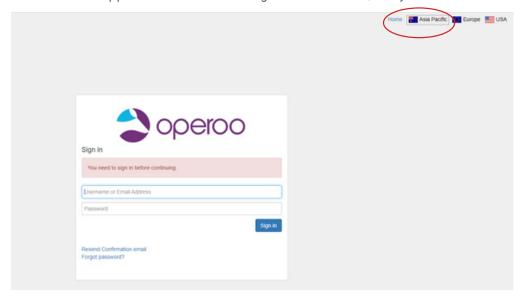


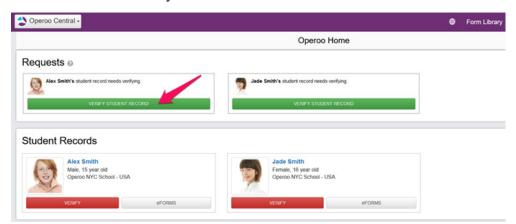
Operoo-First Time Users

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.

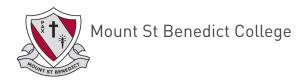


- 3. You will then be prompted to change your password.
- 4. Immediately after signing in, a pop-up appears where you are asked to verify your contact informtion. Update the fields where necessary and click on "Save".
- 5. Upon saving your information, the request to verify the student record should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

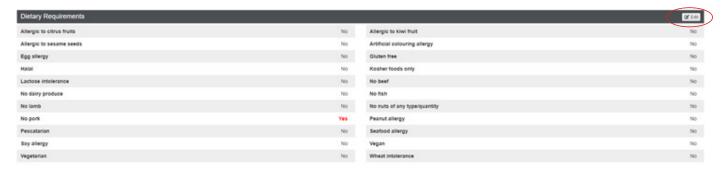


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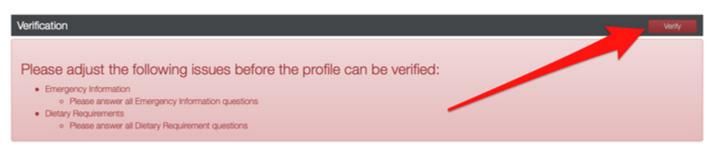
Transforming the Future



- 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.



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



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

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