



ASCENDER GUIDES



**my\_account\_contact\_information**



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## 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 rectangular input field. To the right of the input field is a red button with a white trash can icon and the text 'Remove Email'.

## Email

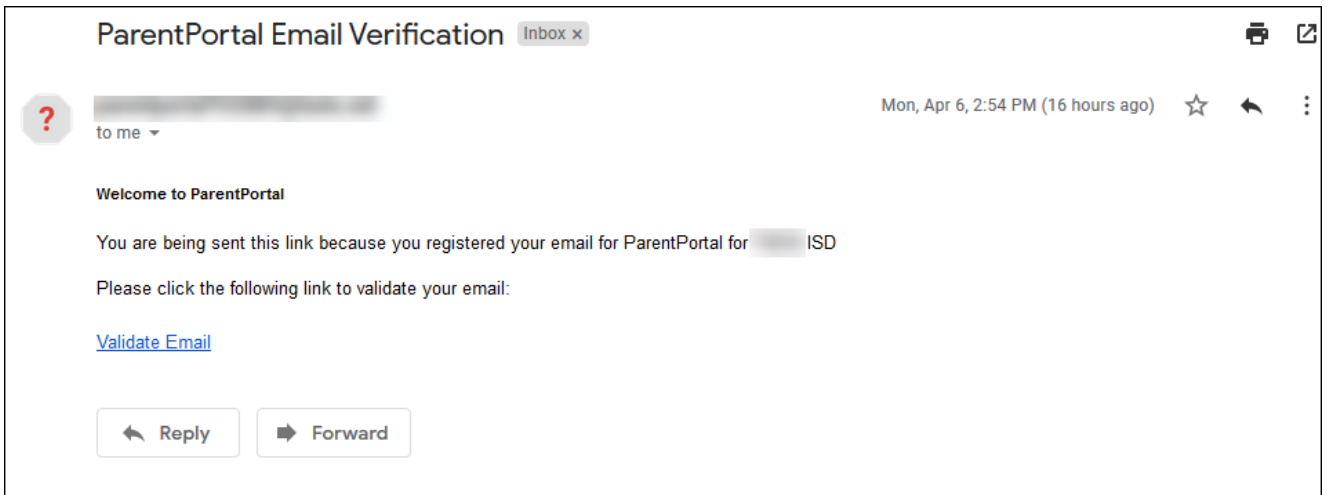
You must provide and verify your email address before you can access features that require your email address. You can update your email address at any time.

<b>Current Email Address</b>	<p>This field is displayed if your email address has previously been entered.</p> <ul style="list-style-type: none"> <li>• The message “Verified” is displayed if the email address has been verified.</li> <li>• The message “Unverified” is displayed if the email address has not been verified.</li> </ul> <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>
<b>New Email Address</b>	<p>If you have not verified your email address, type the address and click <b>Update Email</b>.</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 <b>Remove Email</b> to clear the email address and prevent verification. If necessary, click <b>Re-send</b> to resend the message.</p>
<b>Confirm Email Address</b>	<p>Retype the email address to confirm that you typed it as intended.</p>

Click **Verify Email Address**.

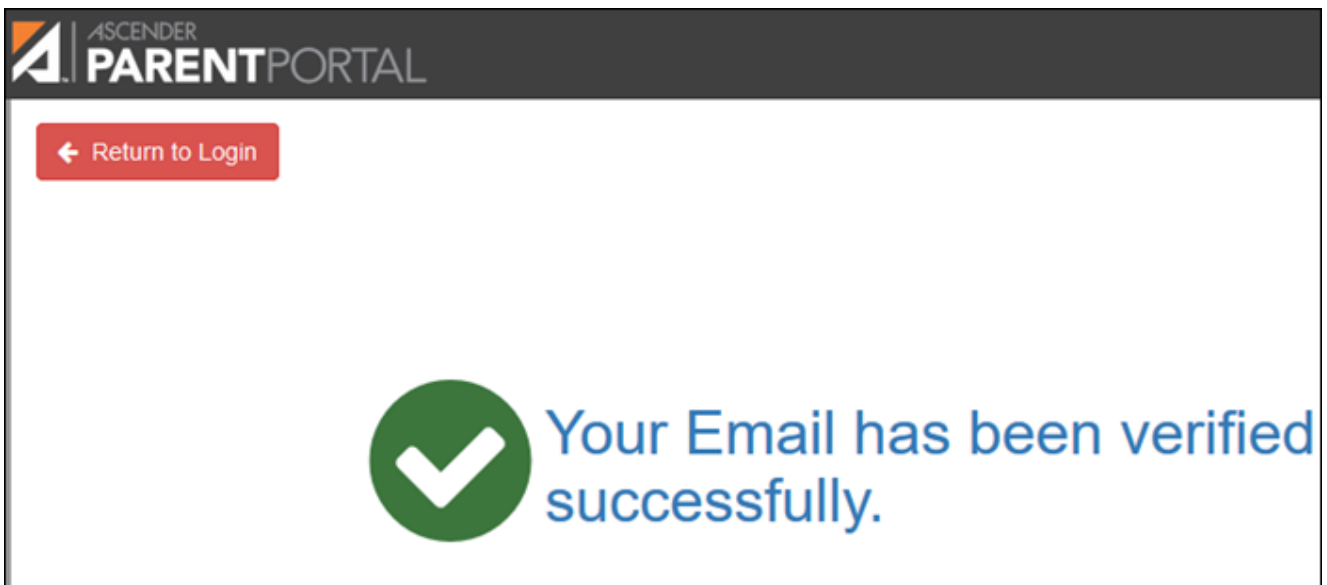
You will receive an email message at that address containing a verification link.

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.

## Mobile

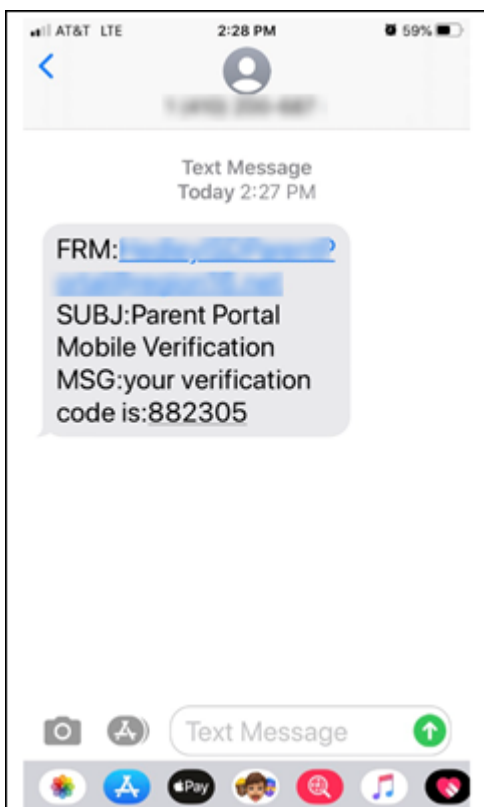
Registering your mobile phone number enables you to receive alert notifications as text messages.

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

### Mobile Number

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 with the following elements:

- Email Address:** A text input field with a red 'Remove Email' button to its right.
- Mobile Number:** A text input field with a green border and the text 'Unverified x' in red. To its right is a red 'Remove Mobile' button.
- Verification Code:** A text input field containing '882395' with a 'Verify' button to its right.
- Re-send:** A dark grey 'Re-send' button located below the verification code field.
- Instructions:** Text below the mobile number field: 'A verification code was sent to [redacted]. To verify your mobile number, type the code below and click Verify.'

## Verification Code

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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