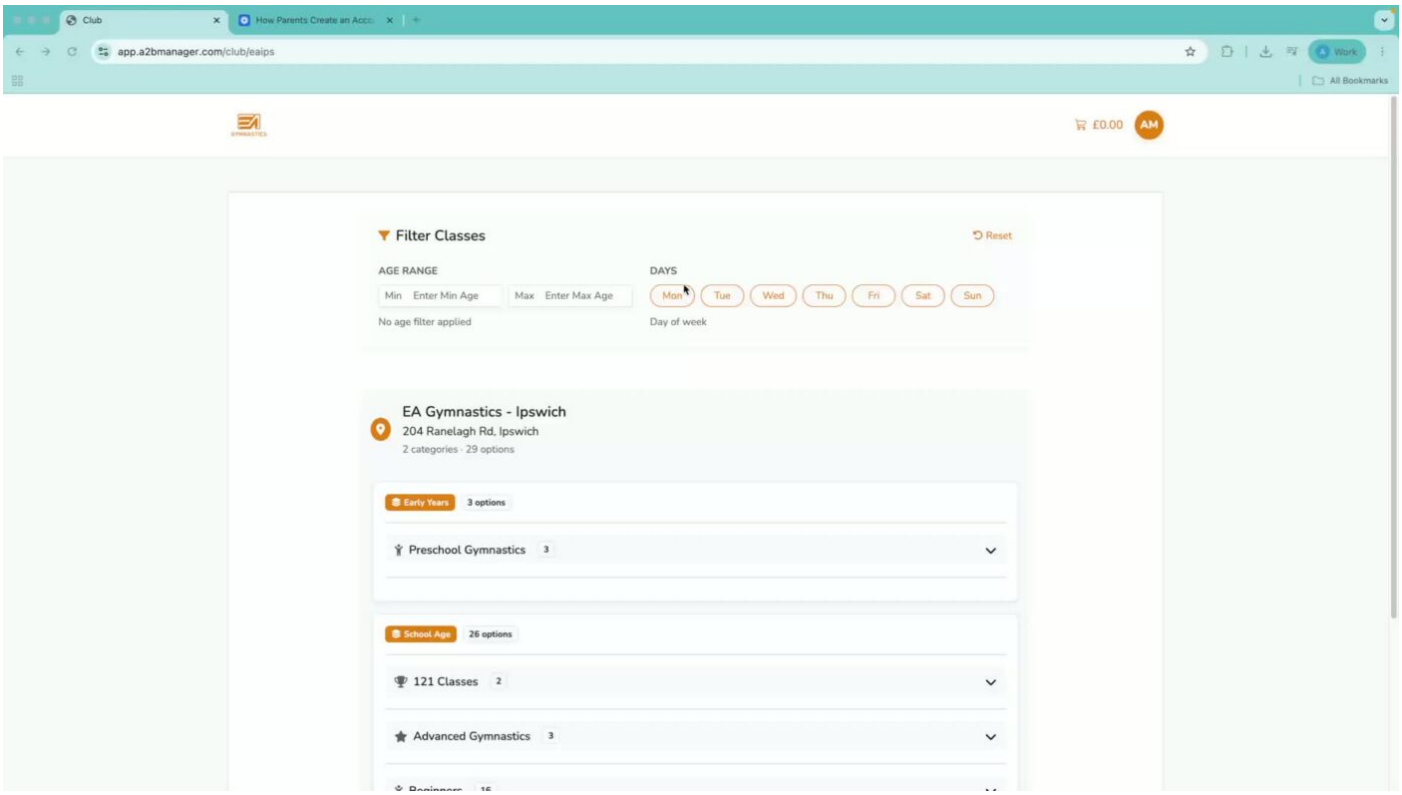
How parents update their details

Account Management · https://a2bmanager.com/docs/updating-parent-details/

Embedded media: https://www.loom.com/embed/18f44c1f55a24fdda3f90a143704d125

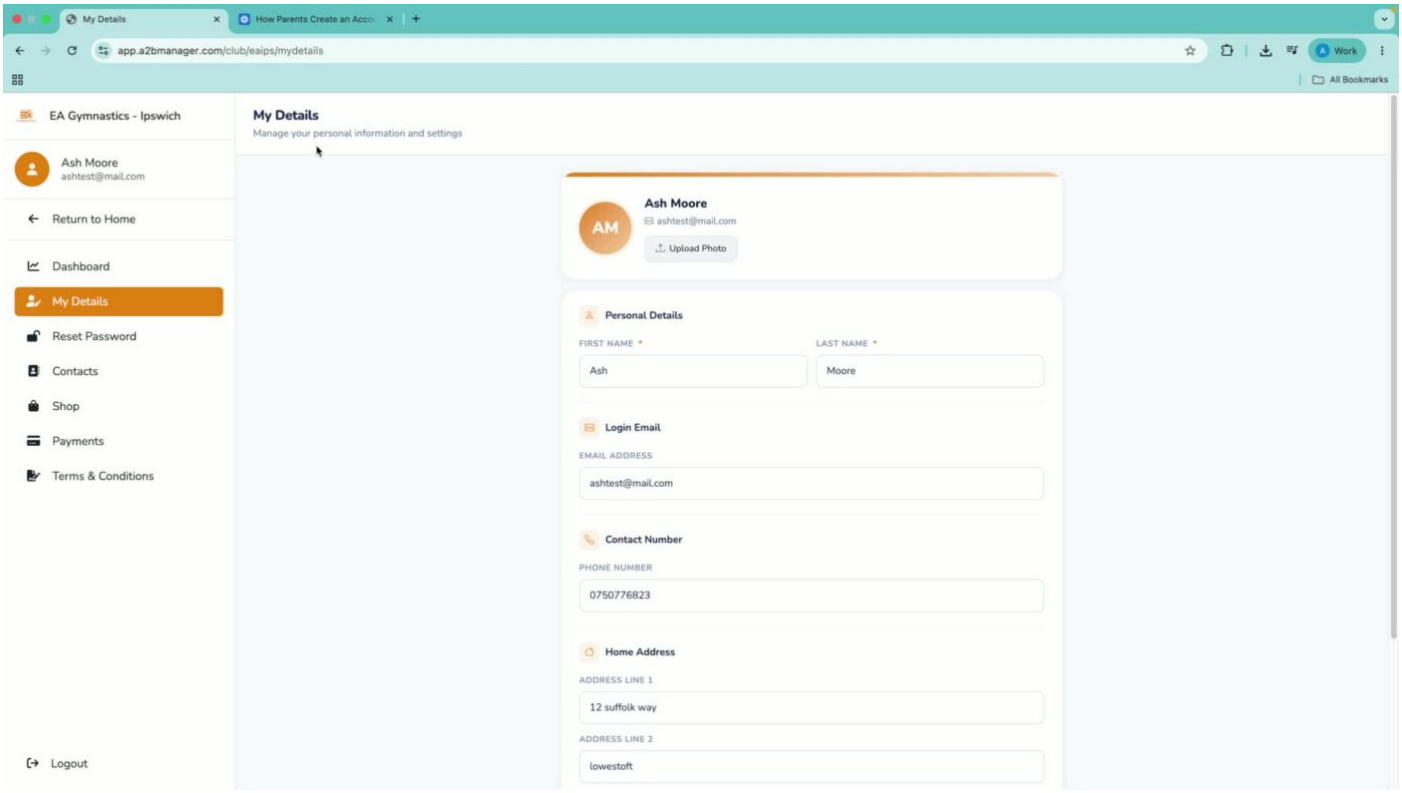
How Parents Can Update Their Own Details

1. Open the My Details section 0:00



- After logging in, parents should navigate to the **My Details** section in the system.
- This is where they can view and edit their personal information.

2. Edit the details they want to change 0:16

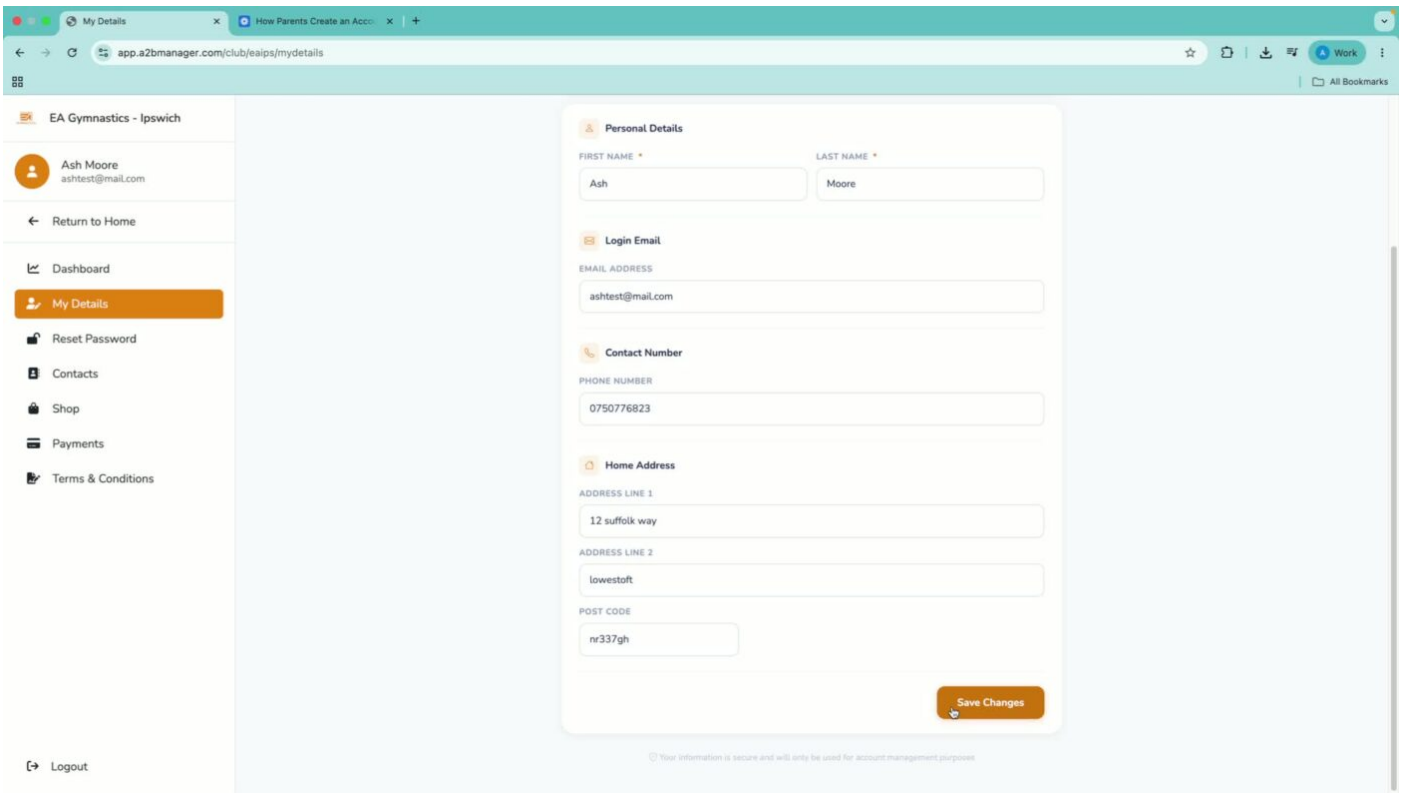


- Inside **My Details**, parents can update several fields:

- Upload or change their profile photo
- Amend their first name and last name
- Change their email address
- Change their contact number
- Update their home address

- They can make any combination of these changes as needed.

3. Save the updated information 0:36



- Once all changes have been made, click **Save Changes**.
- This updates the parent's details in the system.
- The updated information will also come through to your end.