

**How to update your settings details online**

Please follow the registration instructions below using your settings email address to update your details on the Family Services Directory (FSD) (also known as Infolink):

**How to register**

1. Go to [www.suffolk.gov.uk/fsd](http://www.suffolk.gov.uk/fsd) If your setting have not already registered on the website than click on **‘Register’** in the top right-hand corner.
2. **Add your details** - use the main email address that we have for your setting, then choose your password and click on the blue **‘Register’** button.
3. An email will be sent to your mailbox, open it and verify your email address by clicking on the link provided in the email. This will take you back to the Family Services Directory to complete the registration process.

**How to update your record**

1. Go to **‘Sign in’** and use the email address that you registered with. Click on **‘Provider updates’**. Your record(s) will be listed here. **Note:** If you cannot see your record in here than please contact us as it may mean the email you registered with is different to the one we currently have assigned to your record.
2. Go to the **‘Actions’** drop down box and select **‘Update record’**. A form appears with blue edit boxes, click the **>** to reveal your current details which you can edit.
3. Once you have finished making changes to your record, click on **‘Save Record’** at the bottom of the page. Your changes will go live within a few minutes.

You can use FSD to update all of your information which includes updating your vacancies.

**Please contact the Suffolk Families Information Service on 0345 60 800 33 if you have any problems registering or if you cannot see your settings record.**