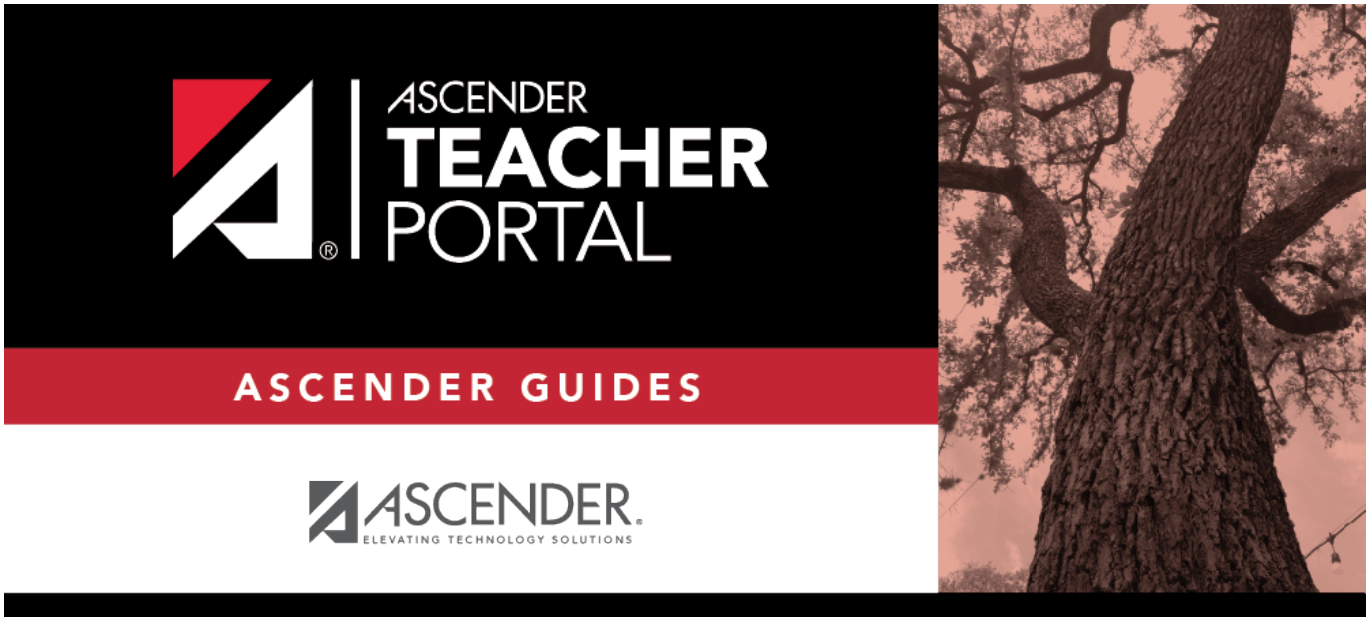



# Update Profile

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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.

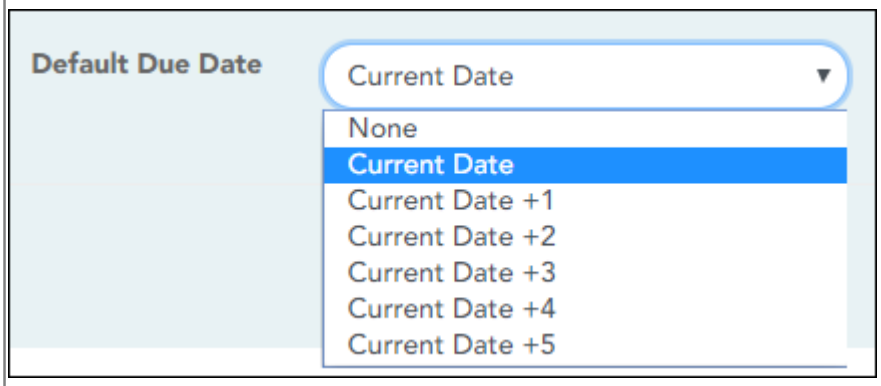
**NOTE:** To exit the Update Profile pages without saving any changes, click Home or any other menu to go to another page.

❑ Update data:

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| **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.<br>**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 Password** | To change your password, type a new password.<br>Requirements:<br>Between 16 and 46 characters. Must include at least one of each of the following character types:<br>•<br>Uppercase letters (A–Z)<br>•<br>Lowercase letters (a–z)<br>•<br>Numbers (0–9)<br>•<br>At least one allowed special character |
| **Confirm Password** | Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended. |
| **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. |
| **Phone Number** | 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. |
| **Email Address** | 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. |
| **Notes** | Use the field to provide additional notes to parents in ParentPortal, such as conference periods or any other general information they may need. |

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| **Combine Courses in Attendance** | Select if you want to combine classes for attendance reporting.<br><br>If you have multiple course-sections that meet during the same period, this option allows you to record attendance for all sections at one time. If you plan to create a seating chart on Settings > Manage Seating Charts, it is highly recommended that you set this field the way you want it for the semester before creating the seating chart.<br><br>If you do not want to combine courses for attendance reporting (e.g., PK courses that meet morning and afternoon), do not select the field. |
| **Update Hint Questions** | Select if you want to update your hint questions. The questions are updated on the next page when you click **Next**. |

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| **Student Order** | Select where you want new students to be listed on the following pages and reports:<br>• Assignment Grades<br>• Cycle Grades<br>• IPR Comments<br>• Print IPR<br>• Assignment Grades Report<br>• Class Roster Report<br><br>*Alpha (default) order* - All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page.<br><br>*Add new students to the top of the list* - Any new students who have enrolled in the course-section since you last saved a custom sort order are displayed at the top of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.<br><br>*Add new students to the bottom of the list* - Any new students who have enrolled in the course-section since you last saved a custom sort order are displayed at the bottom of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order.<br><br>The setting is the same for all of your classes.<br>This field works in conjunction with Settings > Arrange Student Order and is only available to users who are logged on as teachers. The field is not available to administrative users.<br><br>**IMPORTANT:**<br><br>The setting of the **Student Order** field is only valid if you have created a custom student order on Settings > Arrange Student Order. If you are not using a custom student order, select *Alpha (default) order*.<br><br>**NOTE:**<br><br>If you select the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course-sections, only classes that have a custom sort order are affected. For all other course-sections, all students are listed in alphabetical order.<br><br>The **Student Order** field allows you to toggle between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change the field again to add new students to the top or bottom of the list, your custom sort order is retained. |

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| **Default Assignment Due Date** | Indicate if you want a default date to be displayed in the **Date Due** field on Settings > Manage Assignments.<br><br>You can select no default date, the current date, or up to five days in the future.<br><br><br><br><br>**Example:** If you selected *Current Date +2*, 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.

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

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| **Question #** | Select one of the hint questions for each field. You must select three different questions. |
| **Answer #** | 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.