

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

← Return to Login

Recover User Name

User Information Security Question Complete

User Information

Please enter Staff ID, Last Name and First Initial to recover your user name

Staff ID:

Last Name:

First Initial:

Next Cancel

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

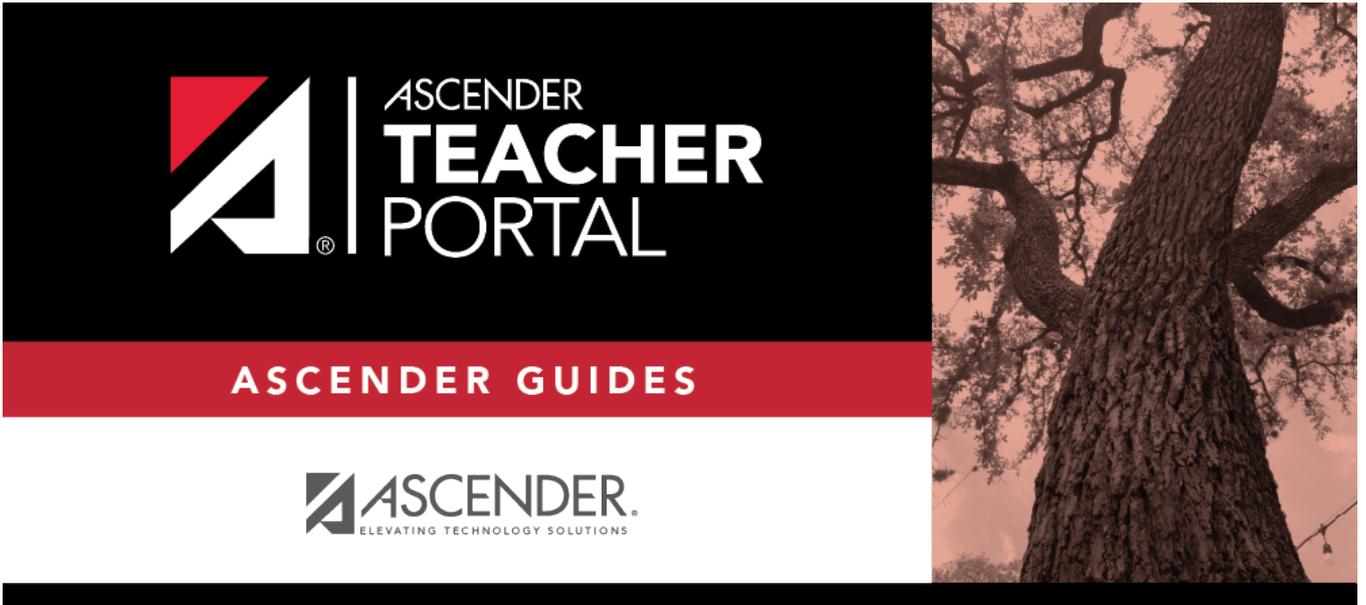
 Congratulations! You recovered your user name successfully!
Here it is: 

Finish

Your user name is displayed.

Click **Finish**.

The Announcements page opens.



Back Cover