



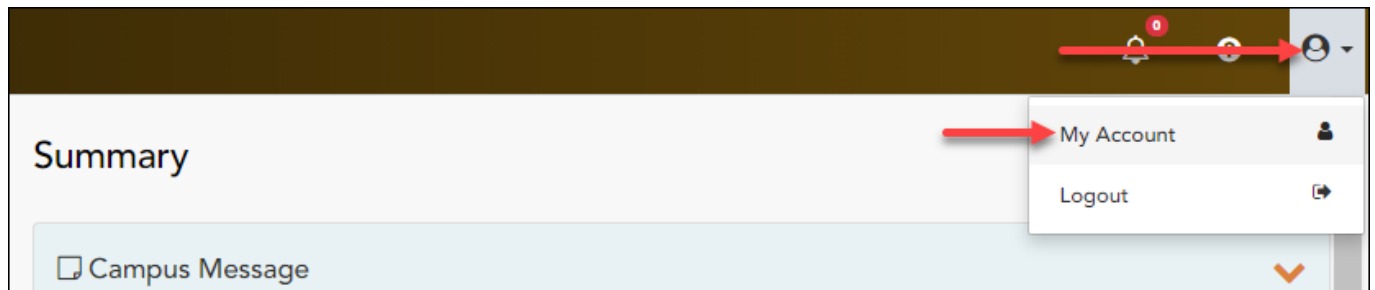
ASCENDER GUIDES



parent_update_contact_information

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ASCENDER ParentPortal > My Account > Contact Information



Contact Information

Update and verify email address and mobile phone information.

A screenshot of the 'Contact Information' form in the ASCENDER ParentPortal. The form has a light blue background and a title 'Contact Information' with a user icon. Below the title, there are two input fields: 'Email Address' and 'Mobile Number'. To the right of the 'Email Address' field is a red button labeled 'Remove Email'. To the right of the 'Mobile Number' field is a grey button labeled 'Verify Mobile'. A yellow checkmark icon is in the top right corner of the form.

Email

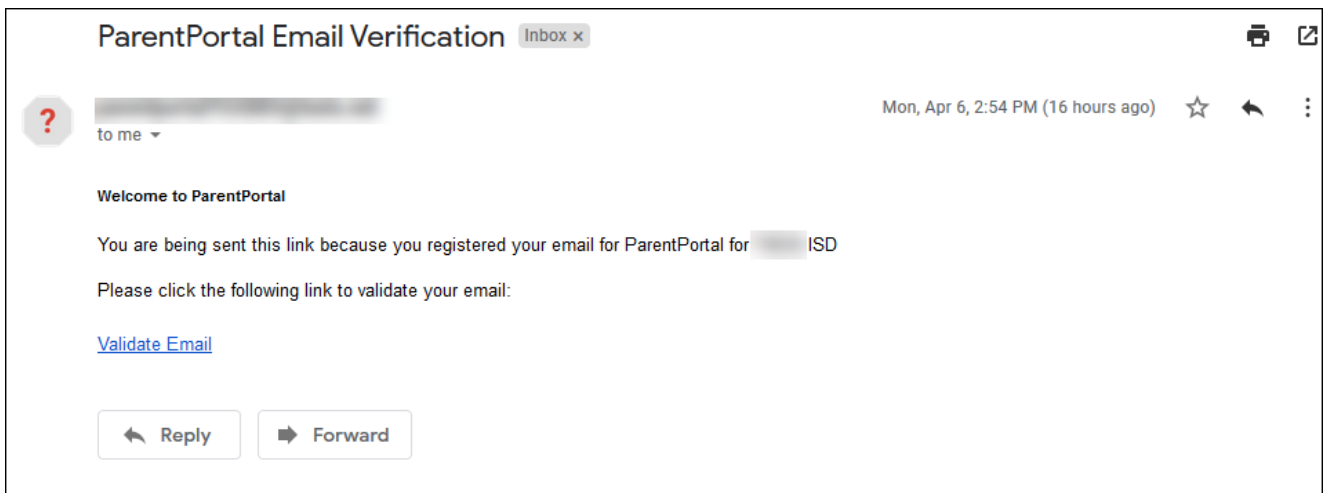
You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

Current Email Address	This field is displayed if your email address has previously been entered. • The message “Verified” is displayed if the email address has been verified. • The message “Unverified” is displayed if the email address has not been verified. If no email address has been entered, type your current email address. Your email address must be entered in a valid format (e.g., name@domain.com). You cannot enter an email address that is already in use.
New Email Address	If you have not verified your email address, type the address and click Update Email. A message is sent to your email inbox allowing you to verify your address. Until you verify your address, the message “Unverified” is displayed. Click Remove Email to clear the email address and prevent verification. If necessary, click Re-send to resend the message.
Confirm Email Address	Retype the email address to confirm that you typed it as intended.

☐ Click **Verify Email Address**.

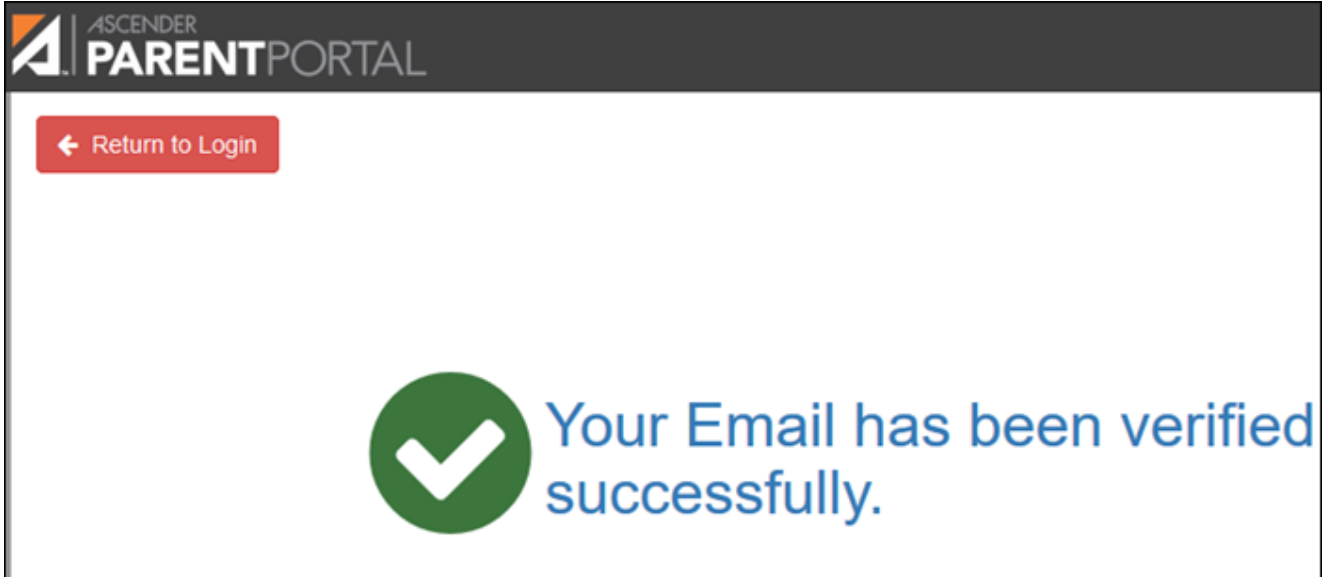
You will receive an email message at that address containing a verification link.

If you entered an email address when you registered for this parent portal account, you should have received an email message in your inbox with a code allowing you to verify your email address.



☐ Click **Validate email**.

A message is displayed indicating that your email was successfully verified.



Once you have verified your email address, you can click **Remove Email** at any time to remove and/or change the email address registered, or to remove the email address.

- If you click **Remove Email**, the current email address is removed.
- The email address field is displayed allowing you to verify another email address.

If you remove or change your email address, your alert notification options will be reset. To reset your alerts, go to Alerts > Subscribe to Alerts and set the **Alert Notification Type** field according to your preferences. The option to receive alerts by email will not be available unless you have an email address successfully verified.

Mobile

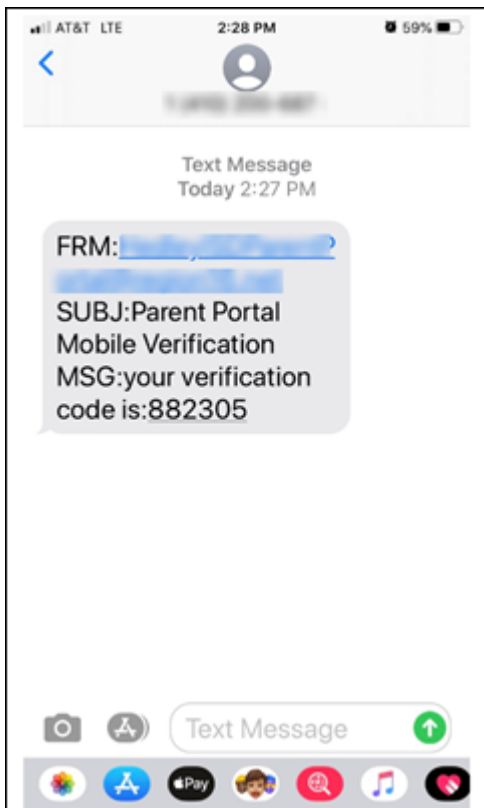
Registering your mobile phone number enables you to receive alert notifications as text messages.

IMPORTANT: If you change cell phone carriers, you may stop receiving alert messages, and you may need to re-register the number.

Mobile Number	Type the cell phone number to be registered in the AAANNNNNNNN format, where AAA is the area code, and NNNNNNNN is the number. Do not use hyphens.
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☐ Click **Verify Mobile**.

You will receive a text message at the number entered which will contain a verification code.



The **Verification Code** field will appear.

Verification Code Type the verification code that was sent in the text message.

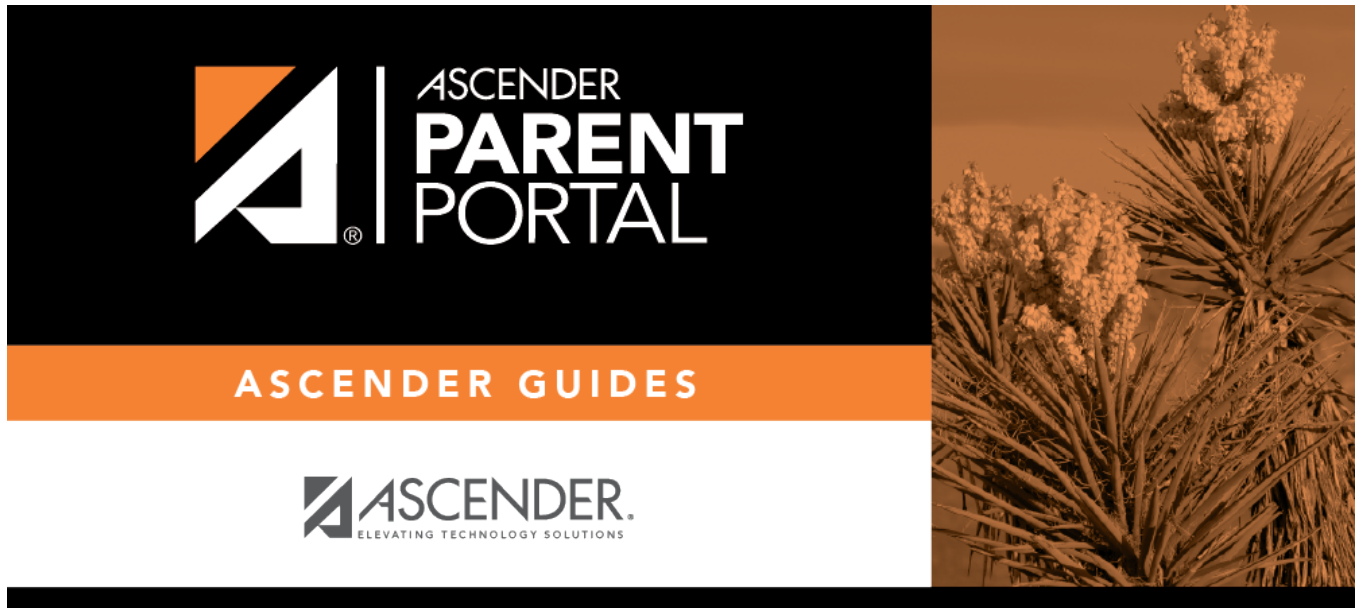
☐ Click **Verify**.

- If the code was entered accurately, a message is displayed indicating that you have successfully signed up to receive text messages.
- If the verification code is unsuccessful, click **Re-send** to send a new code.

Change or remove your mobile number

Once you have verified your mobile number, you can click **Remove Mobile** at any time to remove and/or change the cell phone number registered.

- If you click **Remove Mobile**, the current number is removed.
- The mobile number fields are displayed allowing you to verify another number.



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