How to update your child's details

Please follow these steps to update your child's details using the G.A.T.E.WAYS online portal:

> Go to **www.online.gateways.edu.au**.

> **Log in** using your username and password

> Select **My Children** option on the page or from the dropdown menu, then click the **Manage Children** button.

> When you see your child's name, please click **Update details**.

> Once you have updated your child's detail, please click the **Update** button.

> Once your child's details have been **successfully updated**, you can **close** the pop-up window and **sign out** of the G.A.T.E.WAYS portal.

If you are having trouble updating your child's details please contact us on **03 9894 2116**.