

## How to update your child's class

Go to 'My Account' - click 'Enter'

Home | News | Tuckshop | **My Account** | FAQ | Logout

eWallet No. : Balance

**Tuckshop**.....


Place your orders



**Enter**

**News**.....

Read our latest news



**Enter**

**My Account**.....

Enter and manage your details.



**Enter**

Go to 'Manage Students' - click 'Enter'

Home | News | Tuckshop | **My Account** | FAQ | Logout


**My Account**

Dashboard >> My Account

eWallet No. : Balance

**Edit Profile Information**....


Edit your profile



**Enter**

**Manage Students**.....


Enter and change student details



**Enter**

**Product Order History**

View orders placed



**Enter**

Click on the View Action Button as circled below


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**Manage Students**

Dashboard >> My Account >> Manage Students

eWallet No. : Balance

**ADD Student**

Name	Gender	Identification	Class	Class Active/Inactive	Student ID	Daily Limit	Membership No	SSOL card	Active Action
Mimi Etienne	Female	N/A	1	Active	N/A	0.00	MEMT000001	N/A	✓ 

Update the fields in the sequence presented below.

## Edit Student

Dashboard >> My Account >> Manage Students >> Edit Student

**First Name\***  
Mimi

**Identification** ?  
[ ]

**Gender\***  
Female

**Daily Limit** ?  
0.00

Upload Photo  
[ ] Browse...

Food Allergy  
[ ]

**Is Active**  
(Un-tick to Temporarily Remove this Student)

**Surname\***  
Jones

**Class\***  

Select  
 1  
**2**  
 3b  
 4d  
 5C  
 6g

Parent Approval  
Select

(For tuckshop use Only)

**Update**

**Step 1**  
Please select new class

**Step 2**  
Ensure Active is ticked

**Step 3**  
Click Update

Fields marked with \* are mandatory.

Ensure details are correct

## Manage Students

eWallet No.

Balance

Dashboard >> My Account >> Manage Students

**ADD Student**

Student detail updated successfully !

Name	Gender	Identification	Class	Class Active/Inactive	Student ID	Daily Limit	Membership No	SSOL card	Active Action
<b>Mimi Jones</b>	Female	N/A	<b>2</b>	Active	N/A	0.00	MEMT000001	N/A	<input checked="" type="checkbox"/>