



WHERE IS IT?

Student, Y6.1

Contacts

NEW CONTACT

Link Guardians via Student profile

1. Open student contact tab, and select **New Contact**
2. Enter *Name, Surname, and Gender*
3. *Id Card* must be 7 digits + letter (N is temp ID letter)
4. Contact tab shows email address for communications and access.
5. Enter contact number for emergencies
6. Share address with attached student, by searching in the *lives at* field
7. Press **SAVE** on the guardian profile window, and set the relationship to the student from the drop down menu
8. **SAVE** the student profile

Common
Father
Mother
Parents

GOOD TO KNOW

- If the guardian does not have an email address, then set profile to disabled in their security tab. Now save the guardian profile
- Guardian dependents tab can be used for attaching siblings.
- Guardian profiles can be shared across schools. Edits made on one profile are shared across schools.



User can have multiple types. Both Guardian and Staff. Switch between the different views after login

Links to User Profile knowledge base guides

- [User profile](#)
- [Add new Guardians](#)
- [Creating Staff members](#)
- [CDR Create](#)



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