Edulink guide for parents - how to log on

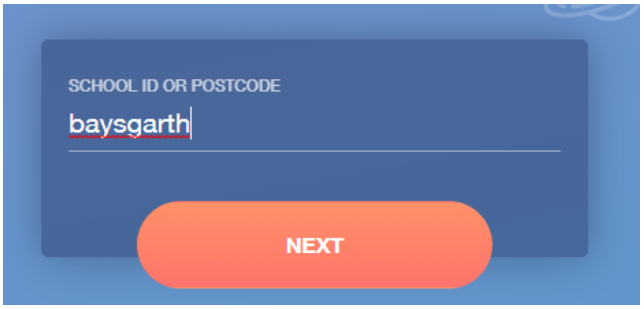
EduLink One is an online system that can be accessed through a browser or app that allows parents to log in and view their child/children's school information.

How can I log in as a parent?

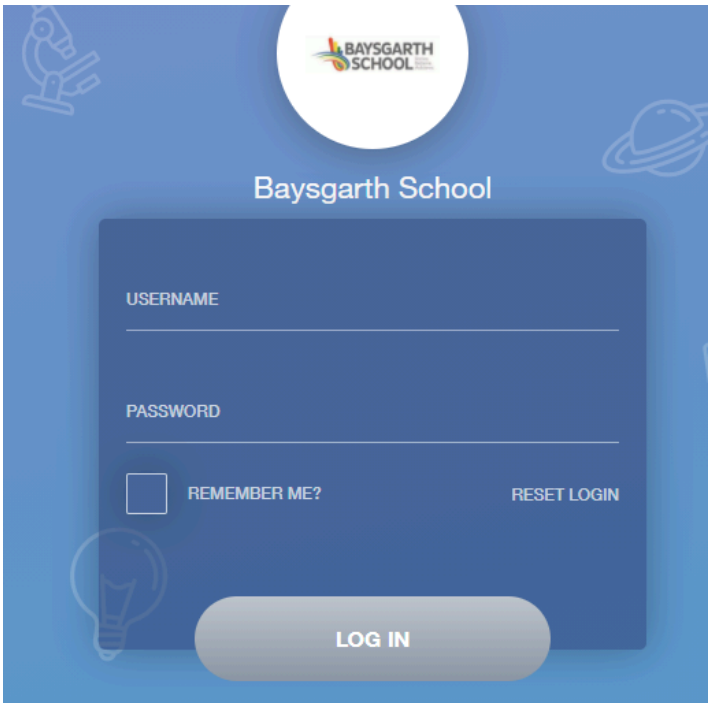
You will have received an email to the email address we have on file for you, which gives you the login details for your account. Please check your spam and junk email folders as depending on different email provider settings the message may be there. If you still cannot find it, please contact admin.baysgarth@baysgarthschool.co.uk.

Once you have located the login details, please follow these steps:

1. Go to www.edulinkone.com on your chosen browser or download the app from the Apple App store or Google Play store.
2. When you are at the log in screen, it will ask you for the school ID or postcode, please enter **baysgarth** and click 'Next'.

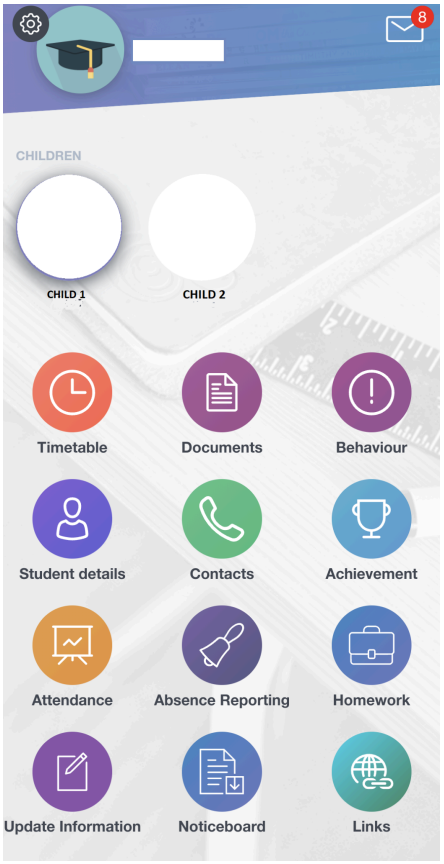


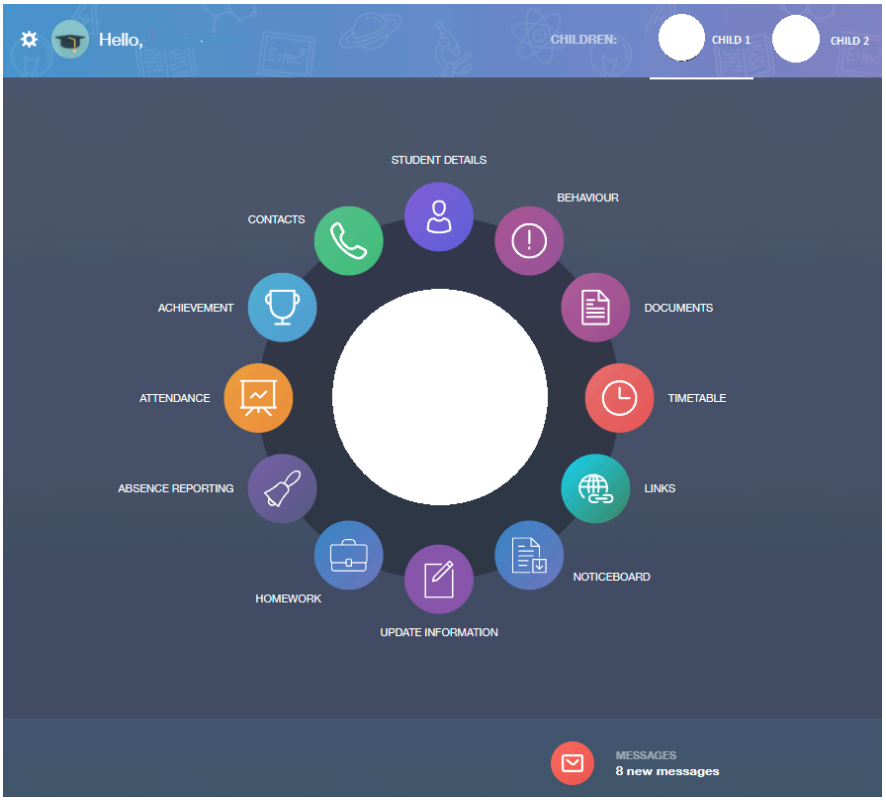
3. You will now see a login screen, please type the username and password you have received per email, then click the 'Log in' button.



Step 4

You are now logged onto Edulink. You can view various pieces of information for all children you have in school. Please click your child's picture in the top right corner on desktops, or at the top of the screens on apps, to toggle between your children.

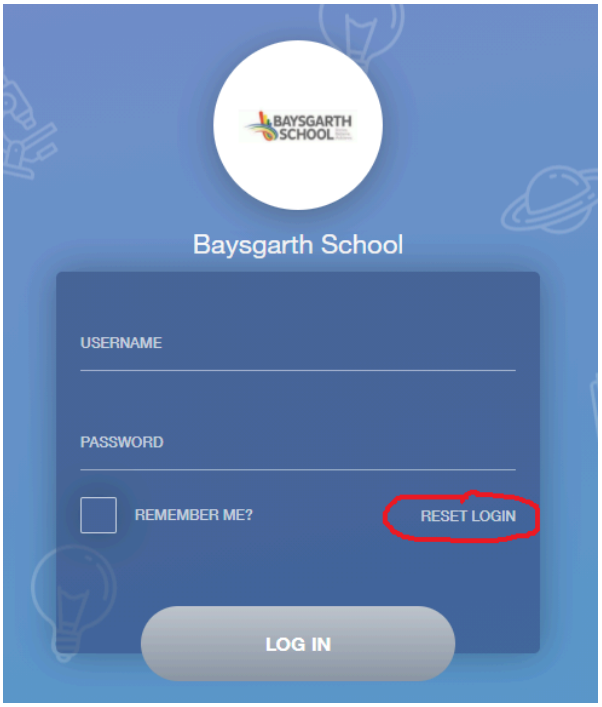




Frequently asked questions

<u>What do I do if I've forgotten my password?</u>

If you forget your password and mistype the data in, you can click on forgot my password and an email will be sent to you with a link to reset it.



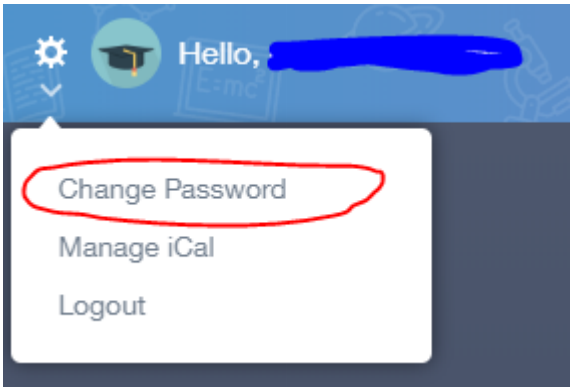
<u>What is my username?</u>

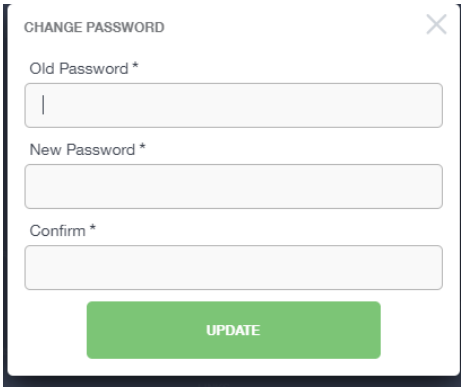
Your username should start with p_ followed by forename initial and 6 characters of surname. In the event of more than one username the same, there will be a number at the end of the surname

If you cannot remember your login details from the edulink one login page click reset login and details will be sent to the email address registered with EduLink. If that is not working, please contact reception.

<u>How do I change my password?</u>

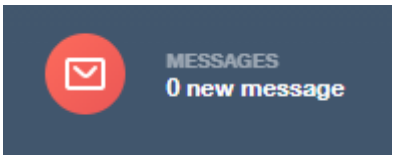
If you know your password but want to change it login with your username and current password and click on the settings icon next to your name and select Change Password and enter a new password to be used.





What information will I see when I log in as a parent?

- Achievement - This section is where you can view information on positive achievements that have been awarded to your child. You can access a list of rewards along with any comments from the awarding teacher, as well as a running total of the number of reward points your child has accrued this year in the bottom right-hand corner.
- Attendance - A summary of your child's attendance by month and academic year.
- Behaviour - You can view a list of behaviour incidents, as well as a running total of your child's behaviour points.
- Contacts - the contact details we hold for you
- Homework – A list of all upcoming extended learning tasks that have been set on Google Classroom for the student and a history of previous assignments.
- Messages - these are messages from school to parents. You can find this in the bottom right of the screen on desktops and laptops, and in the top right on the app.



- Timetable - View your child's timetable, showing you what lessons they have and who their teachers are for each lesson.
- Update Information - If you have a change of information relating to you or your child you can update it here. Please note: you will only be able to see and update your own information, not that of other parents or contacts logged with the school. For steps on how to do this, visit the Edulink website.