



Parent How-to-Guide How to Log into Edulink

How do I get a log-in for Edulink?

Parents with Parental Responsibility (Priority 1) will be provided with a log-in for Edulink as the software provides access and editing functionality to a child's personal data. If the school has not been able to verify Parental Responsibility for a parent, evidence may be required.

Parents will receive their username and password via letter.

How can I access Edulink?

The Edulink One app is free to download and available on Apple App Store and Google Play.

If you have any trouble with accessing the app via the below QR Code, search your app store for 'Edulink One' by 'Overnet Data Ltd'.

How do I download the Edulink app?

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



Edulink One

You can also access Edulink One via their website:

<https://www.Edulinkone.com/#!/login?code=asa>

Archbishop Sentamu Academy

1 Bilton Grove, Hull HU9 5YB

Tel: 01482 781912

Email: hello@asa.hslt.academy

Website: asa.hslt.academy

How do I log in?



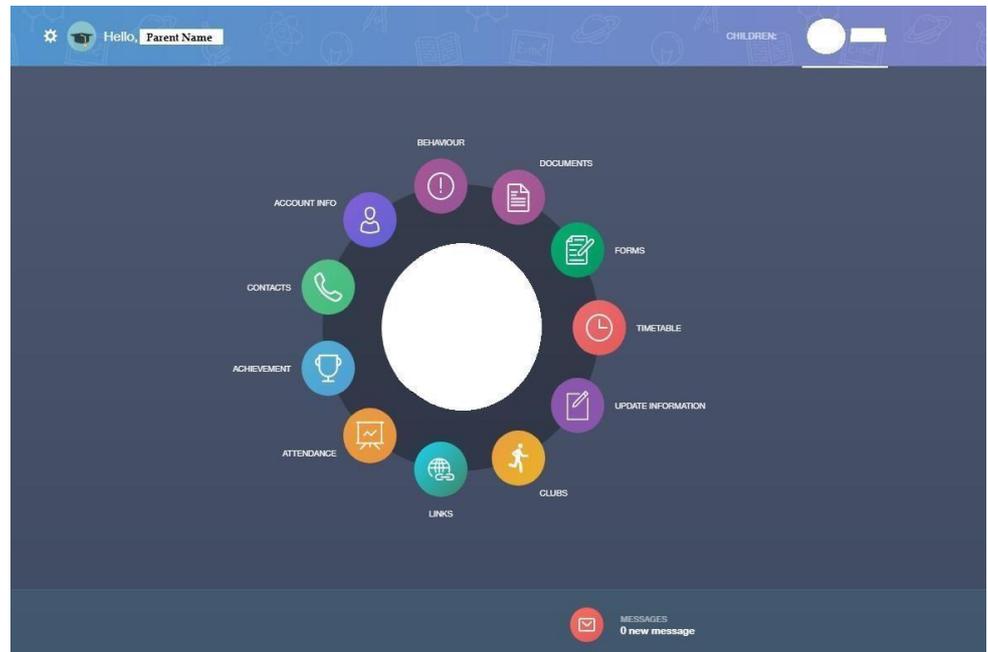
Both the app and the web browser will display this log-in screen.

The School ID is 'asa'.

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

You may also wish to have your username saved by selecting the 'Remember Me?' option.

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.



I need further assistance

If you are having difficulty using Edulink please feel free to contact the school via email on edulink@asa.hslt.academy

Changing your Password

Parents are advised to change their initial password at first log in and can do so 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.



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".

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.

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Update Information



This section shows the current data we store on you and your child/children. Changes can be made by adding or changing address/telephone number/email address and clicking the green 'Save' button.

We may contact you at intervals through the academic year to ensure your information is up to date and correct.

A screenshot of a mobile application interface for "Data Collection". At the top, there is a home icon, the text "Data Collection", and an envelope icon. Below this is a back arrow and a green "SAVE" button. The form is divided into two sections: "Basic" and "Contact Details". The "Basic" section contains a "Title" dropdown menu, a "Preferred forename" text input field, and a "Preferred surname" text input field. The "Contact Details" section shows "Emails" with a green plus icon to add more.

When information is updated in Edulink, this will be checked and approved by the office team.

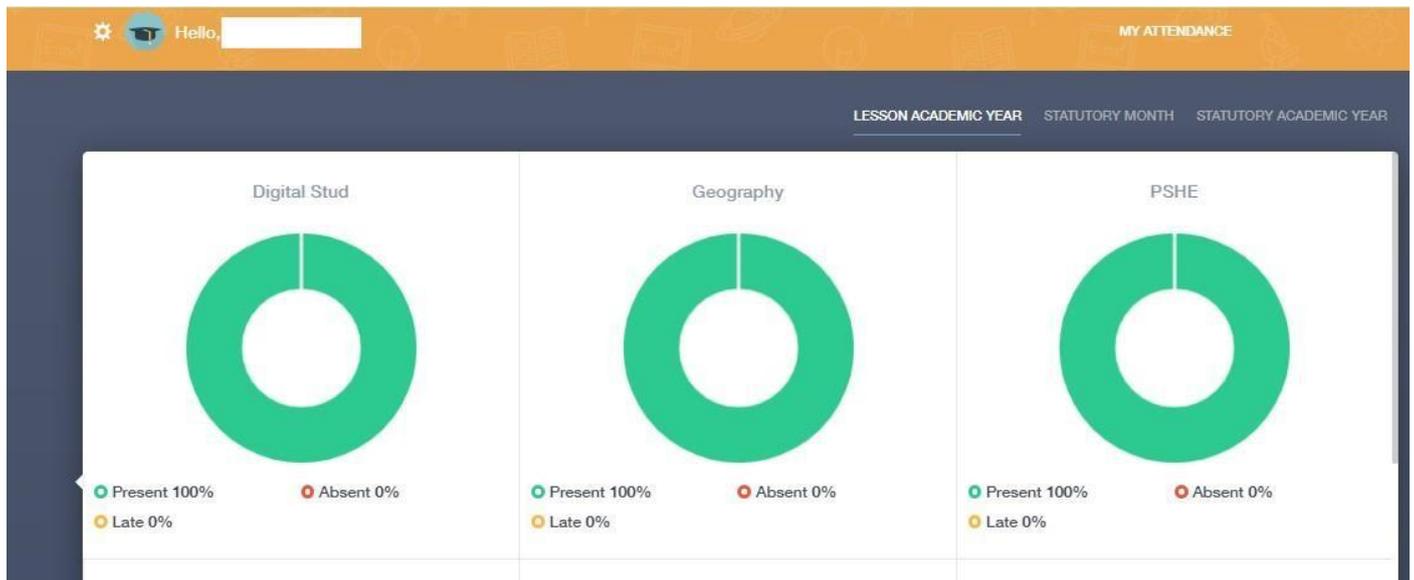
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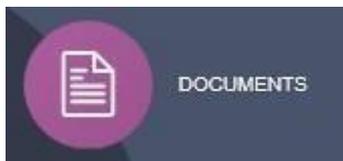
Attendance



The 'Attendance' area of Edulink displays both the child's statutory and lesson attendance data by month and academic year.



Documents



The 'Documents' area of Edulink displays the child's Reports and any additional document linked to the child.

A screenshot of the Edulink 'MY DOCUMENTS' page. The page has an orange header with a settings gear, a user profile icon, and the text "Hello, [redacted]". Below the header, there is a table with columns for "File Name", "Type", "Date", and "Download". The table contains one row of data.

File Name	Type	Date	Download
Data_Year_7_DC1.xml Report Data: Year 7 DC1 AM Individual Report		28 January 2020	

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Achievement



Under this section you will be able to see all of the achievement and merit points your child has been awarded in the current academic year, details include which teacher and subject awarded the points in and the reason. You are also given a total for the year.

Type & Date	Comment & Teacher	Activity & Info	Award	Points
03-02-2020 Positive Referral	Grounds comment: good, fast work MonB:1	History History - 7EX2/H - MonB:1	- Achievement Award	1
30-01-2020 Positive Referral	Grounds comment: Outstanding PE lesson today :) ThuA:3	P.E. - 7O1/Pe - ThuA:3	- Achievement Award	1
30-01-2020 Positive Referral	Grounds comment: well prepared and excellent behaviour ThuA:pm Outcome comment: smiley	Tutorial - 7HG/Tu - ThuA:pm	- Achievement Award	1
29-01-2020 Positive Referral	Grounds comment: Excellent behaviour and well prepared for lessons, improved attendance WedA:pm Outcome comment: smiley	Tutorial - 7HG/Tu - WedA:pm	- Achievement Award	1
28-01-2020 Positive Referral	Grounds comment: good behaviour and well prepared for lessons TueA:pm Outcome comment: smiley	Tutorial - 7HG/Tu - TueA:pm	- Achievement Award	1

Total Achievements Points 75

Behaviour



Here you will find the behaviour points your child has been issued with during the current academic year, details include when they were awarded as well as why.

Type & Date	Comment & Teacher	Action & Info	Location & Status	Points
27-01-2020 Low Level Disruption	-	Phase 1 - Verbal Warning Science - 7MX1/S - MonA:4	- -	0
13-12-2019 Low Level Disruption	-	Phase 1 - Verbal Warning Science - 7MX1/S - FriB:4	- -	0

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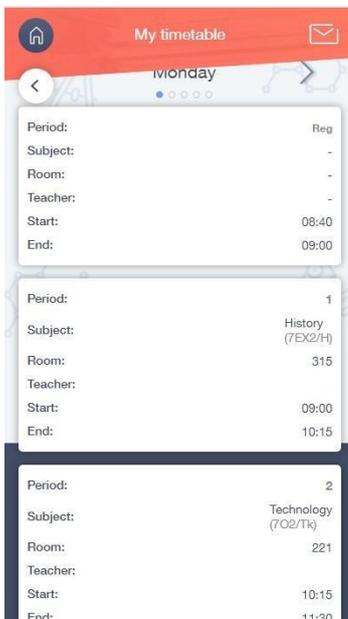
Timetable



The 'Timetable' area of Edulink displays the student's timetable

The screenshot shows the Edulink web interface. At the top, there is a red header with a gear icon, a user profile picture, and the text 'Hello, [Name]'. To the right of the header is a link that says 'MY TIMETABLE'. Below the header, there is a navigation bar with a dropdown menu set to 'This week -' and tabs for 'MONDAY', 'TUESDAY', 'WEDNESDAY', 'THURSDAY', and 'FRIDAY'. The main content area is a table with the following columns: Period, Subject, Room, Teacher, Start, and End. The table contains the following data:

Period	Subject	Room	Teacher	Start	End
Reg	-	-	-	08:40	09:00
1	History (7EX2/H)	315	-	09:00	10:15
2	Technology (7O2/Tk)	221	-	10:15	11:30
3	English (7EX2/E)	216	-	11:50	13:05
4	French (7EX2/Fr)	218	-	13:45	15:00
pm	Tutorial (7HG/Tu)	115	-	15:00	15:10



In the web browser, a parent can click on the relevant day of the week to view their child's timetable for that day of the week.

In the app, a parent can swipe over the day to change the day of the week. A parent can use the drop down menu which defaults to 'This week' to view the following week's timetable.

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Forms



The Forms section will allow parents to complete digital versions of most paper based forms such as trips permissions or school communications that require a response.

Below is an example of what this could look like:

A screenshot of a digital form titled "Zoo Trip Yr 11". The form is displayed in a white window with a dark blue background. The window has a close button (X) in the top right corner. The form content includes:

- FORM** label in the top left corner.
- Zoo Trip Yr 11** title in the center.
- Year 11 trip to London Zoo** subtitle.
- Text: "Year 11 students who do Geography GCSE will be going to London Zoo on the 1st April as part of their coursework research. There is no cost for the trip as this is being covered by the school but they may wish to bring money for souvenirs and lunch or alternatively they should bring a packed lunch. Students need to wear school uniform and be ready to leave at 8am from the bus bay at the front of the school. Students are expected to return at 6pm the same day."
- Text: "I give my consent for my child to attend the London zoo trip: *"
- A dropdown menu with "Select" as the current selection.
- Two buttons at the bottom right: "CANCEL" (white with black text) and "SAVE" (green with white text).

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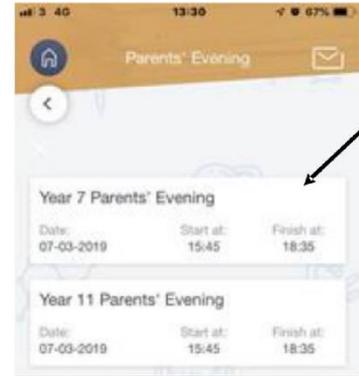
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Parents' Evening instructions

You will receive notifications from us to inform you of the date and time the system will be live and open.



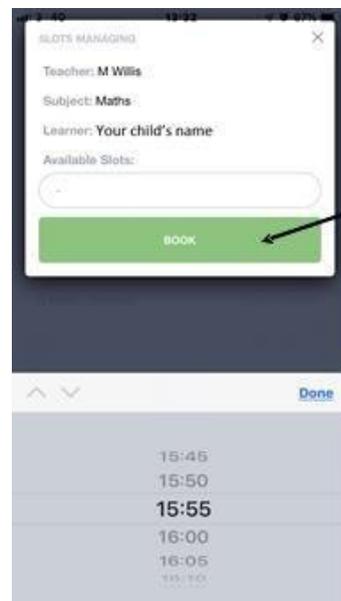
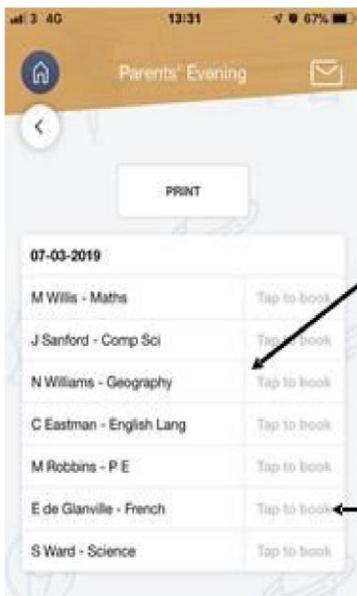
From the home screen, navigate to the **Parents' Evening** icon (displayed below). You may need to scroll down on the screen to view this.



Select the appropriate evening as required.

Please note that information will only show here if the booking system is **currently live and open**.

Once you have selected the Parents' Evening you will be attending, you will need to book time slots.



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