

Updating Account Info

Parents/guardians can update account information at any time. Click the **My Account icon** at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

Update Account Info

From here, **Passwords**, **Usernames**, and **Primary Email Address** can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

The **Current Primary Account Email Address** will be indicated in the list of email addresses associated to the Guardian's record. Select a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another person's Primary Account Email Address.

Note:

The **Primary Email Address** is the email address to which “**Forgot Password?**” emails, and other Portal communications, will be sent.

Note:

Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include any of the following characters:
!@#\$\$%^&*()+=|~{<>?