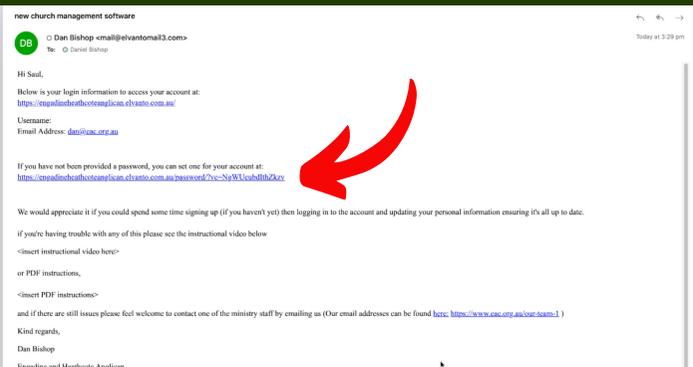


# 1. SIGN UP

**A. Ensure you have an email from the staff team inviting you to sign up to elvanto**

**B. Select the second link on the email.**



**C. Create and enter your own username and password (password twice) and click "continue"**

The screenshot shows the login page for 'Engadine and Heathcote Anglican'. It has fields for 'Username' (containing 'Paul') and 'Password (twice)'. The password strength is shown as 'strong'. A green 'Continue' button is at the bottom.

note: for security reasons your password must be 8 characters long and contain at least one of each of the following: an upper case letter, a lower case letter, a number and a symbol.

Ensure you write down or save these details somewhere safe as you will require them to login to elvanto.

# 2. LOGIN

**A. Once you have signed up you can now login. Begin by clicking the link below or entering the URL address into your web browser.**



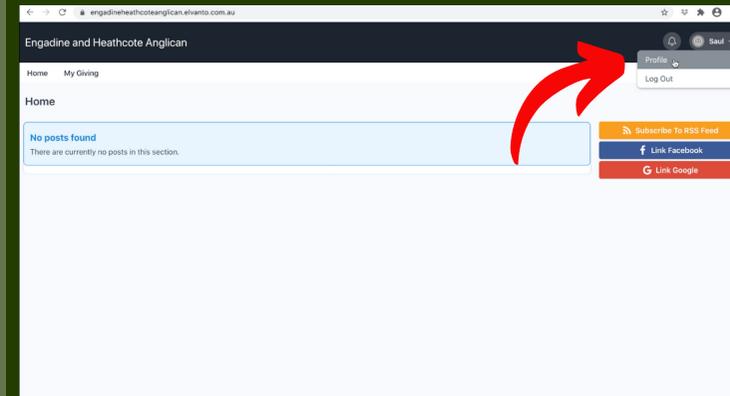
[HTTPS://ENGADINEHEATHCOTEANGLICAN.ELVANTO.COM.AU](https://engadineheathcoteanglican.elvanto.com.au)

**B. Input your login details you created when you signed up, select "sign in to member area" in the drop down menu and click "login".**

The screenshot shows a success message: 'Your login details have been updated successfully! You can start using your account now.' Below this is the login form with 'Anglican' as the header. It has fields for 'Username' (containing 'Paul') and 'Password'. There is a 'Remember me' checkbox and a dropdown menu set to 'Log in to Member Area'. A green 'Log In' button is at the bottom.

# 3. UPDATE DETAILS

**A. Once signed up and logged in please update your details by firstly hovering the cursor over your name in the top right corner and selecting "profile" in the drop down menu.**



**B. Update your details and when all details are updated click the "save" button towards the bottom left of the screen.**

The screenshot shows the 'Your Information' form. It has fields for 'First Name', 'Last Name', 'Email Address', 'Phone Number', 'Gender', 'Date of Birth', 'Marital Status', and 'Any Allergies'. There is a green 'Save' button at the bottom left.

