

Post holiday message to parents/carers

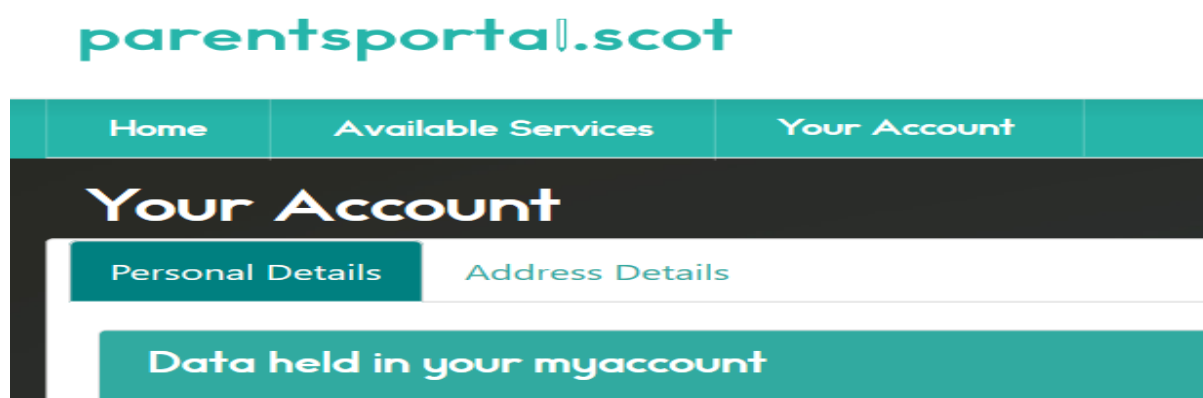
Have you changed your address, email or mobile phone number over the holidays? If so, did you know by updating your details in parentsportal.scot, this will automatically update on the school system too. This can be done at any time – you don't have to wait till your school is open.

All you need to do is:

- Login into parentsportal.scot – <https://parentsportal.scot/home/>
- Select 'Your Account' from the menus on the top left hand side




- Once in Your Account, you will have two further menus: Personal Details and Address Details



- Select the one you need and then you are looking for a button called

Update Your Address Details

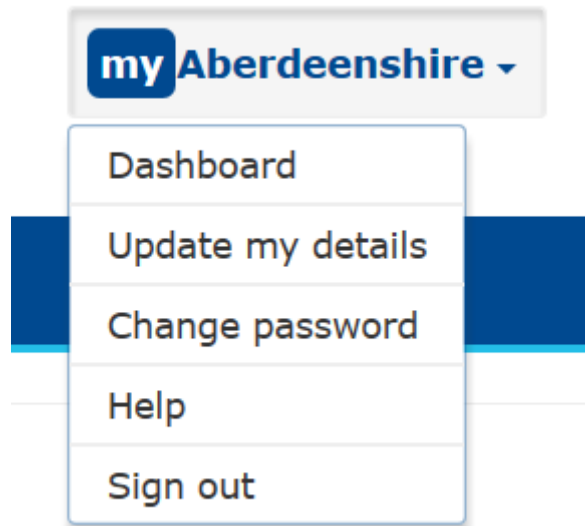
This is normally at the bottom of the page, on the right-hand side, depending on the device you are using.

- Once you have changed your details, select  and this will be sent to your school to approve the change, when the school is next open after the holidays.

As schools tend to be a bit busier first week back after any holiday period, it could take up to 5 working days before the changed details are approved by the school.

Have you **also updated your myAberdeenshire account details**? Remember the two services are linked so always best to update both accounts in case a child link is broken. To do this:

- Login to myAberdeenshire - <https://www.aberdeenshire.gov.uk/my/>
- Select the myAberdeenshire logo. This is normally at the top left of your screen, depending on which device you are using.
- Select 'Update my details' from the drop down menu



This will take you to your mygovscot myAccount, which links myAberdeenshire and parentsportal.scot together, allowing you to use one login.



A screenshot of the 'mygovscot myaccount' dashboard. At the top, there is a dark blue navigation bar with the text 'HOME SERVICES NEWS BETA'. Below this, the main heading 'Your Dashboard' is displayed in a large, bold, black font. The dashboard is divided into several sections. On the left, there is a 'Your Details' section with a blue header and the text 'Details provided by you and verified by us'. Below this, there is a 'Personal' section with a 'Name' field and an 'Edit Details' button. On the right, there is an 'Addresses' section with a blue header and the text 'Your available addresses'. Below this, there is a text block explaining that the primary and secondary address that have been input by the user can be changed, and a link is provided. To the right of this text is a small map showing a residential street layout. Above the 'Your Details' and 'Addresses' sections, there are three dark blue boxes with white icons and text: 'Verification Level Unverified', 'Services sharing your data with 1', and 'Security Manage Account'.