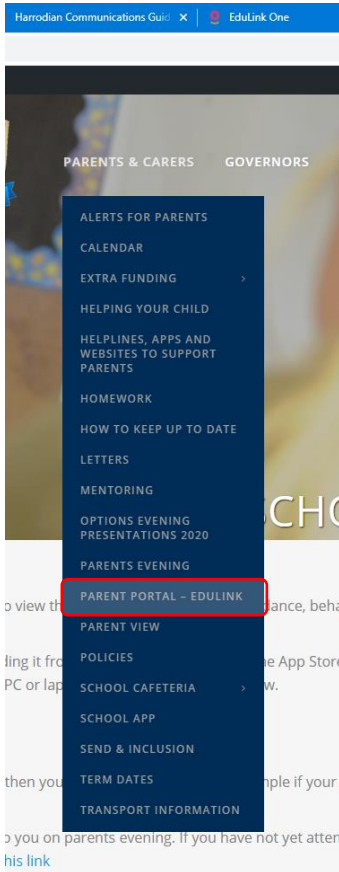


EduLink One Guide for Parents

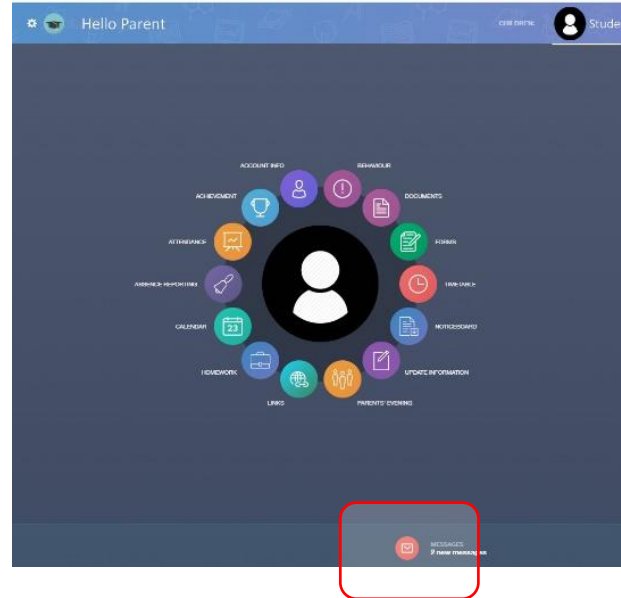


1. Go to the EduLink web page.
On the school website it is found here, Parents & Carers - Parent Portal – EduLink

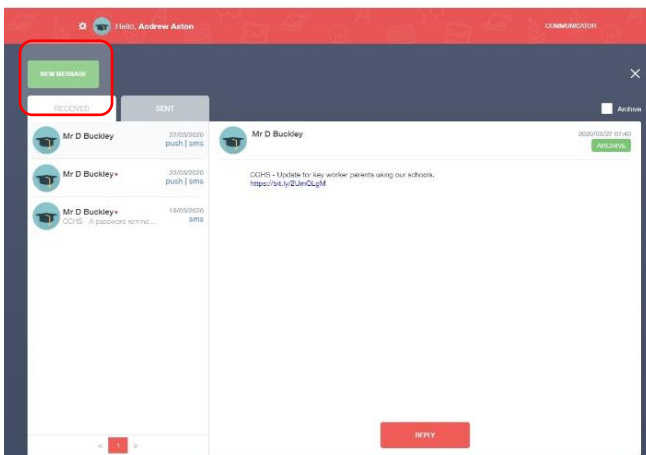


2. Once you have logged in, you will see the screen below.

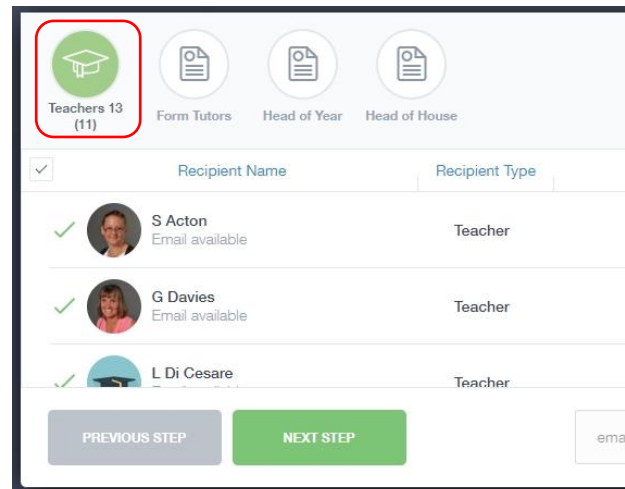
Click the 'Messages' icon at the bottom of the screen.



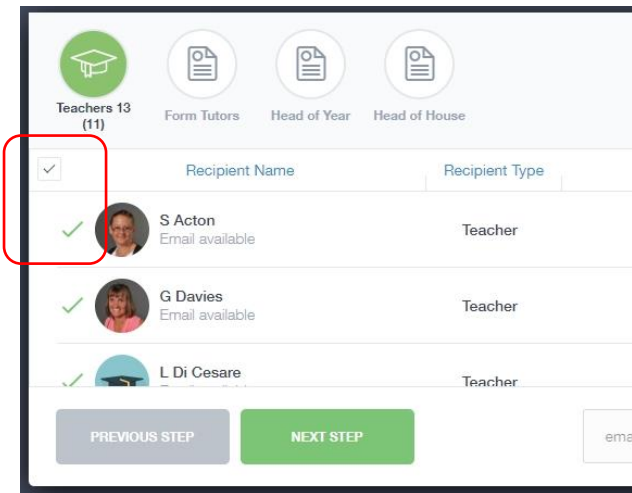
3. Click the 'New Message' icon



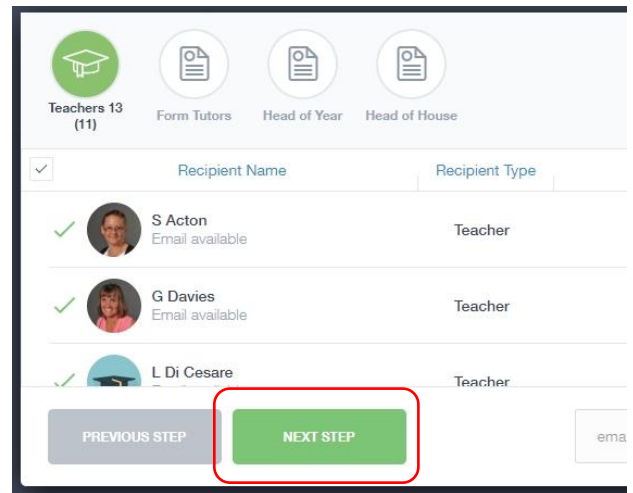
4. Click the 'Teachers' icon



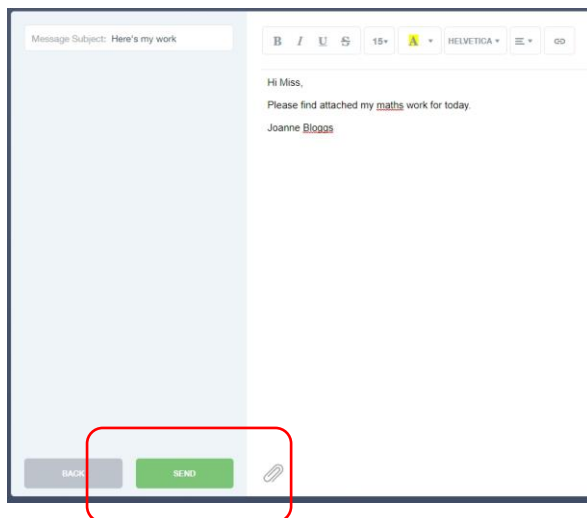
5. Select the teacher or teachers you want to send a message to by ticking or unticking the tick box next to their name.



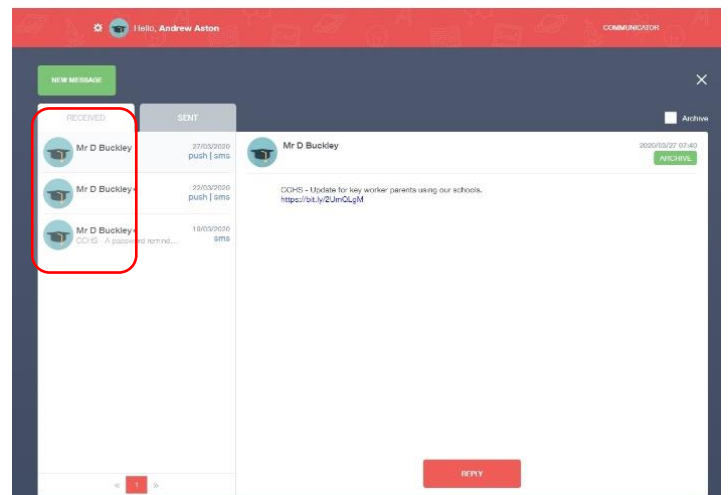
6. Then click the 'Next Step' button



7. Fill out the message box accordingly. Click the send button when you have finished the message.



8. Any new messages will appear here, so check back occasionally to see if the teacher has responded.



Remember, if you have any problems with Edulink One, please email us at helpdesk@cc-hs.com