

EVOLVE FAQ myEVOLVE Setup and Access



myEVOLVE is the parent interface for the **EVOLVE** system, which the College uses to manage all things **trips, visits, and payments**. Connecting to myEVOLVE should be easy - you just need to be a **recorded contact for a student** with a **valid email address**. Please follow this guide to gain access to myEVOLVE.

What's the link the access myEVOLVE?

<https://evolve.edufocus.co.uk/myevolve/login.asp> (a clickable hyperlink is available on the College's website: www.kedst.ac.uk)

We also **recommend downloading the myEVOLVE app**, available on both the **iOS App Store** and the **Android Play Store**, for even **easier access**.

I need to activate a myEVOLVE account (First-time users)

As long as you're a recorded contact for a student, you will be able to access myEVOLVE as follows:

1. Follow this link:
<https://evolve.edufocus.co.uk/myevolve/setup.asp?id=parentactivation>
2. Select 'I am a Parent/Carer of a student'.
3. Enter your email address. **This must be the email address that is registered with the College!** Need to update it? Your child needs to email registry@kedst.ac.uk from their college email address.
4. Select 'I agree to the Terms and Conditions of use.', then 'Set-Up Account'. You should then receive an email from EVOLVE with further instructions (check your Junk folder if the email is not received).
5. From the email, select 'click here' to set a new password.

You will then be returned to the login page where you can login using the updated details.



Got another child joining the College? You will need to follow these activation instructions to connect any additional children to your existing account.

Got a query or issue? Please email tripsandvisits@kedst.ac.uk

I need to reset my password (Existing users)

1. Follow this link:
<https://evolve.edufocus.co.uk/myevolve/login.asp>
2. Select 'Forgotten password?'
3. Enter your email address. **This must be the email address that is registered with the College!** Need to update it? Your child needs to email registry@kedst.ac.uk from their college email address.
4. Select 'Continue'. You should then receive an email from EVOLVE with further instructions (check your Junk folder if the email is not received). Please note that the hyperlink in the email is only active for **20 minutes**.
5. From the email, select 'click here' to set a new password. Passwords must:
 - ✓ be **at least 8 characters** in length
 - ✓ contain **at least 1 number** and **1 special character**.
6. Select 'Reset Password'. The following message will appear: 'Your password has been reset.'

You will then be returned to the login page where you can login using the updated details.

EVOLVE FAQ Shop, Payments, and What's On



In myEVOLVE, you can access **What's On** to find **bookings** and **payments** for upcoming **trips and visits**, or access the **Shop** to purchase **subject supplies, ID cards and lanyards, printer credits**, and more! The **Payments** section will display any compulsory payments you may have. Using the Shop should be easy and familiar, but please find some general guidance below.

Finding What's On & Shop

While in the myEVOLVE app, select the **menu** icon ☰ to open the menu. You will be presented with a range of options here, including the **What's On** tab for any **upcoming trips and visits** that your child is able to book on to, and the **Shop** for **general college supplies**. These tabs will automatically be visible at the top of the webpage on the desktop/web version of myEVOLVE.

Shop

You can find all **college supplies** that your child may need in the **Shop** tab - a list of items available to you will show here. Can't find something you need? Please email financeservices@kedst.ac.uk.

Add whatever you need to your **basket**, then proceed through the **checkout** to complete payment.



Got multiple children at the College? There will be a 'Purchase For' option when viewing an item in the Shop so that you can buy specific items for each child.

Payments

Any compulsory payments, such as **music lessons** or **College Transport**, will appear in the **Payments** tab. Keep an eye on this tab for any outstanding bills, and please make sure to keep up with all due payments.



Got a query or issue? Please email tripsandvisits@kedst.ac.uk

What's On

You can view and book on to **upcoming trips and visits** in the **What's On** tab, but you should also receive a **booking invitation email** when a trip becomes available to you. You can read about a trip before it goes live for booking and payment by reading the **trip letter** attached to the trip advertisement. Please make sure your child is actually interested in attending the trip before committing to booking and paying!

Once you have placed the booking, you will be able to make payment online - payment will be required within **10 minutes** to secure the booking. **If payment is not made, the booking request will be cancelled and your place on the trip will be lost!**

Early booking and payment/parental consent increases your chances of securing a place for your child on trips!



Eager to book on to a trip? Make sure you have an activated myEVOLVE account and set yourself a reminder for when the booking window opens! Check the trip letter for these details.

If a trip is full when you try to book on to it, you can join the waiting list and will be contacted if a space becomes available.