UPDATING/CHANGING MY CHILD'S DETAILS

This sheet outlines the steps to change details recorded in your child's enrolment record including for the following:

- Additional Needs
- Allergies
- Adding documents
- Court orders
- Doctors
- Emergency Contacts
- Medications
- Medical Conditions
- School details

FOLLOW THESE STEPS TO CHANGE DETAILS IN THE PARENT PORTAL FOR A CHILD ALREADY ENROLLED:

1. Log into your parent portal account
   https://parent-portal.kidsoft.com.au/

2. Select the DETAILS tab

3. Select the CHILDREN tab

4. Select the "eye" icon next to the child's name for whom you wish to change/add details

5. Select the detail you wish to change ie. Additional needs, Allergies, Emergency contacts etc

6. Change/update the details

7. SUBMIT the change

8. Repeat the process for any other detail you wish to update. Please note: you will need to complete this process individually for each child enrolled for whom the updates apply