



ASCENDER GUIDES



my_account_contact_information

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Update and verify email address and mobile phone information.

 Contact Information

Email Address:

Mobile Number:

Remove Email

Verify Mobile

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.

ParentPortal Email Verification Inbox x

to me ? Mon, Apr 6, 2:54 PM (16 hours ago) ☆ ↶ ↷ ⋮

Welcome to ParentPortal

You are being sent this link because you registered your email for ParentPortal for [REDACTED] ISD

Please click the following link to validate your email:

[Validate Email](#)

↶ Reply ↷ Forward

Click **Validate email**.

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

ASCENDER PARENT PORTAL

[← Return to Login](#)

 Your Email has been verified successfully.

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

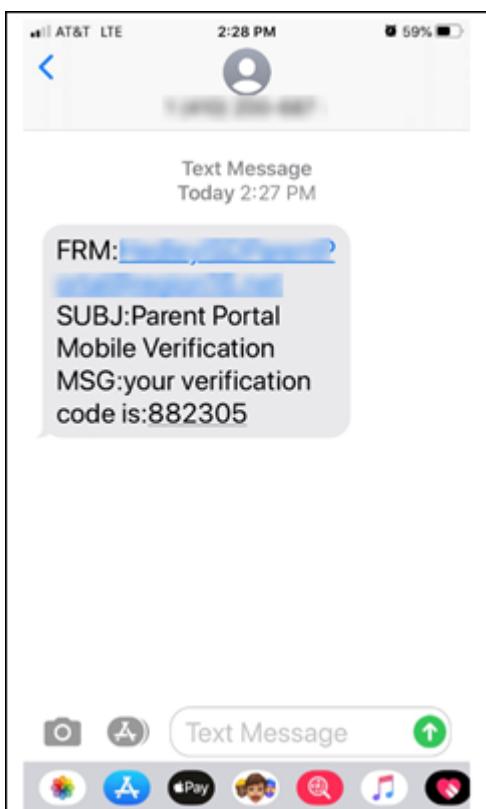
Registering your mobile phone number enables you to receive alert notifications as text messages.

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

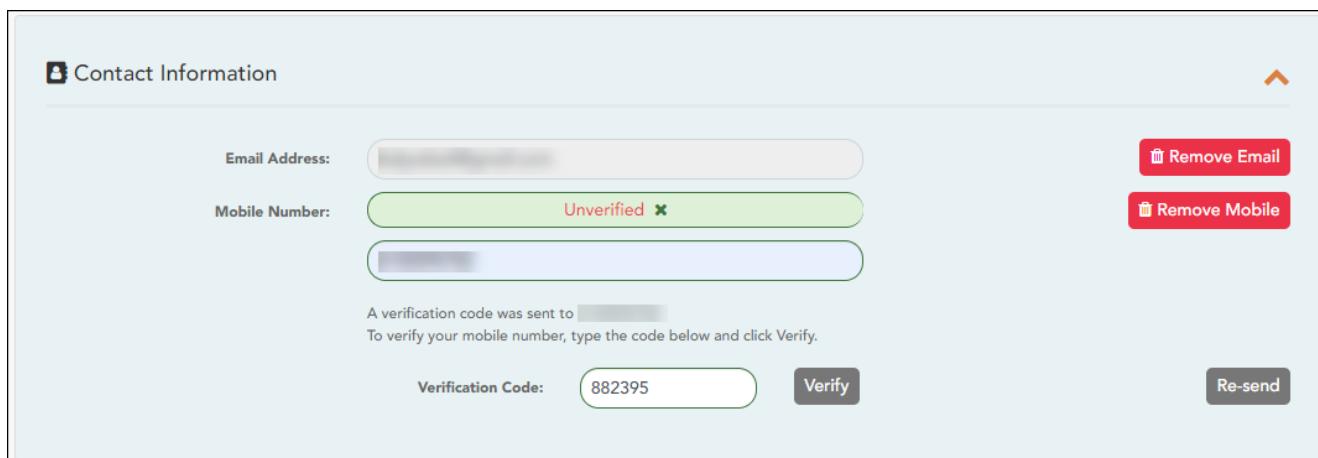
Mobile Number	Type the cell phone number to be registered in the AAA NNNNNNNN format, where AAA is the area code, and NNNNNNNN is the number. Do not use hyphens.
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Click **Verify Mobile**.

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



The **Verification Code** field will appear.



The screenshot shows a 'Contact Information' page. At the top, there is a 'Contact Information' section with an icon. Below it, there are fields for 'Email Address' and 'Mobile Number'. The 'Email Address' field is a light grey input box. To its right are two red buttons: 'Remove Email' with a trash icon and 'Remove Mobile' with a trash icon. The 'Mobile Number' field is a green input box containing the text 'Unverified' in red and a small green 'X' icon. Below this field is another light grey input box. A message below the mobile number field states: 'A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify.' To the left of the verification code input box is the label 'Verification Code:'. To the right of the input box are three buttons: a grey 'Verify' button, a red 'Re-send' button, and a small grey button with a 'X' icon.

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

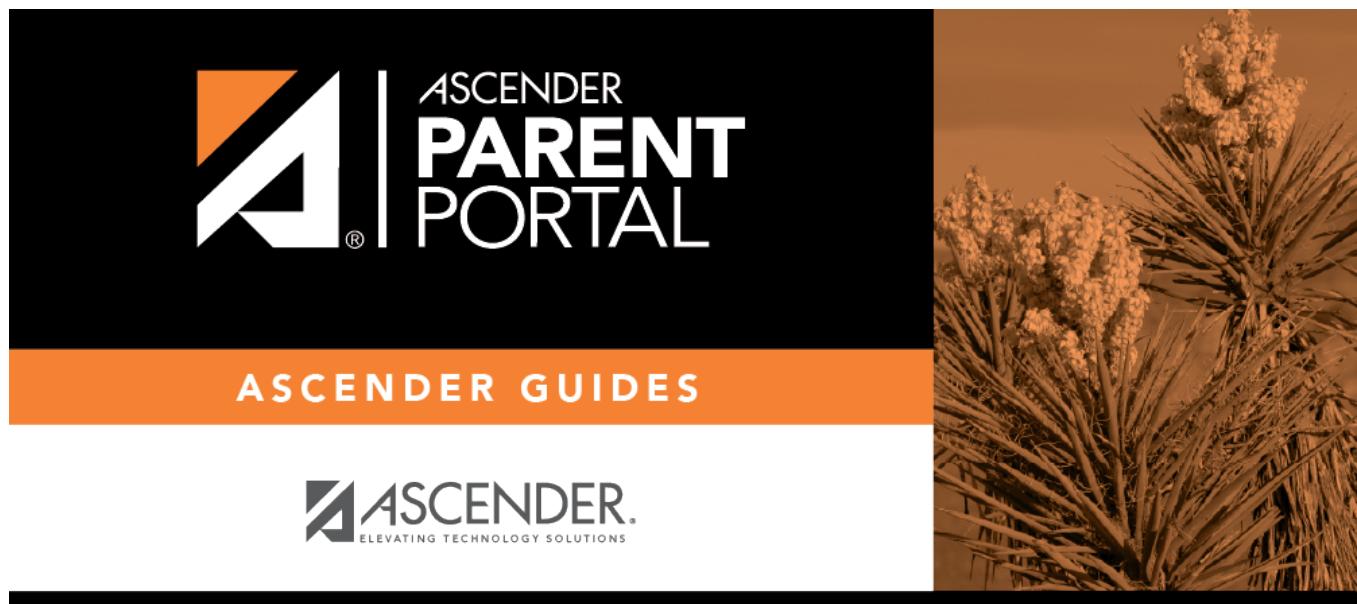
Click **Verify**.

- 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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