

# 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.

11:39 🛝	11   5G <b>90</b>			
< Address Details				
Correspondence	Parent/Caregiver 1			
Address				
Town/Suburb Name	PEARSALL			
State	WA			
Post Code	6065			
Home Phone	No Details			
Business Phone	No Details			
Facsimile	No Details			
Mobile Phone 1	SMS 🗸			
Mobile Phone 2	SMS 🗸			
Salutation				
Email 1				
Email 2				
🖍 Update Address				

# Step 4: Make Changes

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

< Update	Address Det	ails	
Correspondence			
* Name			
Address			
Town/Suburb Name	PEARSALL		
State	WA		
Post Code	6065		
Home Phone			
Business Phone			
Facsimile			
Mobile Phone 1			
SMS 1		~	
		_	



# 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.

11:45 🔌		11 5G 89	
< Address Details			
idential	Emergency Contact 1	Emergei	
(Grandparent)			
Address		No Details	
Town/Subur	b Name	No Details	
State		No Details	
Post Code		No Details	
Home Phone	9	No Details	
Business Ph	one	No Details	
Facsimile		No Details	
Mobile Phon	e 1	SMS ×	
Mobile Phon	e 2	No Details	
Salutation		No Details	
Email 1		No Details	
Email 2		No Details	
	A Hadata Address	1	

### **Step 6: Review Notification Preferences**

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

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<b>&lt;</b> Ap	Apps ParentOrbit				
ALLOW PARENTORBIT TO ACCESS					
	Camera				
[v]	Face ID				
	Apple Intelligence & Siri	>			
Q	Search	>			
3	Notifications Banners, Sounds, Badges	>			
ō	Background App Refresh	ו <b>ר</b>			
((1))	Mobile Data				
Q (*) (*) (*)	Search Notifications Banners, Sounds, Badges Background App Refresh Mobile Data	> > C			

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