



ASCENDER GUIDES



my_account_contact_information

Table of Contents

Update and verify email address information.

The screenshot shows a light blue header with the text 'Contact Information' and a small orange arrow icon in the top right corner. Below the header is a white form area. On the left, the text 'Email Address:' is followed by a grey input field. To the right of the input field is a red button with a white trash icon and the text 'Remove Email'.

Email

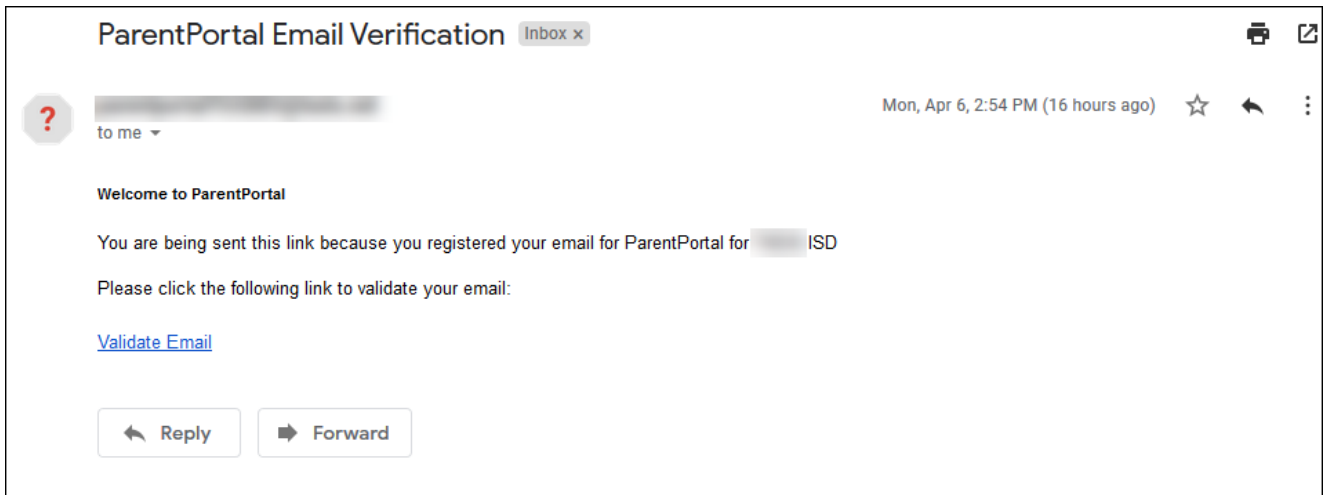
You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

Current Email Address	<p>This field is displayed if your email address has previously been entered.</p> <ul style="list-style-type: none"> • 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. <p>If no email address has been entered, type your current email address.</p> <p>Your email address must be entered in a valid format (e.g., name@domain.com).</p> <p>You cannot enter an email address that is already in use.</p>
New Email Address	<p>If you have not verified your email address, type the address and click Update Email.</p> <p>A message is sent to your email inbox allowing you to verify your address. Until you verify your address, the message “Unverified” is displayed.</p> <p>Click Remove Email to clear the email address and prevent verification. If necessary, click Re-send to resend the message.</p>
Confirm Email Address	<p>Retype the email address to confirm that you typed it as intended.</p>

Click **Verify Email Address**.

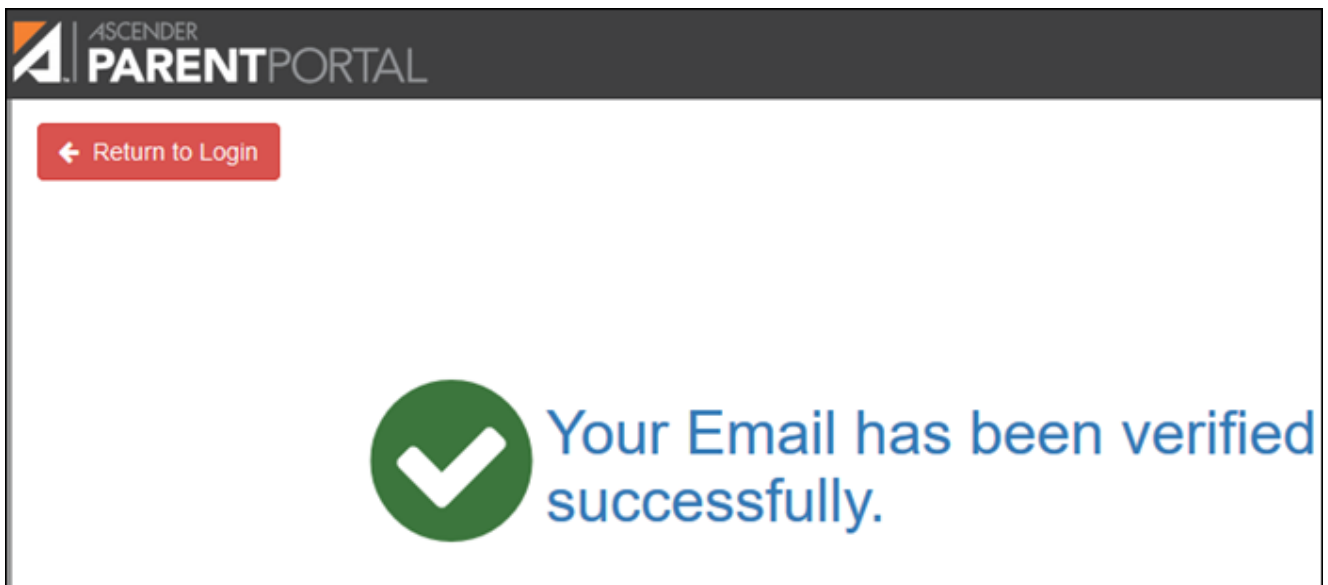
You will receive an email message at that address containing a verification link.

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.



Back Cover