



Operoo-First Time Users

How to update and verify your account

1. You will receive an email from Operoo requesting you to update and verify your account.
2. Click the "Sign in" link and enter the username and password provided in the email from Operoo.
 - Be sure you are on the Asia Pacific homepage in the top righthand corner.
 - Use the User ID supplied in the email to login the first time, not your email address.

3. You will then be prompted to change your password.
4. Immediately after signing in, a pop-up appears where you are asked to verify your contact information. Update the fields where necessary and click on **"Save"**.
5. Upon saving your information, the request to verify the student record should be seen under the **"Requests"** section. Click **"Verify Student Record"** to continue.

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6. Your daughter's record will then appear. Review and update the information where necessary under the following headings:

- Other Emergency Contacts
- Emergency Information
- Dietary Requirements
- Medical Conditions
- Edit details by clicking on the **+Add** or **Edit** button as shown below.

Dietary Requirements			
Allergic to citrus fruits	No	Allergic to kiwi fruit	No
Allergic to sesame seeds	No	Artificial colouring allergy	No
Egg allergy	No	Gluten free	No
Halal	No	Kosher foods only	No
Lactose intolerance	No	No beef	No
No dairy produce	No	No fish	No
No lamb	No	No nuts of any type/quantity	No
No pork	Yes	Peanut allergy	No
Pescatarian	No	Seafood allergy	No
Soy allergy	No	Vegan	No
Vegetarian	No	Wheat intolerance	No

Click the **"Verify"** button at the bottom of the page after providing this information to complete the process.

Verification

Verify

Please adjust the following issues before the profile can be verified:

- Emergency Information
 - Please answer all Emergency Information questions
- Dietary Requirements
 - Please answer all Dietary Requirement questions

This student record has not been verified. Please Update/View Changes since the last verification, then Verify this student record. Thank you!