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HR1 4DR

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Dear Parents/Carers

WHAT IS EDULINK ONE?

EduLink One is a school information platform that can be accessed on any device – PC, laptop, tablet or mobile device (android or iOS) – via a web browser or the free EduLink One app.

EduLink One gives parents and carers access to pupil data in one central location and provides an efficient method for the school to send messages and notifications. The app is very user friendly and offers a familiar format on an easy to use interface. EduLink One features include:

- Pupil Timetable Details
- Attendance Data
- Homework Information
- Pupil Information
- School Noticeboard
- Useful Online Links
- School Emails & Notifications
- Exam Timetables

EDULINK ONE REGISTRATION EMAIL

Once you have completed the Student Information Form, we will set up an account with EduLink One for each parent/carer. Within the first couple of weeks of your child starting at St Mary's you will receive an email containing your login details.

Multiple Children At St Mary's: If you already have a child at St Mary's RC High School, you do not need to re-register with EduLink One. Using your current login, you will be able to access separate profiles for each of your children.

It is important that you add the following email address to your email address book and safe senders list, to prevent your email domain marking the registration email as spam/blocked:

EduLink@st-maryshigh.hereford.sch.uk

If a spam filter or email rule does affect the registration email, the email may be moved to your Spam, Junk, Trash, Deleted Items, or Archive folder.

Work/Business Email Addresses - If your contact email is a work/business email address, your company's servers might block these emails due to security firewalls. In this case, you should ask your IT administrator.

Overseas Email Addresses - Some email servers based overseas may block the St Mary's EduLink email address. Unfortunately this is not an issue we have any control over. If you do not receive the



registration email and you are using an email address that is registered outside the UK, it is important that you let us know by emailing the school on EdulinkApp@st-maryshigh.hereford.sch.uk

HOW DO I ACCESS EDULINK ONE?

We will email your login details to the contact email address you give us. **The link will only be valid for 7 days.**

Please see our Guidance Document for further advice on how to use Edulink One (see link below). **You will also need to read our Parent Acceptable Use Procedure, which you will need to read before registering** (see link below).

There are two ways to access Edulink One:

1. Through the Edulink One webpage:
 - Either the [Default Edulink One Login Page](#) (school ID code: **smrc**)
 - Or the [St Mary's Dedicated Login Page](#)
2. Through the free mobile app available for both Google Android and Apple iOS devices in their respective app stores.

Whichever method you choose to access Edulink One, you will need the following information to login:

Username: Username you received by email

Password: Password you received or set

(Please ignore the Microsoft link – you will need to use the login details that you set up when you receive the registration email.)

If you have any problems logging in, please see our Frequently Asked Questions (see link below) or contact the school on EdulinkApp@st-maryshigh.hereford.sch.uk

Yours faithfully

Debbie Studerus
Data Controller

Online Links:

[Edulink - Parent Acceptable Use Procedure](#)

[Edulink One – Guidance](#)

[Edulink One - FAQs](#)

