

The **Contact Details** page contains the **Personal Details** of the **User**.

**Contact Details** *Is the information we have correct?* YOU ARE HERE: [Dashboard](#) > [Contact Details](#)

**Save**

**Personal Details**

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal Full Name: Mrs (dropdown), Marian (input), (input), Haddon (input)

Honours: (input)

Salutation: Mrs M Haddon (input)

Preferred Form of Written Contact: Mail (dropdown)

Member of UK Armed Forces:

Telephone Details: Your Mobile Number (input), Mobile (dropdown), Delete (button); Telephone (input), Select (dropdown)

Email Details: Your e-mail address (input), Home (dropdown), Delete (button); Email address (input), Select (dropdown)

Address Details: Your Address (input), Home (dropdown), Delete (button); Postcode (input), Find (button), (input), Select (button)

Update the information by using the dropdown menus and the **Delete** buttons to remove out of date information and click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

**Note:** The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.

The **Student Details** page contains the **Student Details**, **SEN (Special Educational Needs)** and **Medical Information**.

**Student Details** Is the information we have on Emma correct? YOU ARE HERE: [Dashboard](#) > [Student Details](#)

**Save**

**Student Details**

Please note - Any amendments will first be approved by **Helpdesk Test Portal** administration staff before any records are permanently updated. Amendments that are not approved will revert back to their original state.

Legal First Name:

Legal Middle Name:

Legal Last Name:

Preferred First Name:

Preferred Last Name:

Former Last Name:

Date of Birth:

Telephone Details

Your work Phone:

Your Home Phone:

Your mobile Phone:

Telephone:

Email Details

Your e-mail Address:

Address Details

postcode:

**SEN (Special Educational Needs)**

Provisions				Needs				
Provision (Stage)	Date Placed on Stage	Review Date	End Date	Priority	Type of Need	Start Date	End Date	Notes

**Medical**

NHS Number

Blood Group

Emergency Consent to School

Paramedical Support

Doctors

Linked Surgeries

Medical Conditions

Disabilities

Only the **Student Details** can be updated, once done click on the **Save** button to save.

**Note:** Information edited here is linked to the information held within the school MIS, but will not be updated within the MIS until the school have accepted the changes. If not approved the updated information will revert to its original state.

**Note:** The **Helpdesk Test Portal** highlighted at the top of the page is the name of the **Database** being used for this Guide, the name of the school would be here.