

## REGISTRATION SITE : PRACTICAL GUIDE TO UPDATING YOUR PERSONAL DATA

It is essential that you update your personal details (ADULT FORM) in your family account throughout the year: your email address so that we can contact you and send you emails, your mobile phone number so that you can use the Together transport application, payment details, etc. Failure to do so may have an impact on the services provided.




How does it work ? The family account includes all the orders, but each adult has his or her own login to access his or her personal file. Each adult must log in with his or her own login and password on the registration site :

### REGISTRATION SITE:

<https://inscriptions.apee-bxl1-services.be/en/node/111836>




Welcome to the online registration site of the APEEE and the APEEE Services



**Uccle Site**

Registrations at the APEEE and the services (canteen, transport, extracurricular activities, lockers in secondary, kindergarten on friday afternoon) should be saved by the online site.



**Berkendael Site**

Registrations at the APEEE and the Transport and Extracurricular Services should be saved by the online site.



**All European Schools**

Swimming courses Registrations open to students from all European schools.

Use your usual login/password.

Your **Login** is the e-mail address to which you receive this message.

If you have **forgotten your password**, click on "[Reset your password](#)".

If you cannot login, please DO NOT create a new account but contact us for assistance: [coordination@apeee-bxl1-services.be](mailto:coordination@apeee-bxl1-services.be).

## You arrive on **your dashboard** :

AUDREY WOUTERS

Welcome on your APEEE dashboard

### My children

Firstname	Name	Date of birth	Class	Cycle	Section	Site	Left school
ALEXIS	WOUTERS	08/06/2008		Secondary	FR	Uccle	No
NINA	WOUTERS	05/10/2011		Secondary	FR	Uccle	No
ESTEBAN	WOUTERS	06/05/2018		Primary	FR	Uccle	No

Add a child

### My adults

In addition to creating mother and father accounts, you can add anyone who can take care of your child(ren):

- The person waiting for your child at the bus stop
- The person who picks your child up from school

Firstname	Family name	Role	Email	Home	Office	GSM	Statu
AUDREY	WOUTERS	Mother	woutersteph@gmail.com	+32494111213		+32494111213	Activ

Add an adult

Prénom	Nom de famille	Rôle	Courriel	Domicile	Bureau	GSM	Statut
AUDREY	 WOUTERS	Mère	woutersteph@gmail.com	+32494111213		+32494111213	Actif

**Red button** : The adult form requires annual validation (when you log in for the first time after renewals). You must validate each field before saving your form to validate your personal data.

**Green button** : your adult form is validated.

You click **on your name** to enter in your **adult form** and modify it :

## Modify an adult

## MODIFY AN ADULT

Email \*

The email address will be used for all the communication coming from the APEEE, we advise you to indicate your private address

Family name \*

Firstname \*

Role with child (ren) \*

Is the parent active ? \*

- Yes  
 No

## EMAIL PREFERENCES

Indicate your email preferences \*

- I wish to receive a copy for all emails related to orders (regardless the requester) and emails about the others services  
 I wish to receive a copy of the emails for which I'm the requester

## BANK DATA

Bank account (IBAN)

Bank account (BIC)

## ADDRESS IN BELGIUM

Street and number \*

Zipcode and city \*

## PHONE NUMBERS

GSM \*

International phone number (+32 xxx xx xx xx) to use in case of emergency

Office

International phone number (+32 xxx xx xx xx) to use in case of emergency

House \*


## AUTHORIZATION

Do you agree that other adults see your information? \*

- No  
 Yes

## PAYMENT INFORMATION

Employed by \*

Agence - Office de l'Union pour la propriété intellectuelle (EUIPO) 

 Save

 Cancel

Don't forget to click on the save button.