Avila College Operoo Setup Instructions

Operoo is the digital portal utilised by Avila College to ensure that medical information, parental consents and other notifications are updated in real time. It is a critical communication channel between the school and parents.

All parents need to set up the Operoo profile for each enrolled student and download the Operoo app. If you already have a Operoo account for your daughter or have any queries, please contact IT Support on 9831 9600.
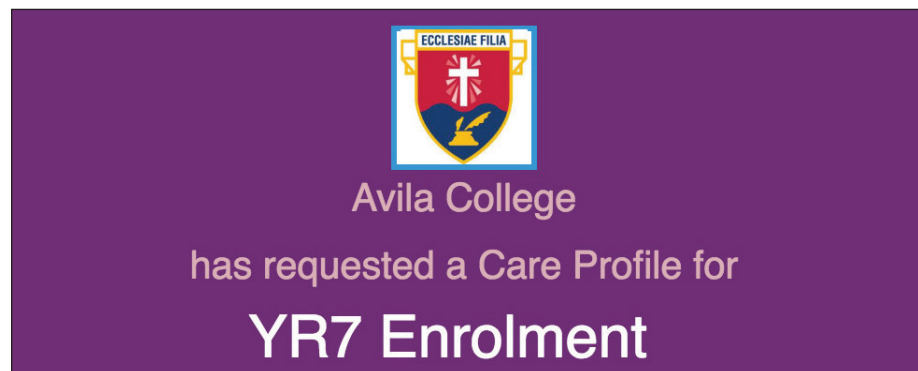
Profile

Logging in and Setting up the Student Profile

Step One: Invitation Request

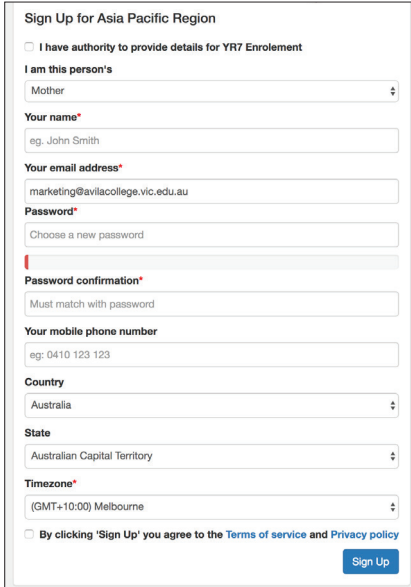> Open the email from Operoo with the subject line:

"[Avila College] Care Profile Request"

> Click on the blue box **"Create Operoo Profile".**

> This will take you to the Operoo website

(If you already have a Operoo profile please contact the Avila College IT Department on 9831 9600).

Step Two: Log on to Operoo

> Tick the box "I have authority…"

> Complete the contact details

> Set up a password

> Tick the box "By clicking sign up…"

> Click on the blue box "Sign Up".

> You will now be sent a verification email

Operoo Profile

Complete profile fields

Step Three: Add Profile

> Click on the blue "+Add Profile" on the top right of the screen

Note: An Operoo help screen is available in the bottom right hand of the screen

---

Step Four: Set Up Profile

> Fill out all the fields
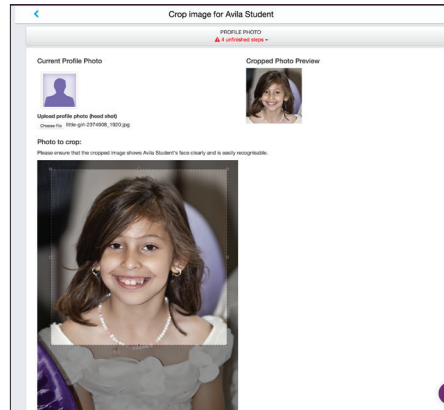
> When completed click on "Save and Continue".

Operoo Profile

Emergency and Medical Details

Step Five: Add Profile Picture

> Click on Choose File and upload a photo of the student .

> Move the box to crop the image from the shoulder up.

> "Save and crop image".

Step Six: Emergency and Medical Information

> Add in the details of at least two other emergency contacts.

> Add in contact details for the student's doctor.

> Tick the relevent emergency details for the student.

> Answer Yes or No for all the listed medical conditions.

> Add in any additional medical conditions.

> Use the Notes section for any additional information or medical plans

Step Seven: Consent

> Sign the Consent.

> Tick the box "By checking this box I agree to all of the above".

> Click on the blue box "I Agree".

ECCLESIAE FILIA