How to update My Details in the Community Portal

The St Bernard's College Community Portal now offers a My Details page that allows you to maintain the family contact and medical information held by the College for your child or children. This document describes the procedure for accessing the My Details page in the Community Portal and for viewing and updating the information currently on record.

1. Accessing the My Details page

Login to the St Bernard's College Community Portal at [https://syncp.sbc.vic.edu.au/](https://syncp.sbc.vic.edu.au/)
You will be required to enter your Username and Password.

![St Bernard’s College Community Portal Login]

When you have successfully logged in, click on the My Details tab. You will be presented with a page showing the currently recorded personal details for your child with separate tabs for each family member associated with the school.

![St Bernard's College Community Portal My Details]

The left side of the page provides a menu list for navigating through the different information on record for your child including personal, medical and immunisation & healthcare details. Clicking on each of these will load the corresponding section for viewing. You can navigate backwards and forwards between each section at any time.
2. Updating Student Personal Information

To update information on a page, click on the Edit link at the top right of each section. Note you are not required to enter details in all fields however contact and medical condition data should be kept as up to date and complete as possible.

NOTE: St Bernard’s College respects the privacy of members of its school community and will not use any information unless it is relevant to school business. Please view the College’s Privacy Policy at http://www.sbc.vic.edu.au/publications/policies/pdf/Privacy_Policy.pdf for more information.

2.1 Example – Adding a student’s mobile phone number

Click on the Edit link at the top right of the Personal Details section. The section will change to a yellow background indicating that it is now in Edit mode.

Enter the student’s mobile phone number in the field provided and click Save. Alternatively, to dismiss any modifications with no change, click Cancel.

Once a change has been saved you will see an Unchecked status next to the modified field which will provide the following information when clicked.
NOTE: Unchecked changes will be reviewed and approved by the school before they are finally committed. Please contact the school directly if your changes are urgent, or if the changes have not been actioned, within two working days.

2.2 Other Personal Information

You can update the other Personal Information sections as desired by clicking on the Edit link at the top of each section.

For Religious Information clicking on the calendar icon below each Sacrament will enable the date of Sacrament to be recorded. Be sure to click Save once you have finished updating the information.
3. Updating Student Medical Information

Click on the Medical menu item on the left of the page. The page will refresh with the first section displaying any recorded medical conditions for your child. Highlighted at the top of the list in green will be any medical conditions that are currently on record for your child.

To update an existing Medical Condition, for example, to provide additional treatment details, click on the Edit link at the top right of the section.

The section will then turn yellow indicating it is in Edit mode. You can now update any of the existing Medical Conditions detail. When you have completed the modifications click Save or alternatively click Cancel to dismiss any changes made.

If a medical condition for your child is not displayed you can add a new one by clicking the Add Other Medical Condition link at the bottom of the section.

This will produce a more comprehensive list of medical conditions from which to select.
Provide details of the condition (required) and then any emergency or other treatment details. If it is not listed in the Medical Condition dropdown list, or you are unsure, select **Other** and then provide sufficient detail so that the College can categorise the condition or create a new one if required.

### 3.1 Other Medical Information

You can provide details of other medications not currently listed, by clicking on the **Edit** link at the top of the section and following the same procedure as above.

Select the Medication from the dropdown. If the medication is not currently listed please select **Other** and complete details of the medication, administration and dosage. When complete click **Save** to save all modifications.
4. Updating Immunisation & HealthCare Details

The Immunisation & HealthCare page enables you to enter immunisation history, blood type, health insurance details and emergency and medical contact information for your child.

Follow the same procedure as above to update each section as required.

*NOTE: Emergency contacts should be those other than immediate parents or carers as shown in the example above.*
5. Updating Dietary Requirements

The Requirements page enables you to enter any Dietary Requirements for your child.

To add a new Dietary Requirement click the Edit link at the top right of the section, then select from the list of requirements.

Select Other if the Dietary Requirement is not listed and provide sufficient detail in the Requirement Details textbox. Click Save to confirm your changes.
6. Updating Legal Details

The Legal page enables you to view and accept the College’s Privacy Policy, specify family status and give permission for photographs of your child to be used for school publications, promotional material or on the College website. The College's Privacy Policy can be viewed in a new browser window by clicking on the link in the introduction text.

Editing the Legal section also enables you to provide detail of any legal circumstances the College should be aware of by entering details in the text box as shown below.

Changes will be reviewed and approved by the College before they are accepted. Once new Legal Information is approved it will be time stamped with the change as shown below.
7. Updating Parent/Carer Information

To view and update current parent or carer details click on the appropriate tab. This section enables parents or carers to change their personal and contact details including phone numbers, email addresses and home and work addresses.

The left of the page provides a menu list for navigating through the different information on record. Clicking on each of these will load the corresponding section for viewing. You can navigate backwards and forwards between each section at any time.

Click on the Edit link at the top right of any section to modify the corresponding details and be sure to click Save once you have finished updating the information.