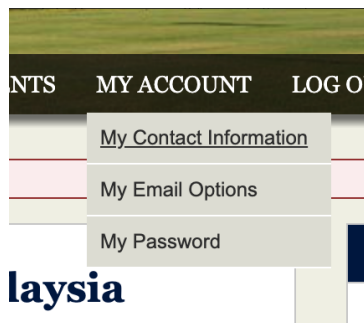


Changing your contact details

Marlborough College Malaysia relies on the contact details we have stored in our Management Information System to share information with you regarding your child's time at the College.

You can see and manage which addresses receive information about your child(ren) by checking your contact details on the **Parent Portal** (<https://marlboroughmy.parents.isamshosting.cloud/>) by selecting **My Account** and clicking on the link called **My Contact Information**.



If your contact details have changed, or are not correct, we rely on you to let us know. This can also be done via the Parent Portal **Contact Information** page.

A screenshot of the 'Contact Information' page in the Parent Portal. The page has a light beige header with a small icon and the title 'Contact Information'. Below the header, there is a message: 'Displayed below is contact information the school holds about your family.' A blue-bordered box contains a warning: 'The contact details below will be used for all communications. Please use the edit option below to ensure the information we hold for you is correct. Thank you. For a change of address and the updating of emergency contact details, please use the Change Request Form.' Below this, a blue button labeled 'Change Request Form' is circled in blue. The main content area is titled 'Parents (Home)' and contains two columns of contact details for 'David' and 'Carole'. At the bottom right of this section, an 'Edit' link is circled in red. Below the contact details, there are sections for 'Contact Details' (with fields for Email Address, Mobile Phone, Home Telephone, and Fax Number) and 'Address' (with a single address field).

Parents (Home)	
Title: Mr	Title: Mrs
Forename: David	Forename: Carole
Middle Names:	Middle Names:
Initials: D	Initials: C
Surname: Glynn	Surname: Glynn
Profession: Teacher	Profession: Admin

Contact Details

Email Address:		Email Address:	
Mobile Phone:		Mobile Phone:	
Home Telephone:			
Fax Number:			

Address

Address: Marlborough College Malaysia, Jalan Marlborough, Iskandar Puteri, Johor, Malaysia, 79200

To change your **email address** or **phone number**, click **Edit** (highlighted in the red oval).

If you need to update your **physical or billing address**, click the **Change Request Form** link (highlighted with a blue oval) and add your new address.

If your child is **boarding at MCM**, you should also use this **Change Request Form** to advise us of any changes to **your child's guardians**. This is the person who will be responsible for your child if he/she stays in Malaysia or Singapore during school breaks, if the child is not with you.

When you provide us with guardian information it is important that we have their **full name, address, email address** and **phone number**.

It is also useful if you can let us know whether you are updating the details of an **existing guardian**, or adding the details are for a **new guardian**. If it is a new guardian, it is helpful for us to know whether they are replacing or additional to an existing guardian.

Thank you in advance for your support in this issue.