



Recover Your User Name

Table of Contents

Recover Your User Name 1

Recover Your User Name

You can use the Recover User Name wizard to recover your TeacherPortal user name.

User Information

Staff ID	Type your Student ID number.
Birth Date	Type your birth date.
Social Security Number	Type the last four numbers of your social security number.

Click **Next**.

If you entered the data correctly, the Security Question step opens.

Security Question

← Return to Login

Recover User Name

User Information Security Question Complete

Security Question

Answer Hint Question to verify identity

Question: what is your birthdate

Answer:

Back Next

Type the answer to your security question in the **Answer** field.

Note: Your security answers are case sensitive.

Click **Next**.



If you entered all required data, the Complete page opens.

Complete

← Return to Login

Recover User Name

User Information Security Question Complete

 Congratulations! You recovered your user name successfully!
Here it is: 

Finish

Your user name is displayed.

Click **Finish**.

The Announcements page opens.



Back Cover