

Dear Parent,

How to edit your information in CareMonkey.

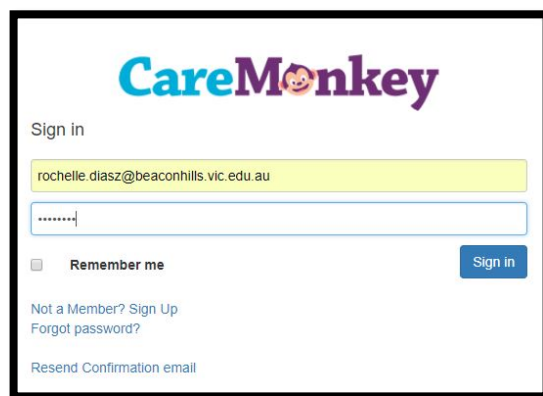
It's important that we have your most up-to-date details, particularly in the event of an emergency. Could you please correct your details on our CareMonkey system as soon as possible. Please take particular care to type email addresses and phone numbers accurately.

To edit your details log into CareMonkey by clicking on the below link.

[https://groups.caremonkey.com/users/sign\\_in](https://groups.caremonkey.com/users/sign_in)

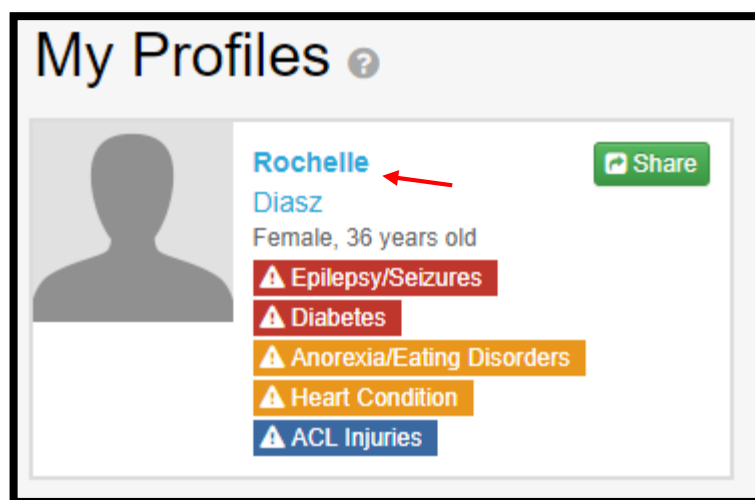
Below is a step-by-step guide on how to edit your details:

- Insert your username which is your 'profile email address' and password to access your student's care profile.



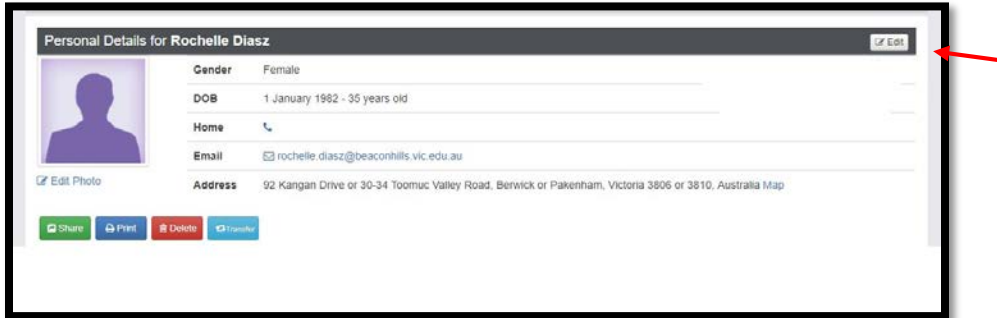
The screenshot shows the CareMonkey sign-in interface. At the top is the CareMonkey logo. Below it is the text "Sign in". There are two input fields: the first contains the email address "rochelle.diaz@beaconhills.vic.edu.au" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Remember me" and a blue "Sign in" button. At the bottom, there are links for "Not a Member? Sign Up", "Forgot password?", and "Resend Confirmation email".

- Click on your student's profile name



The screenshot shows the "My Profiles" page. On the left is a grey silhouette of a person. To the right, the profile name "Rochelle Diaz" is displayed in blue text, with a red arrow pointing to it. Below the name, it says "Female, 36 years old". There are five colored boxes representing medical conditions: "Epilepsy/Seizures" (red), "Diabetes" (red), "Anorexia/Eating Disorders" (orange), "Heart Condition" (orange), and "ACL Injuries" (blue). A green "Share" button is located to the right of the profile name.

- Open edit mode by clicking the edit button on the black panel.



- Edit personal details for your child

**Personal Details for Rochelle Diaz**  
All information below pertains specifically to Rochelle Diaz

**First name\***

**Last name\***

**Preferred first name**

**Gender\***

**Birth day\***  **Birth month\***  **Birth year\***

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**Contact Details for Rochelle Diaz**  
All information below pertains specifically to Rochelle Diaz.  
Parent/guardian information will be entered later on the Emergency Contacts page

**Email (leave blank if Rochelle Diaz does not have their own email)**

**Home Phone (leave blank if Rochelle Diaz does not have a Home Phone)**

**Work Phone (leave blank if Rochelle Diaz does not have a Work Phone)**

**Mobile Phone (leave blank if Rochelle Diaz does not have a Mobile Phone)**

- Edit emergency contacts by providing mums and dads details plus two non-parental emergency contacts.

Emergency contacts for Rochelle Diaz


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Enter the best contacts in an emergency. Put parents and guardians at the top, then other contacts.  
 You will be able to arrange these in order eg. Mother, Father, Step-mother, Grandparent, Brother, Wife.  
 There is no limit to the number of emergency contacts you can enter but you must have at least 2 emergency contacts.

Relationship	Name	Email	Home phone	Work phone	Mobile phone	Position	
Mother	Claire Smith				0412 345 678	↑ Up ↓ Down	<a href="#">Edit</a> <a href="#">Delete</a>
Father	George Diaz				0412 345 678	↑ Up ↓ Down	<a href="#">Edit</a> <a href="#">Delete</a>
Aunt	Gwen Leitch				04 1234 5678	↑ Up ↓ Down	<a href="#">Edit</a> <a href="#">Delete</a>
Aunt	Rochelle Smith				04 1234 5678	↑ Up ↓ Down	<a href="#">Edit</a> <a href="#">Delete</a>

[+ Add Contact](#) [Continue](#)

- Scroll to the bottom of the page Tick 'the box' and Click on 'I agree'.



**By checking this box I agree to all of the above.**

[I Agree](#)

This profile has not been consented since its last change less than a minute ago.

After you update / complete your student's profile, please complete the 2018 BHC Student Information update e Form as well as the College Transport e Form.

The screenshot shows the 'Care Central' interface. At the top left, there is a purple header with a 'Care Central' dropdown menu. Below this, the main content area is titled 'Care Central' and features a 'Requests' section with a help icon. Two request cards are visible, each with the Berwick College logo and a green 'RESPOND' button. The first request is for 'Rochelle Diaz "2018 BHC Student Information Update Form"', and the second is for 'Rochelle Diaz "2018 COLLEGE TRANSPORT BERWICK"'. The interface is clean and professional, with a clear focus on user requests.

If you have any problems updating your details, do not hesitate to contact your Section Administrator.

Thank you, we appreciate your time.