

## How to Update Your Login Information in The Parent Portal

**Step 1:** Click on Account Preferences on the left Navigation bar.

### Navigation

-  Attendance History
-  Missing Assignments
-  Email Notification
-  School Bulletin
-  School Information
-  Account Preferences

**Step 2:** You can update your email by entering the new email in the email field. You can also update your username or password by selecting the pencil. Once done hit submit.

### Account Preferences - Profile

Profile   Students

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name:	Aunt
Last Name:	May
Account Email:	<input type="text" value="auntmay@gmail.com"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	auntmay 
Current Password:	***** 
New password must:	<ul style="list-style-type: none"><li>• Be at least 8 characters long</li></ul>