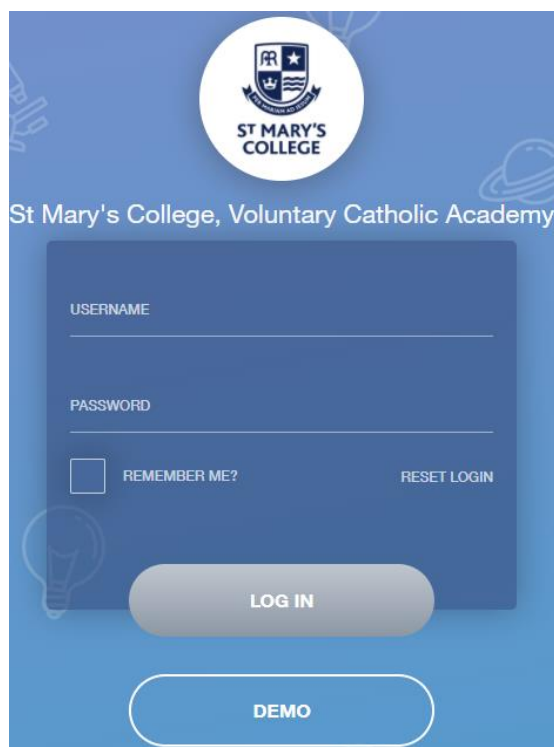
Web Browser Instructions

If you do not have a device suitable for the app, you can access the same great features online at edulinkone.com. This can also be found on the St Mary's website https://www.smchull.org/secondary-school/parents/edulink-one-app

When you navigate to the website, you will be presented with the following image

You will need to enter either the **School ID** which is **SMCHULL** or **postcode** which is **HU6 7TN** and then press next.

You will then be presented with the following screen

Your **username** and **password** have been sent out to you by the school.

Once you have filled in the username and password boxes with your login details, click **LOG IN** to get started.

Downloading and Using the App

The Edulink One app is available for iOS and Android devices. You can download from these links or search in the App or Play stores.
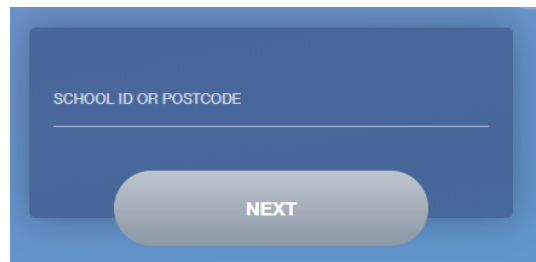
Apple App Store

https://itunes.apple.com/gb/app/edulink-one/id1188809029?mt=8&ign-mpt=uo%3D4

Android Google Play

https://play.google.com/store/apps/details?id=com.overnetdata.edulinkone&hl=en

Once you have downloaded the app, open the app and you will be presented with the following screen.
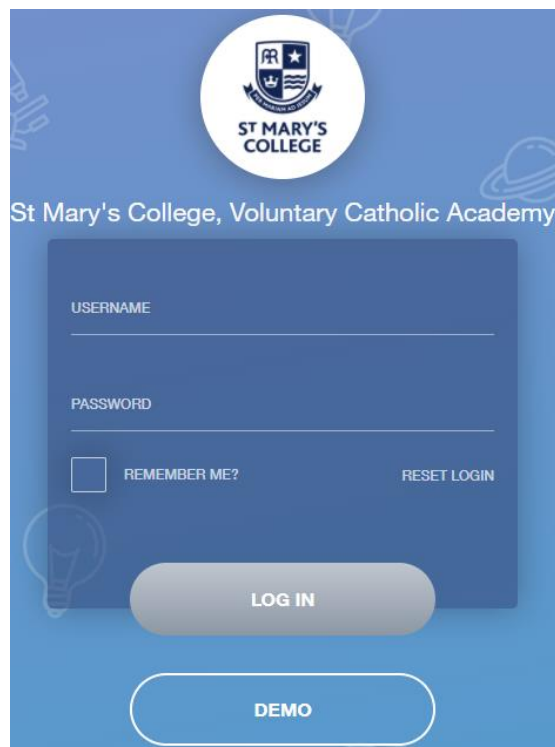
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How do I update information?

On the home screen, choose the update information button (on this demonstration image, it is the purple button to the bottom right hand side.

This section shows you the contact information that the school has on record for yourself and your children.

Here you can review the contact information the school holds for you, but you will also be able to update this with any changes that may occur to this information at any point during the year. When updated information is submitted through Edulink One, this will be picked up by the designated personnel in school in charge of updating records. It will be checked by them and approved.

You will see and be able to select all your children that you have at the school on the left-hand side. On the right-hand side is all the information that we routinely collect on students and will display the information that we currently hold. Please take the time to scroll through the information that is held and change anything that is incorrect. Once you have finished please remember to click the Save button as this will submit the information to the designated person in school to review.