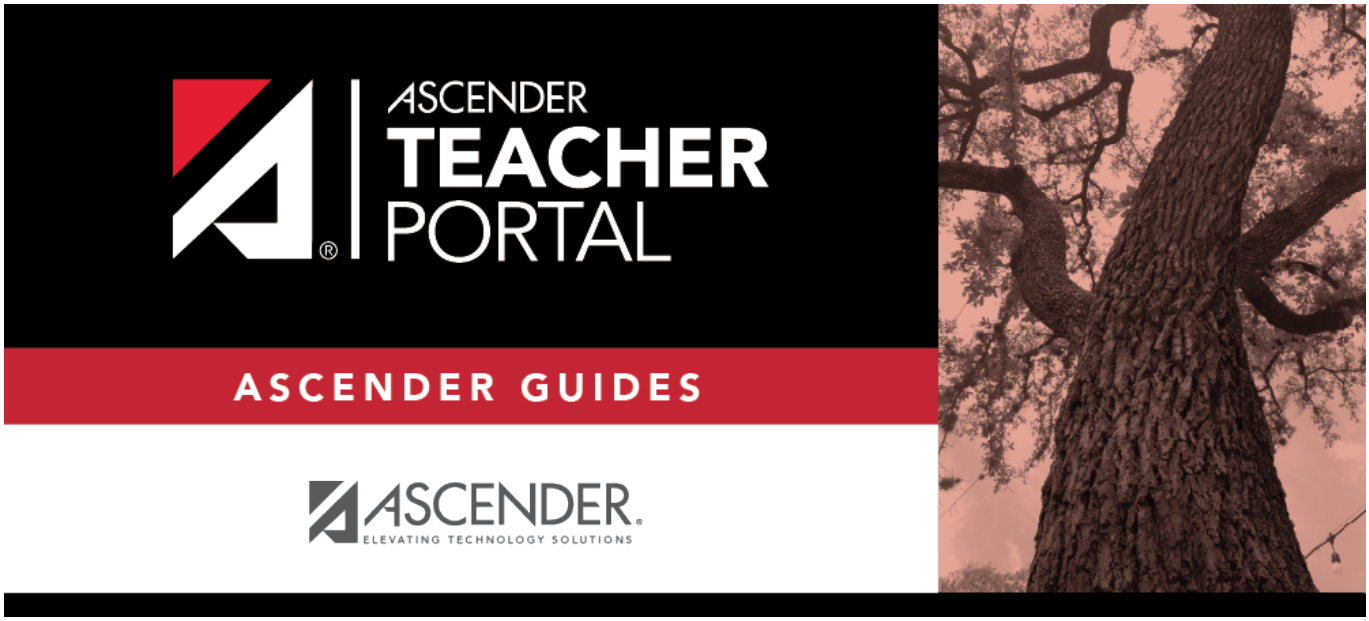

Update Admin Profile

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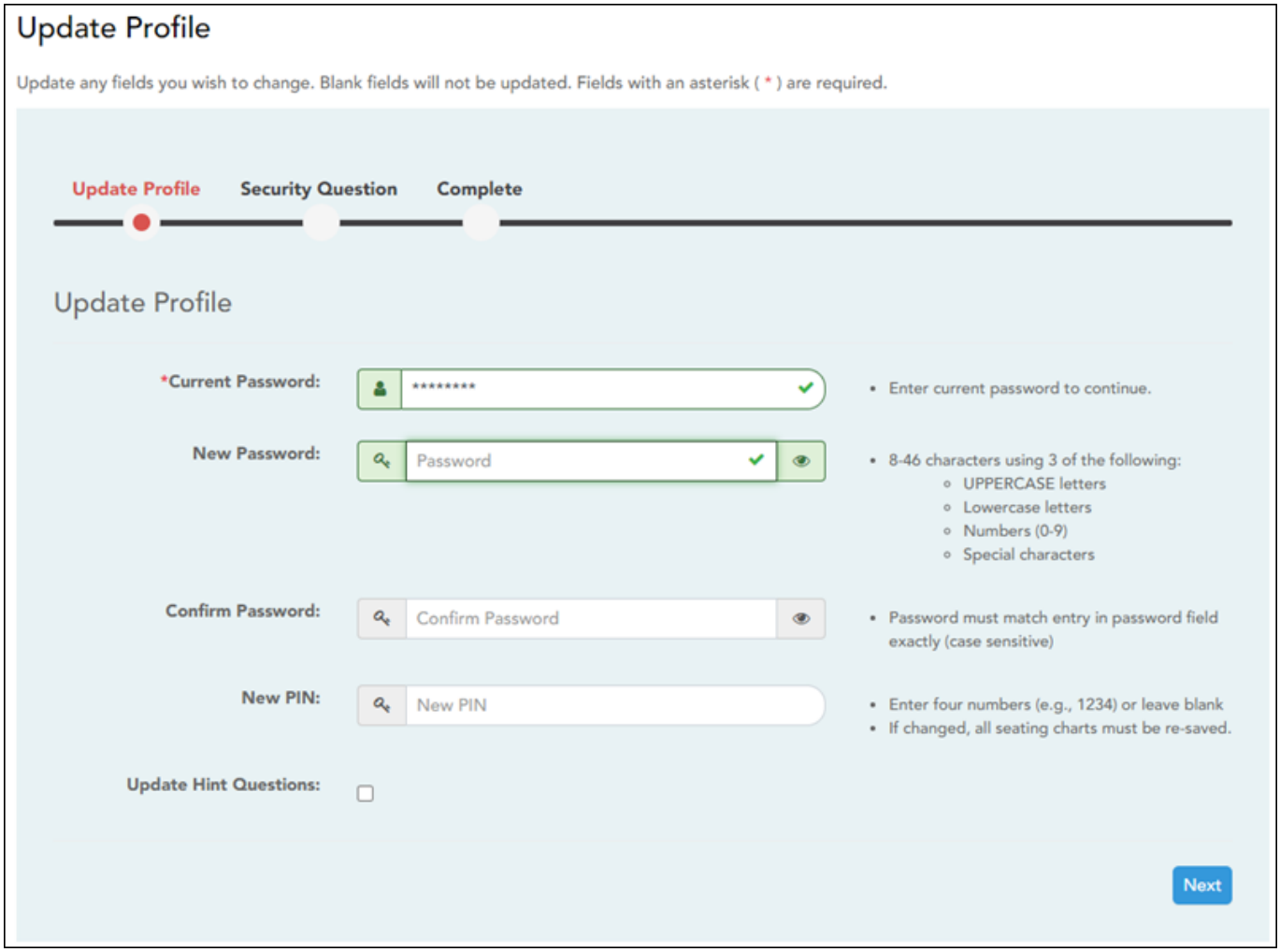
Settings > Update Admin Profile

The Update Admin Profile wizard allows you to view and update your administrator account information, including your password, PIN, and hint questions.

Update Profile



Current Password	Type your current password.
New Password	Type your updated password. • The password must be 8-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

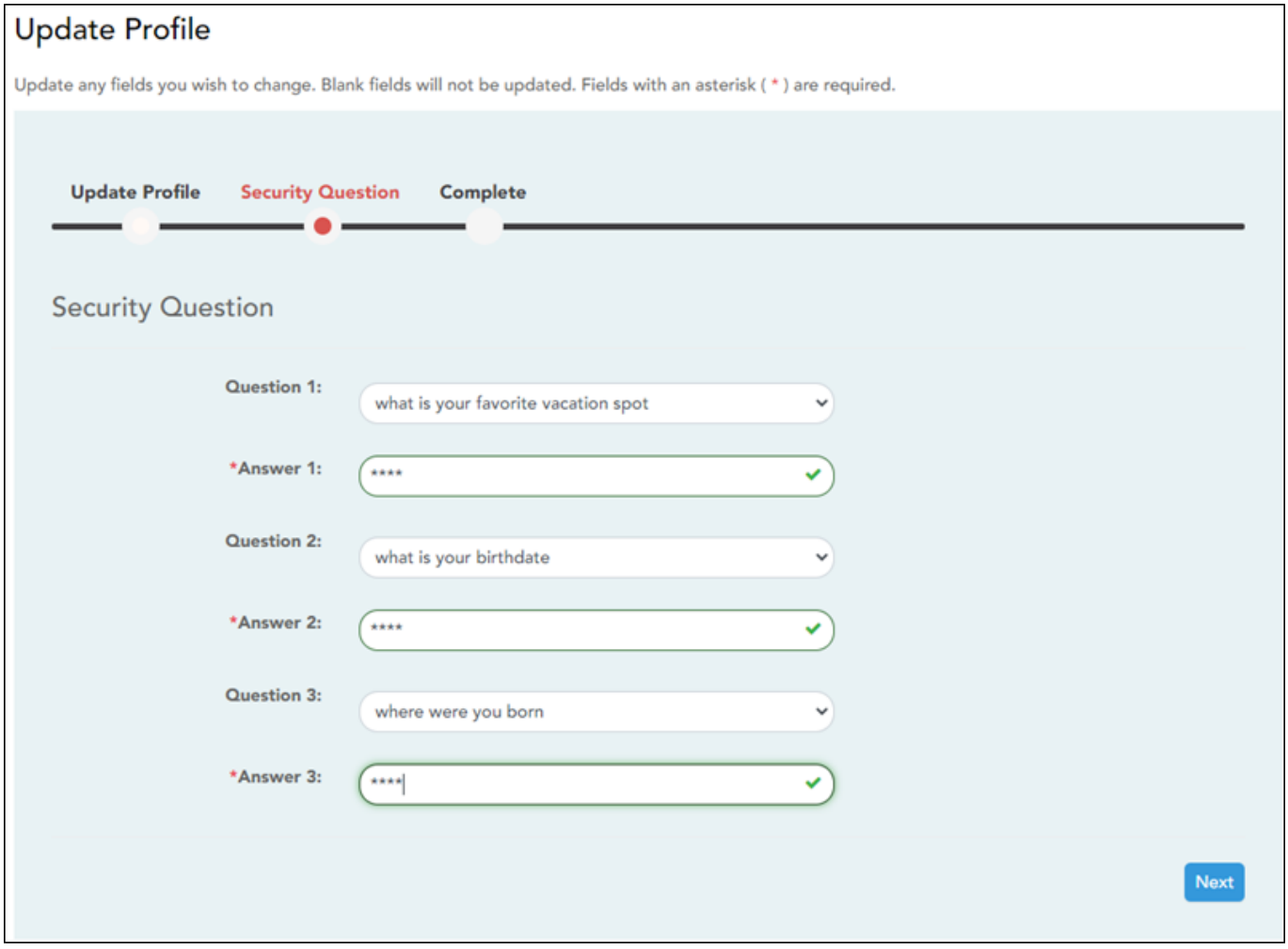
New PIN	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. **Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.**

❑ Select **Update Hint Questions** to update your security questions. Leave blank to skip this step.

❑ Click **Next**.

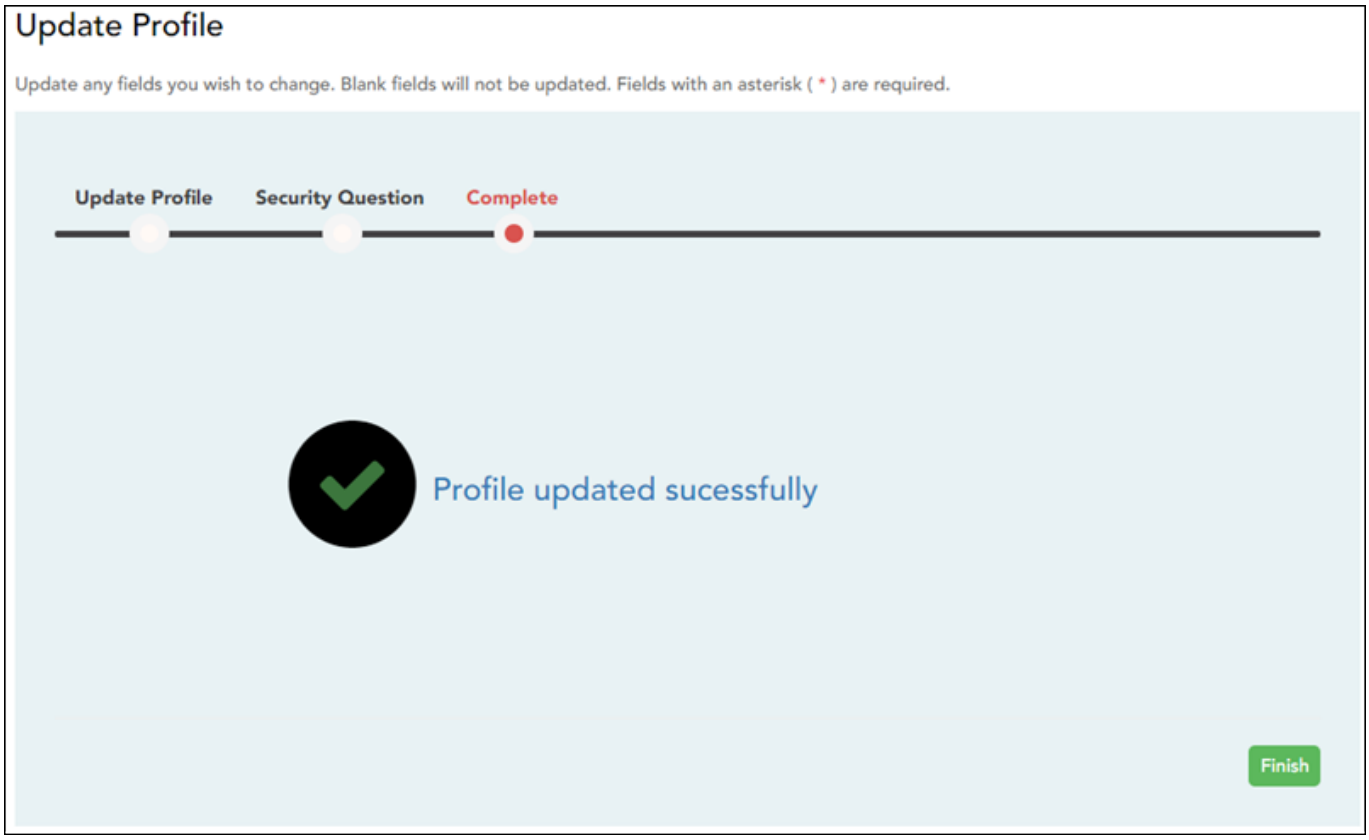
If you entered all required correctly, either the Security Question or Completed step opens.

Security Question



❑ If you entered data in all the **Answer** fields, the Complete step opens.

Complete



❑ Click **Finish**.

The Update Admin Profile page opens.