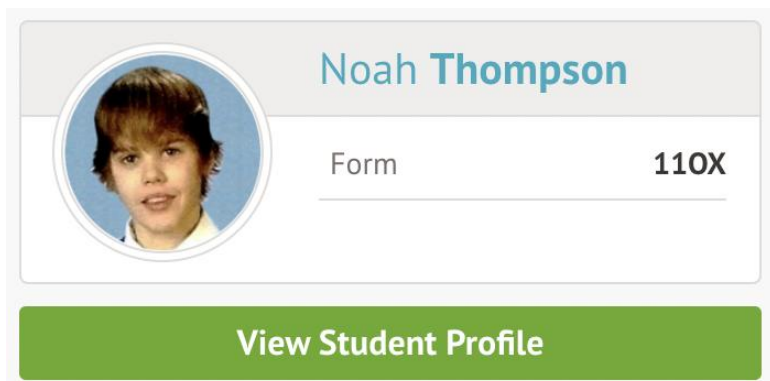


How do I add my Date of Birth and National Insurance (NI) number on the Arbor Parent App?

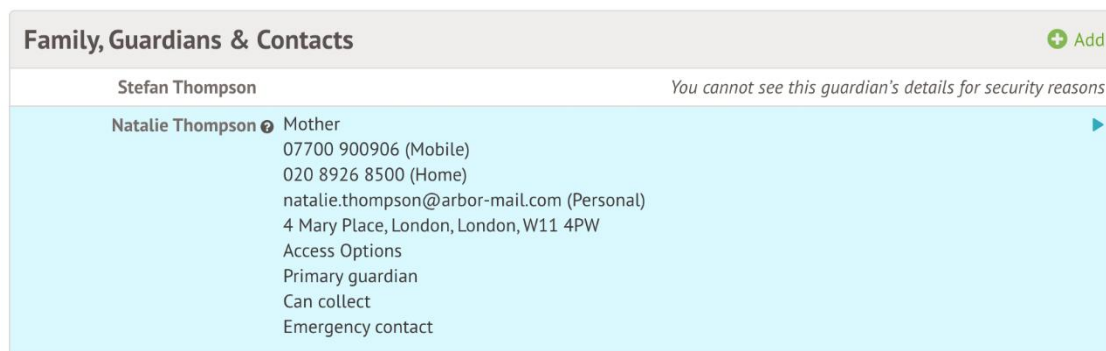
This guide explains how to add your Date of Birth and National Insurance number on the Arbor Parent App by accessing your child's profile and updating the relevant section.

You can update your own Date of Birth and National Insurance number on the Parent App.

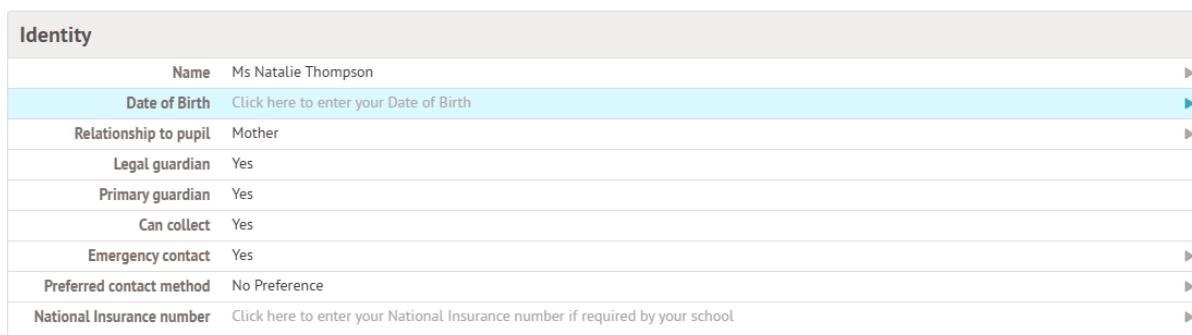
- Click on your child's name to go to their profile.



- In the **Family, Guardians & Contacts** section, click on yourself.




- In the **Identity** section, click on Date of Birth field.



- Add your date of birth, then click **Confirm/Save Changes**.

Change Date of Birth

Date of Birth* 

- In the **Identity** section, click on the National Insurance Number field.

Identity	
Name	Ms Natalie Thompson ▶
Date of Birth	Click here to enter your Date of Birth ▶
Relationship to pupil	Mother ▶
Legal guardian	Yes
Primary guardian	Yes
Can collect	Yes
Emergency contact	Yes ▶
Preferred contact method	No Preference ▶
National Insurance number	Click here to enter your National Insurance number if required by your school ▶

- Add the number, then click **Confirm/Save Changes**.

Change National Insurance Number

National Insurance number*

Cancel
Save Changes

Top Tips:

- **If this NI number is already added on another profile, you won't be able to add it - please contact your school to correct any mistakes.**
- **If you're a guardian who is also a staff member, you should only have your NI number recorded on your Staff Profile, so you won't be able to add your NI number to your guardian profile.**

Change National Insurance Number

National Insurance number* !

This NI number already exists on the system, so you won't be able to add it. Please contact the school if you think this is not correct.

Cancel
Save Changes

The changes will show as **Pending**. Until the details are accepted, you can click into the change and cancel the change using the orange button.