

How to update your eMail address in Edumate

Access Edumate by going to

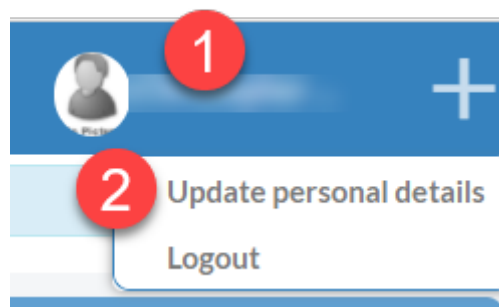
<https://www.pittwaterhouse.com.au/portal>



Select and login.

Update Personal Details

This section is located at the top right hand of the screen and can be accessed by clicking the parent or carer name. It holds your personal details, these can be accessed and updated at any time.



At first login please review your details in the change my details area, make any required updates and press either the Confirm (No Changes) or Submit Changes button at the top of each section. Please ensure that you complete all sections before pressing 'Submit Changes'.

Updating Details in Edumate ‘My Details’ Area

Personal

The **Personal** tab under **My Details** relates directly to your information as a parent/guardian.

My Details

Personal **1** Work Relationships MyChild Details

First Name * Other Names:

Surname * Preferred Name:

Pronounced Name:

Salutation: Rank:

Mobile:

Email: **2**

Photo: No Picture

Birthdate:

Others at this addresses:

Name

Review / Update your eMail address

Parent/Carer Confirmation

Confirm ✕

? All changes will go to approval process and 'My Details' pages can't be modified until approved or declined, Do you want to submit the request?
Click 'Yes' to submit request or 'No' to continue update my details.

Pronounced Name:

Each time you update your details you will be required to confirm your request. The completion and date of this confirmation is then recorded in the system and the updates are received by the school.