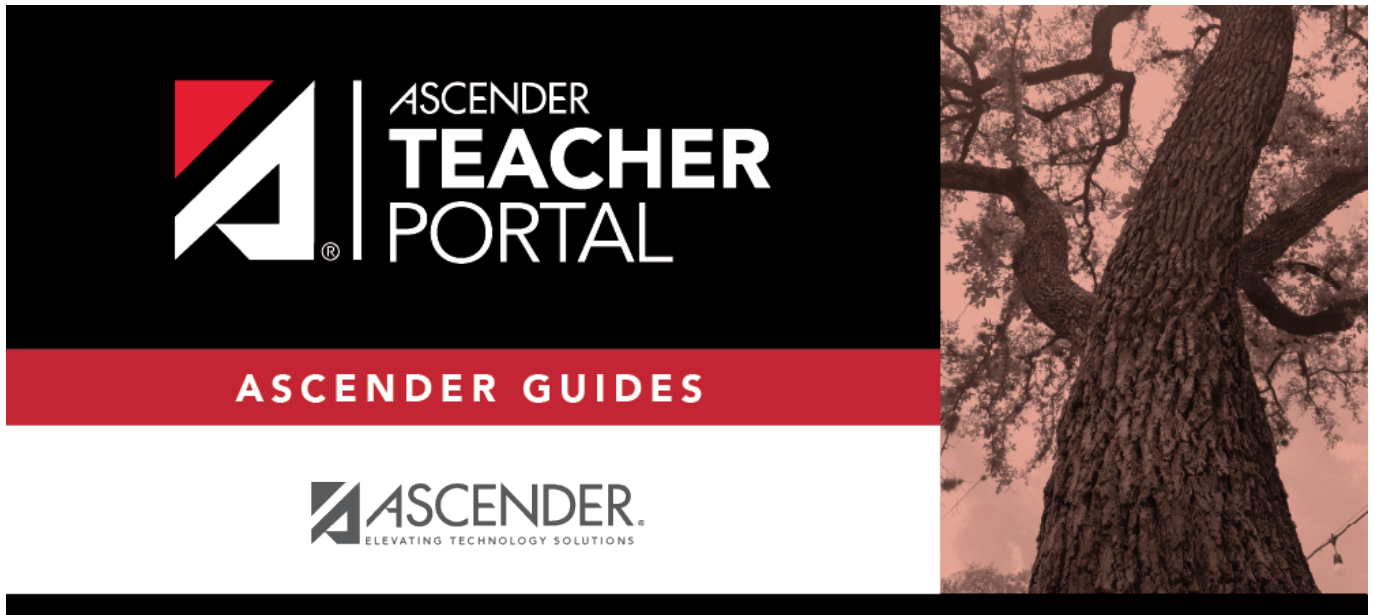




default-due-date

Table of Contents

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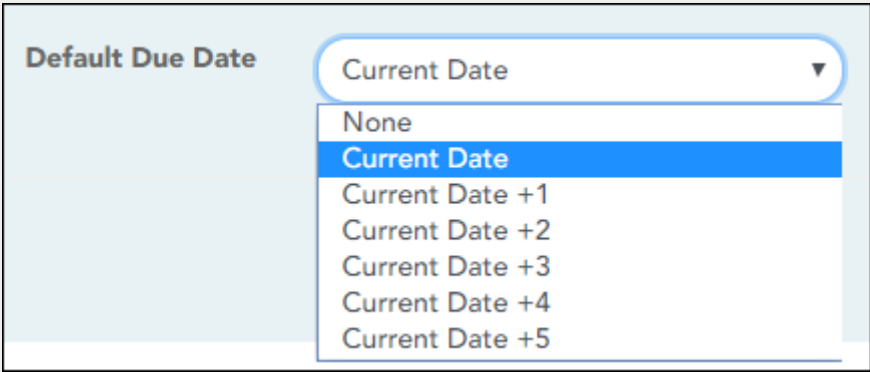
[Settings > Update Profile](#)

Update Profile

Update any fields you wish to change. Blank fields will not be updated. Fields with an asterisk (*) are required.

*Current Password:	••••••••	Enter current password to continue.
New Password:	Password	6-9 characters using 3 of the following: - UPPERCASE letters - Lowercase letters - Numbers (0-9) - Special characters
Confirm Password:	Confirm Password	Passwords do not match
New PIN:	New PIN	Four numbers required (e.g., 1234)
Phone Number:	-	
Email Address		Maximum of 64 characters (example: name@isdname.net)
Notes:		NOTE: Parents can view phone number and email address in ParentPortal.
Combine Courses in Attendance:	☒	If changed, all seating charts must be re-saved.
Update Hint Questions:	☐	
Student Order:	Alpha (default)	If using custom student order, select whether to show new students at the top or bottom of list.
Use Independent Scroll Bars on Assignment Grades:	☒	To display all students (regardless of the class size) uncheck this box.
Default Due Date	None	Ensure that Due Date is valid. (or remove)

[Next](#)

Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. IMPORTANT: If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
Default Assignment Due Date	Indicate if you want a default date to be displayed in the Date Due field on Settings > Manage Assignments. You can select no default date, the current date, or up to five days in the future.  Example: If you selected <i>Current Date +2</i>, and the current date is May 20, the Date Due field on Settings > Manage Assignments will display May 22 by default. If May 22 occurs on the weekend, the Date Due field will display the date of the following Monday.

☐ Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.

☐ Click **Finish**.

You are redirected to the Announcements page.