

Parent How-to-Guide: How to Log into EduLink

How do I get a log-in for EduLink?

A child's personal data merits particular protection under the new data protection law which came into effect in May 2018. Parents with [Parental Responsibility](#) will be provided with a log-in for EduLink as the software provides access and editing functionality to a child's personal data. Note: If the school has not been able to verify Parental Responsibility for a parent, evidence in the form of a birth certificate will be requested.

Parents will receive their username via email. A password will be posted to the parent's registered home address shortly afterwards. Both a username and password are required to log into EduLink.

How can I access EduLink?

EduLink can be accessed on any device - PC, laptop, tablet or mobile device - via the web browser or via the EduLink app. The link to access the EduLink login page on a web browser is www.edulinkone.com

How do I download the EduLink app?

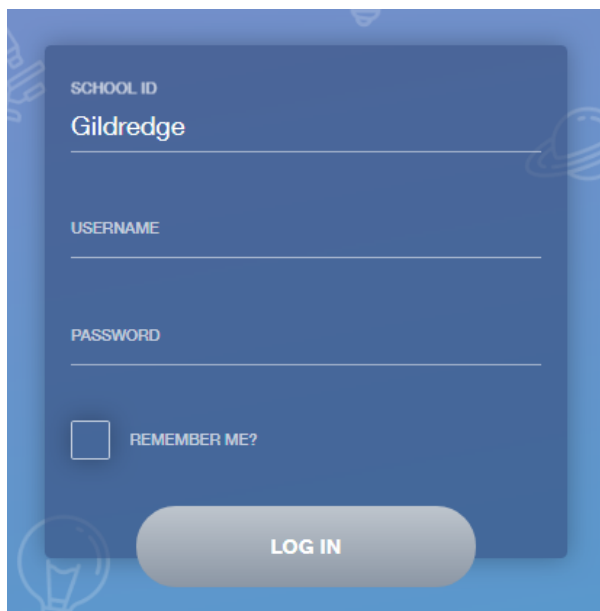
The EduLink app is available to download for free on Apple or on Android.



Requires iOS 8.0 or later.
Compatible with iPhone, iPad and iPod touch.



Requires Android 4.4 and up.



The screenshot shows a login form with the following fields and elements:

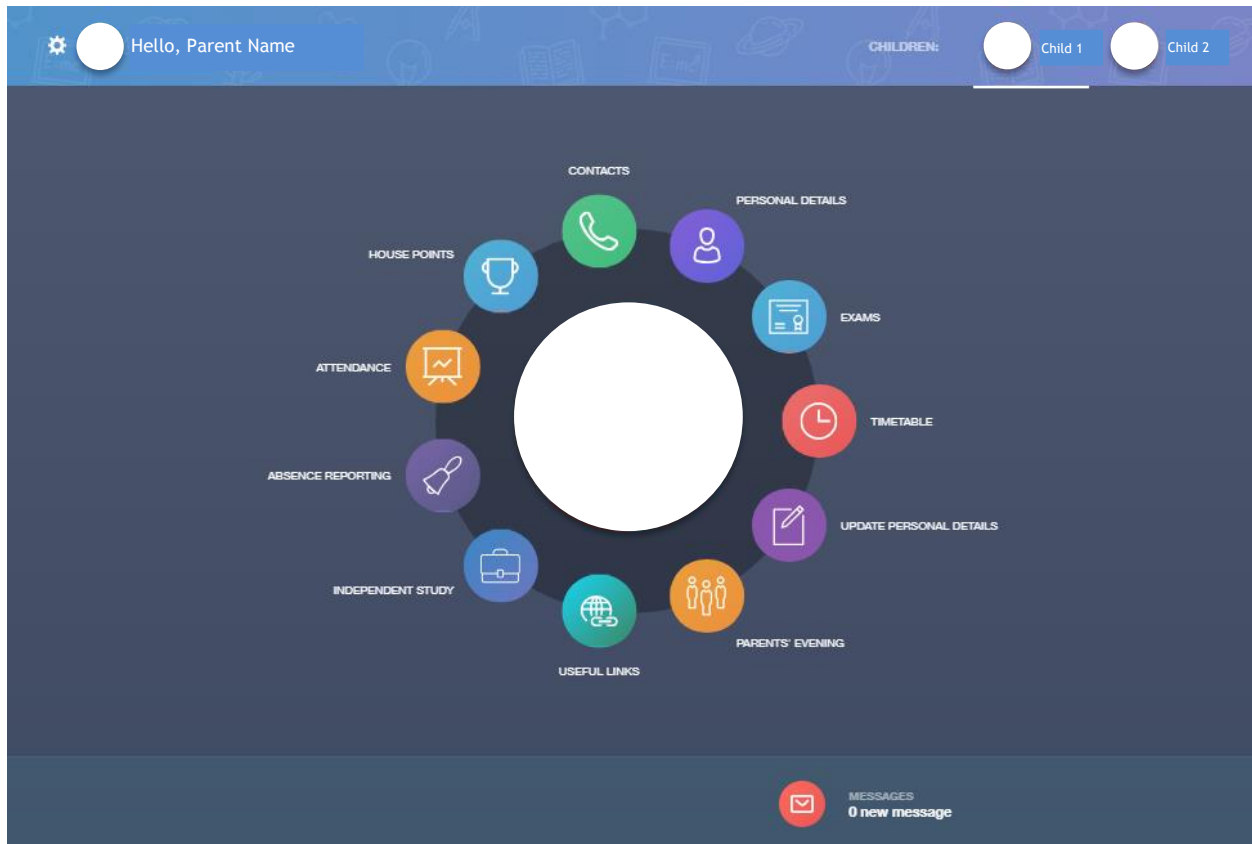
- SCHOOL ID: Gildredge
- USERNAME: [Empty field]
- PASSWORD: [Empty field]
- REMEMBER ME?:
- LOG IN button

Both the app and the web browser will display this log-in screen.

The School ID is 'Gildredge'.

Enter your Username and Password and click 'Log in'.

Once logged into EduLink on a web browser, parents will view the following screen:

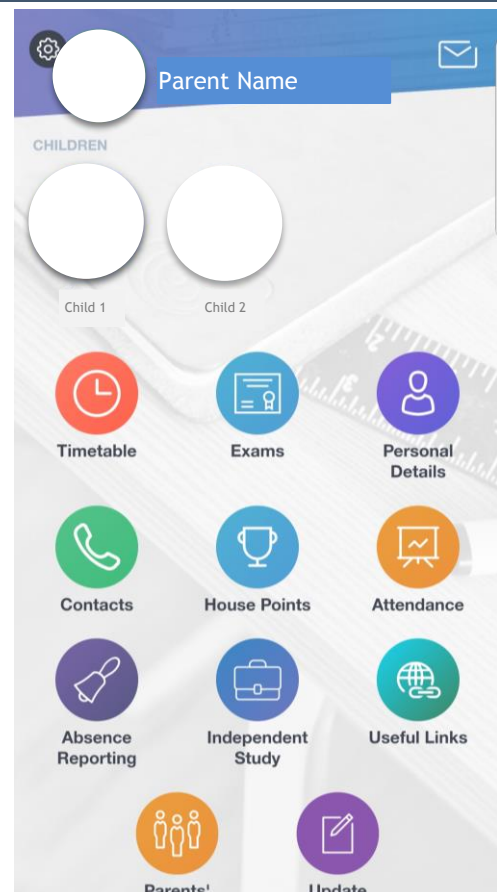


Once logged into the EduLink app, parents will view the following screen:

Each of the available areas in EduLink are displayed.

Parents can access information on all their children currently admitted to Gildredge House.

Guidance on changing the initial password is provided below.



Changing your Password

Parents are advised to change their initial password at first log-in.

Setting a Strong Password

The Information Commissioner's Office (ICO) confirms that a strong password will:

1. be long (at least 8 characters);
2. include a range of characters, such as:
 - Uppercase and lowercase letters
 - Numbers
 - Punctuation marks
 - Other symbols
3. not contain dictionary words, where possible;
4. not include simple substitutions of characters, e.g. "p4\$\$w0rd"; and
5. not include patterns derived from the keyboard layout, e.g. "qwerty".

Gildredge House advises all parents to use strong passwords to protect the confidential personal information contained within EduLink. Parents should also avoid using obvious choices of passwords, such as the name of your child or pet, as someone could find such information elsewhere.

Do Not Share Passwords

Never disclose your password to another individual, whether this be a family member or other individual, for any reason. If you think that someone else knows your password, change it immediately.

Parents can change their password in the web browser and in the app by clicking on the settings cog alongside their name and selecting 'Change Password'. The old password should be entered and a new password entered twice before clicking the 'Update' button.

