

# EduLink One



## Parent How-to-Guide: How to Log into EduLink One

### How do I get a log-in for EduLink One?

A child's personal data merits particular protection under the new data protection law which came into effect in May 2018. Parents with [Parental Responsibility](#) will be provided with a login for EduLink as the software provides access and editing functionality to a child's personal data. Note: If the school has not been able to verify Parental Responsibility for a parent, evidence in the form of a birth certificate will be requested.

Parents will receive their username via email with a link to reset their password. Both a username and password are required to log into EduLink.

### How can I access EduLink One?

EduLink can be accessed on any device – PC, laptop, tablet or mobile device – via the web browser or via the EduLink app. The link to access the EduLink login page on a web browser is [www.edulinkone.com](http://www.edulinkone.com)

### How do I download the EduLink app?

The EduLink app is available to download for free on Apple or on Android.



Requires iOS 8.0 or later. Compatible with iPhone, iPad and iPod touch.



Requires Android 4.4 and up.

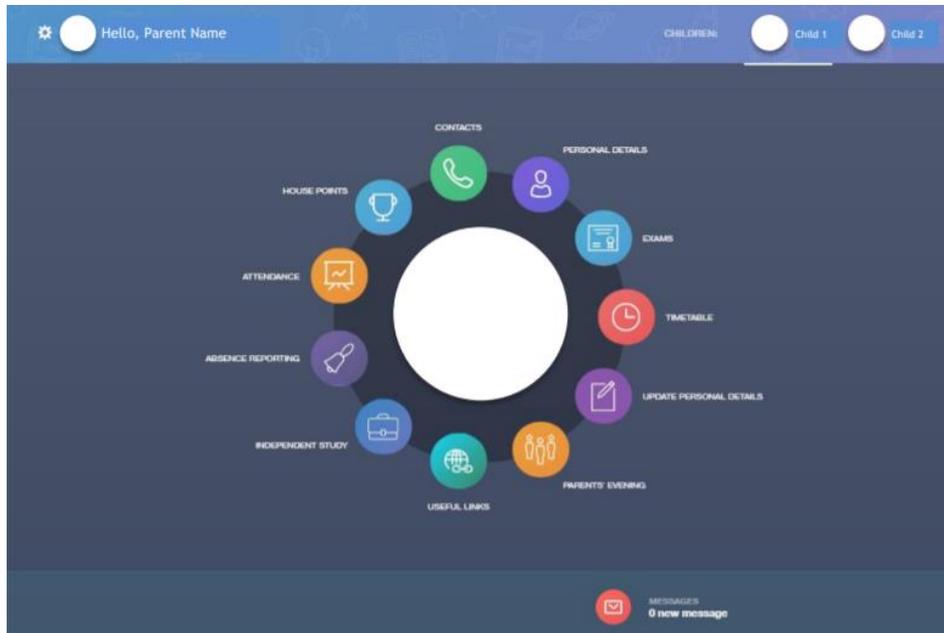
A screenshot of the EduLink One login screen. The background is a dark blue gradient. At the top, it says "SCHOOL ID" followed by a text input field containing "ocklynge". Below that is a "USERNAME" label and an empty text input field. Then a "PASSWORD" label and an empty text input field. At the bottom left, there is a checkbox labeled "REMEMBER ME?". At the bottom right, there is a link labeled "HELP?". At the very bottom, there is a large, rounded, light blue button with the text "LOG IN" in white capital letters.

Both the app and the web browser will display this log-in screen.

The School ID is 'ocklynge'.

Enter your Username and Password and click 'Log in'.

Once logged into EduLink on a web browser, parents will view the following screen:



Once logged into the EduLink app, parents will view the following screen:



Guidance on changing the initial password is provided below.

## Changing your Password

Parents are advised to change their initial password at first log-in.

### Setting a Strong Password

The Information Commissioner's Office (ICO) confirms that a strong password will:

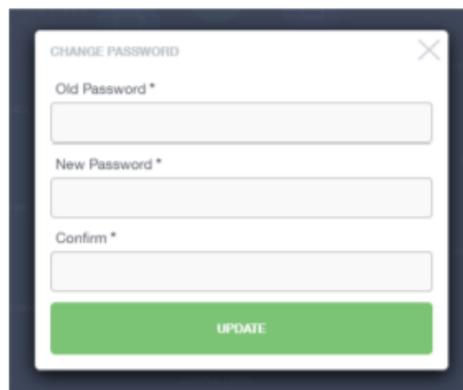
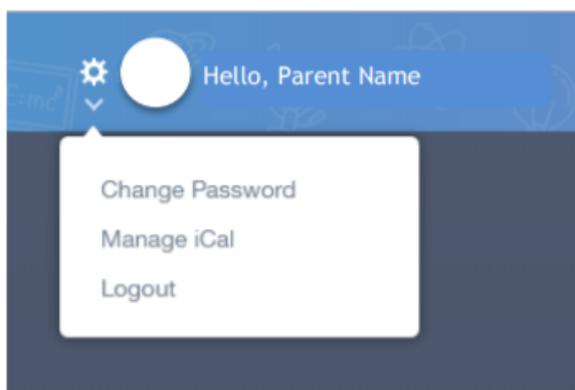
1. be long (at least 8 characters);
2. include a range of characters, such as:
  - Uppercase and lowercase letters
  - Numbers
  - Punctuation marks
  - Other symbols
  - not contain dictionary words, where possible;
  - not include simple substitutions of characters, e.g. "p4\$\$w0rd"; and
  - not include patterns derived from the keyboard layout, e.g. "qwerty".

Ocklynge School advises all parents to use strong passwords to protect the confidential personal information contained within EduLink. Parents should also avoid using obvious choices of passwords, such as the name of your child or pet, as someone could find such information elsewhere.

### Do Not Share Passwords

Never disclose your password to another individual, whether this be a family member or other individual, for any reason. If you think that someone else knows your password, change it immediately.

Parents can change their password in the web browser and in the app by clicking on the settings cog alongside their name and selecting 'Change Password'. The old password should be entered and a new password entered twice before clicking the 'Update' button.



If you require further support, please email [adavies@ratton.co.uk](mailto:adavies@ratton.co.uk) or access the user guides on our website.