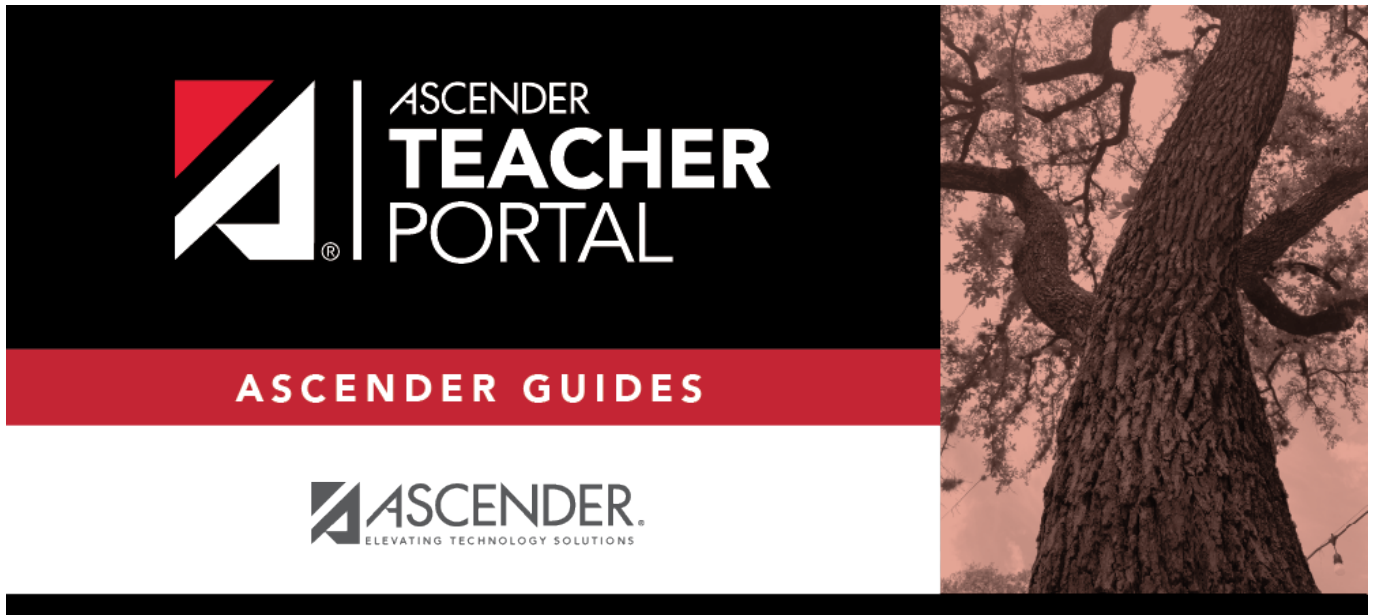




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Settings > Update Profile

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.	

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.
Notes	Use the field to provide additional notes to parents in ParentPortal, such as conference periods or any other general information they may need.

☐ Click **Next**.

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

☐ Click **Finish**.

You are redirected to the Announcements page.

