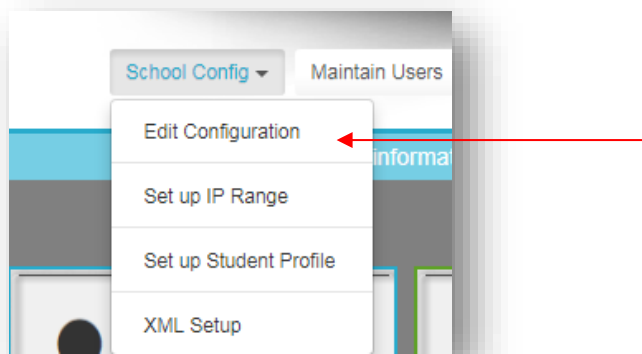# School Configuration

Editing School Details

On the Home page select **School Config**

Select **Edit Configuration**

This area contains basic information about your school.

Click on the **Edit** button in the lower right corner to change any details that are incorrect.
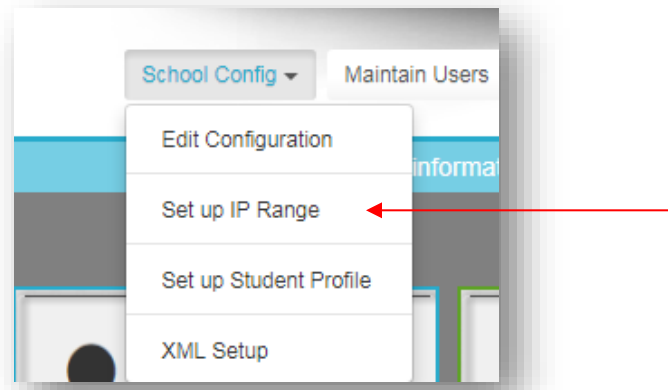
Principal's name can be edited or changed as required.

Make sure OTHER is selected in the Diocese field if you belong to the Melbourne Diocese. Otherwise, choose your diocese.
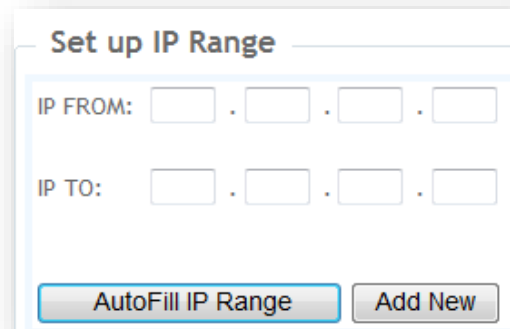
Set up IP Range

Select **Set up IP Range**

Facility to restrict access to certain areas of nForma Web over the Internet.

This must be set up if you want to display:

- Student photos on the reports

- Supplementary Documents in nWellbeing

NOTE: You can enter your Admin and Curriculum network IP ranges manually or click the **AutoFill IP Range** then **Add New** buttons, to automatically put in your IP ranges. You need to do this on **both** an Admin and a Curriculum computer.

Your IT technician will be able to assist with this setup.

Set up Student Profile

Select **Set up Student Profile**
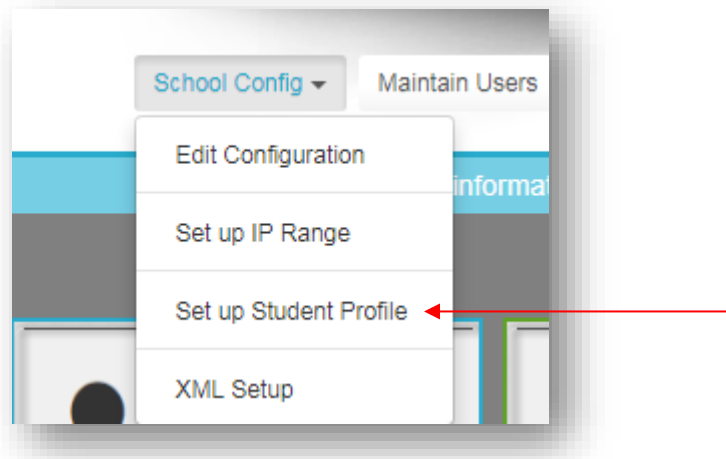
On this page you can choose what is displayed in the Student Profile. Click on the small edit button to set the display order and the inclusions for your school.