



update_pin

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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: • 6-9 characters using 3 of the following:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Special characters

Confirm Password: • Passwords do not match

New PIN: • Four numbers required (e.g., 1234)

Phone Number:

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.
New PIN	To change your PIN, type a new four-digit number. It is recommended that you do not choose 1234 or 4321, as these are common and easily guessed.

Click **Next**.

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

Click **Finish**.

You are redirected to the Announcements page.