

REVIEWING/CHANGING YOUR INFORMATION ON HUBHELLO.

- Log on to hubhello.com (contact the centre if you require login details or have difficulty logging in). Please use a laptop/pc or tablet for the best experience.
- Click on “Hi Parent First Name” icon at top-right hand of page
- Select Profile from the drop-down menu - **you are now in the Parent Profile**

1. TO REVIEW/EDIT ADDRESS, TELEPHONE, EMAIL ADDRESS:

Select “MY IDENTITY” in the Parent Profile – make any necessary changes on this page

2. TO REVIEW/EDIT/ADD/REMOVE EMERGENCY CONTACTS:

Select “MY WORLD” in the Parent Profile – make any necessary changes on this page

3. TO REVIEW/EDIT MEDICAL/DIETARY DETAILS FOR YOUR CHILD:

Go to the Parent Profile.

Click on icon above your child’s name at the top-left hand of page – **you are now in the Child Profile**

Select “MY HEALTH” – make any necessary changes on this page

*****VERY IMPORTANT*****

Please only make additions/changes to Emergency Contacts on the Parent Profile/My World page.

There is also a Child Profile/My World page, but changes should not be made on that page as they won’t update correctly into the system.