

## Guide to Update Student and Family Details

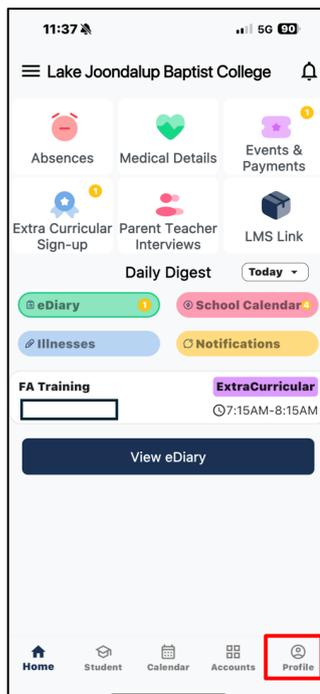
### Using the Parent Orbit App

This guide will help you check and update the following information in the Orbit App:

1. Mobile numbers.
2. Residential and email addresses.
3. Emergency contact details.
4. SMS notification preferences on your mobile device.
5. Medical information.

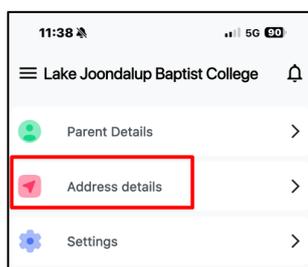
### Step 1: Open the Orbit App

Tap on the **Profile** icon to get started.



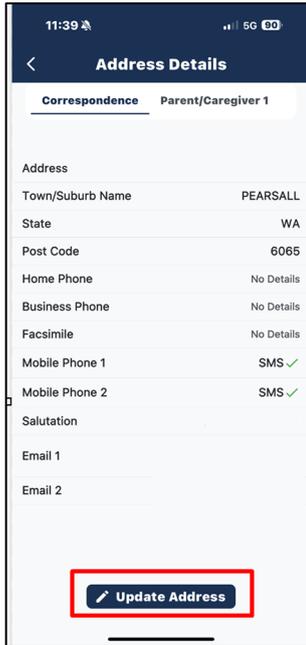
### Step 2: Go to Address Details

Click on **Address details**.



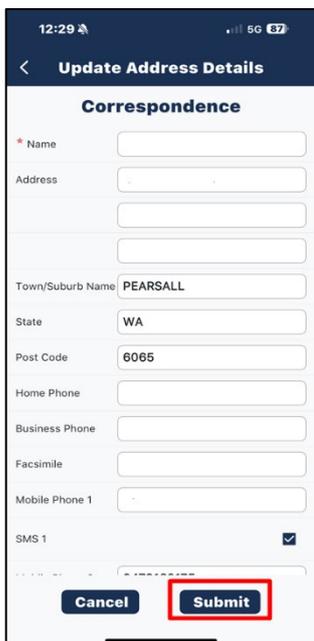
### Step 3: Review Your Contact Information

- Confirm that your address and mobile number(s) are correct.
- Ensure that at least one of the **Mobile Phone 1** or **Mobile Phone 2** checkboxes for **SMS** is ticked.
- ✓ If all information is correct, proceed to **Step 5**.
- ✎ If updates are needed, click on the **Update Address** icon.



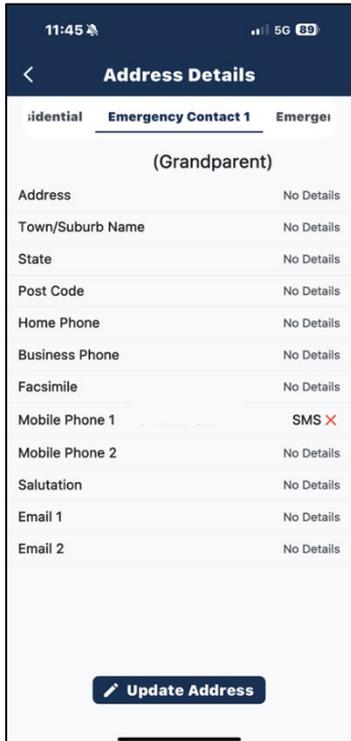
### Step 4: Make Changes

Update your **email**, **address**, or **mobile number** as needed, then click **Submit** to save.



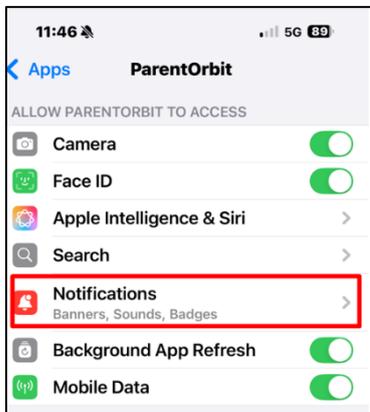
### Step 5: Check Emergency Contact Details

- Swipe left to view **Emergency Contact** and other relevant contact details.
- Repeat **Steps 3 and 4** if any updates are needed.



### Step 6: Review Notification Preferences

Open your device's **Orbit App settings** to confirm your **notification preferences** are set to your liking.



If you have any questions, please contact the **College Reception**.