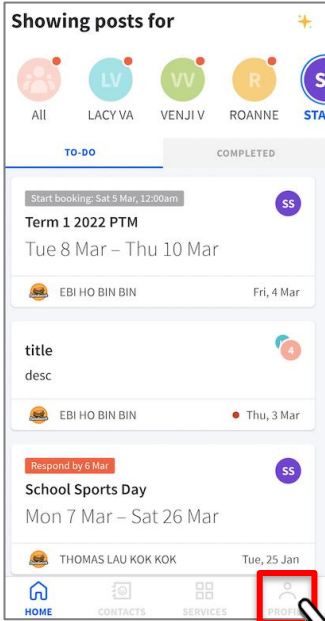
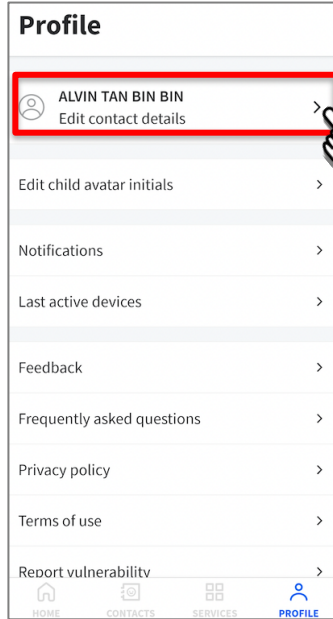


# 3. Update Contact Details

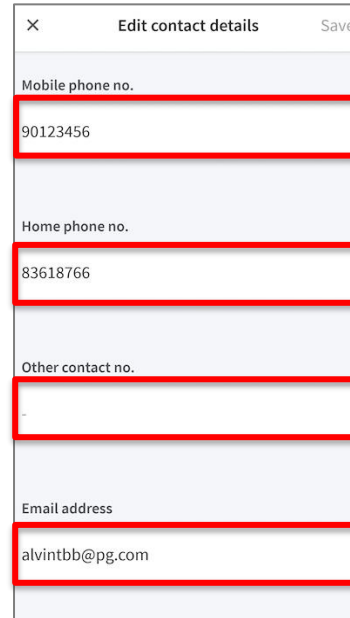
# Update Contact Details



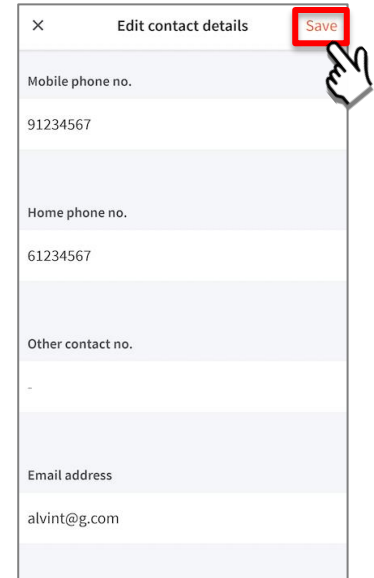
Click on **PROFILE**



Click on **Edit contact details**



Update your contact details  
(you must provide at least 1  
phone/contact number)



Click on **Save**

# Update Contact Details

× **Edit contact details** Save

✔ Your contact details have been saved.

Mobile phone no.

91234567

Home phone no.

83618766

Other contact no.


-

Email address

alvintbb@pg.com

Contact details  
successfully edited

# Update Contact Details

Subject	Body
Contact Details Updated	<p data-bbox="299 205 415 227">Dear Parent,</p> <p data-bbox="299 267 685 289">Your contact details were recently updated.</p> <p data-bbox="299 329 1168 384">When: <b>[DD Mmm YYYY, HH:MM am/pm</b> (e.g. 8 May 2019, 9:02 am - no leading zero for Day and Hour)]</p> <p data-bbox="299 390 801 412">Device used: <b>[Device Model/OS</b> (if no Device Model)]</p> <p data-bbox="299 453 966 475">If you did not make this change, please contact your child's school for help.</p> <p data-bbox="299 515 801 537">To undo this change, go to [Profile &gt; Edit contact details].</p> <p data-bbox="299 577 511 632">Cheers, Parents Gateway Team</p> <div data-bbox="299 672 511 766"> Parents Gateway</div> <p data-bbox="299 806 898 828"><i>This is an auto-generated e-mail. Please do not reply directly to this email.</i></p>

Parents/Legal Guardians/  
Authorised Caregivers will receive  
this **Email Notification** when they  
have updated their contact details  
in the Parents Gateway App.

This is an added safety measure to the current “Update Contact Details” feature whereby Parents/Legal Guardians/Authorised Caregivers can update their mobile, residential/other contact numbers and change of email address.