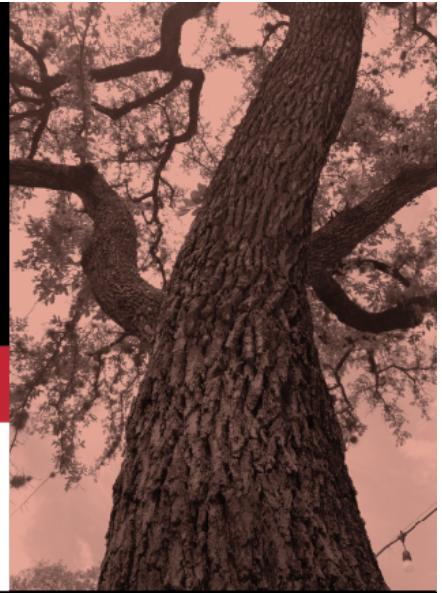




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## Update Profile



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# Update Profile

## **Settings > Update Profile**

This allows you to view and update your account information, including your password, PIN, and hint questions.

**NOTE:** To exit the Update Profile pages without saving any changes, click Home or any other menu to go to another page.

Update data:

<b>Current Password</b>	
<b>New Password</b>	
<b>Confirm Password</b>	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
<b>New PIN</b>	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.
<b>Phone Number</b>	To provide your telephone number to parents in ParentPortal, type the number in the NNN-NNNNNNN format. If blank, your phone number will not be provided in ParentPortal.
<b>Email Address</b>	To provide your email address to parents in ParentPortal, type the address (e.g., someone@example.net). If blank, your email address will not be provided in ParentPortal.
<b>Notes</b>	Use the field to provide additional notes to parents in ParentPortal, such as conference periods or any other general information they may need.
<b>Combine Courses in Attendance</b>	
<b>Update Hint Questions</b>	Select if you want to update your hint questions. The questions are updated on the next page when you click <b>Next</b> .
<b>Student Order</b>	
<b>Use Independent Scroll Bars on Assignment Grades</b>	
<b>Default Assignment Due Date</b>	

Click **Next**.

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

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redirected to the Announcements page.

If you selected **Update Hint Questions**, the next page allows you to update your hint questions.

<b>Question #</b>	Select one of the hint questions for each field. You must select three different questions.
<b>Answer #</b>	Type the answer to the question you selected. You cannot repeat any questions/answers.

Click **Next**.

The Success page is displayed.

Click **Finish**.

You are redirected to the Announcements page.