

Upper Shirley High School

EduLink One Parent User Guide



Logging in

EduLink One can be accessed via a web browser and there are Android or iOS Apps available.

The links for these are as follows:

Website: <https://edulinkone.com>

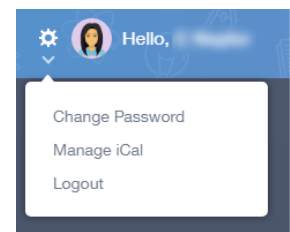
Mobile Apps: EduLink One is available on both Google Play and the App Store, search "EduLink One" and look for the following logo



After accessing the system, you will need to login with the school ID which is **uppershirley** as well as your username and password.

Changing your password

After logging in, you can change your password by clicking the cog by your name and then clicking "Change Password".



Forgotten your password? Have a query?

If you have a query or have forgotten your password, please email us at edulink@ushschool.org

Using EduLink One



Once you have logged in you will be presented with a photo of your child and a series of menus. If you have multiple children, you will be able to change between them by selecting them at the top.

The following sections will be available:

Absence Reporting - This screen will allow you to inform to the school's attendance officer that your child will be absent from school. Simply select the dates and times that they will be absent for and enter a reason. You can upload an attachment if appropriate, for example a medical letter.

Account Info - This screen will let you see general information about the selected child, such as contact information, DOB, tutor etc.

Achievement - This will show any points awarded for achievement.

Attendance - This will give you access to attendance data for your children.

Behaviour - This will give you access to behaviour records for your children.

Calendar - This will be populated with upcoming events, parents' evening dates and school holidays. If a dot is showing under a date, it means there is one or more events happening that day. Click the date to find out more information.

Catering - This screen is synchronised with the schools cashless catering system and will give you an accurate catering balance for your child as well as a summary of what they have purchased.

Contacts - This screen will show you the contact information we have for yourself.

Documents - This is where you can find and view all school reports for your child to date.

Exams - This screen will give you information about any exams your child may be taking. You will find an exam timetable as well as exam entries.

Links - This screen will have links to other school systems and other relevant websites.

Medical Info - This screen will show any relevant medical information the school has on the system. For example, allergies or dietary requirements

Noticeboard - This screen will show uploaded notices or letters.

Timetable - This will display your child's current timetable. It will load on to the current day but you can change this by using the options at the top.

Update Information - This screen will allow you to update any information we have on yourself or your children. After submitting a change, this will be sent to the schools data manager to approve before it writes the change back to the system.

Please note: Your own contact details do not need to be added under your child's information, instead, make sure they are up to date under your name.

Mobile App Users: To change whose contact information you are editing, you have to click the exchanging arrow icon next to your name. You will then be able to select someone else to update their information.

