

Update My Details in BCE Connect

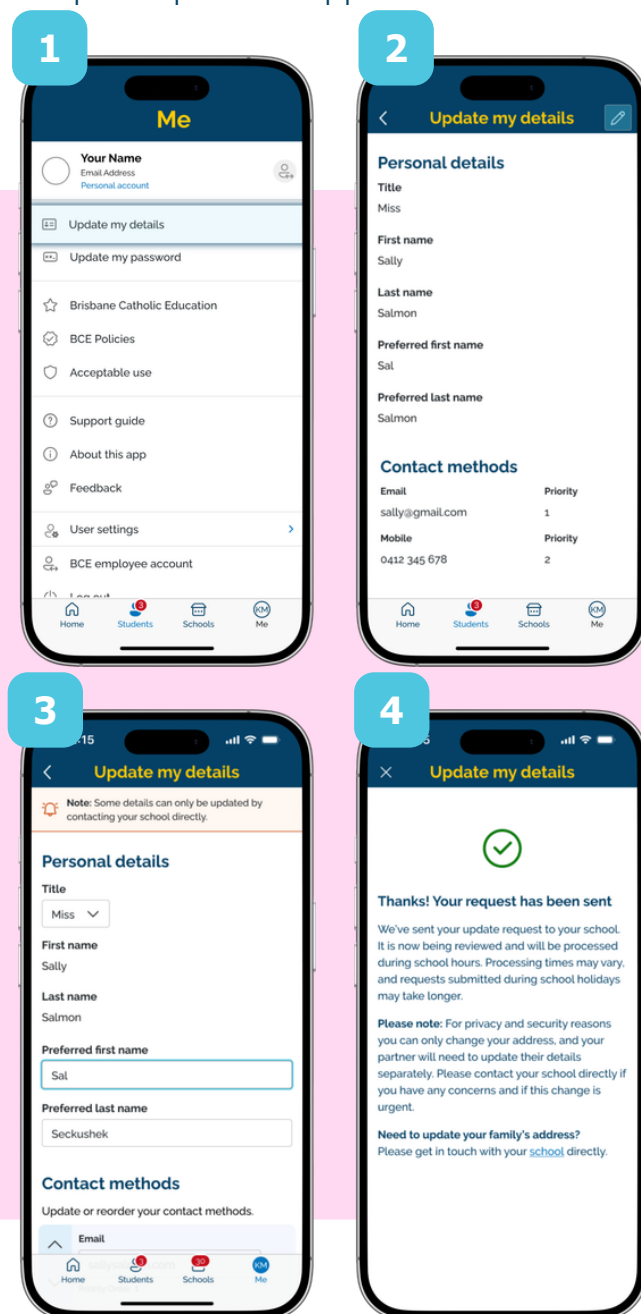
A quick, easy and secure way to keep your information up to date

BCE Connect allows parents and carers to easily review and update their contact details - no paper forms, no waiting to contact the school, just a few simple steps in the app!

Keeping your details up to date helps ensure you receive important school messages.

How to Update Your Details

- 1 Open the Me page**
Tap **Me** in the bottom-right corner of the BCE Connect app, then select **Update my details**.
- 2 Check your current details**
The contact information your school has on file for you will now display. Scroll up and down to review your details.
- 3 Make any changes**
If changes are required to your details, tap the **pencil icon** in the top right. Action any required updates.
- 4 Review and submit**
Check your updated details on the confirmation screen to ensure everything is correct. **Submit** your changes to send these securely to your school for processing.



Helpful to Know

- Some of your contact information can't be updated via BCE Connect. Please reach out to your school for assistance.
- After submitting your update, you won't be able to make changes until your school has processed your request.
- If you have children at more than one school, both schools will receive a copy of your updated information.