

# **INSTRUCTIONS HOW TO VERIFY YOUR PERSONAL DATA IN SMS** (My School Management)

#### 1. OPEN Your SMS Account: https://sms.eursc.eu

Parent(s)/Legal Representative(s) who don't has /have an active SMS account, or forgot his/their password, can send a message to Elisabeth Bedetti (elisabeth.bedetti@eursc.eu)

2. On the Main page, CLICK on the Sicon. (upper corner right)





## 3. To EDIT your account. Click on the pencil - 🦯

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### **4.** Once you EDITED your account





#### Please check the following data :

- Name of Parent(s) / Legal Representative(s)
- Email (This email address is the one to be used for communication with the school)
- Phone numbers

### 5. In case you need to modify your data, please

- $\Rightarrow$  Use and fill in the attached form
- $\Rightarrow$  If you have several children in our school, ONE form is enough.
- ⇒ Send it to us at: ⊠ <u>IXL-SMS-UPDATING@eursc.eu</u>

#### **Please note:**

This form should not be submitted if there are no changes.

The school ensures confidentiality int the management of the received data.

Thank you for your collaboration