



## Update Admin Profile



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# Update Admin Profile

## 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

### Update Profile

Update any fields you wish to change. Blank fields will not be updated. Fields with an asterisk ( \* ) are required.

Update Profile

Security Question

Complete

\*Current Password:

\*\*\*\*\*

✓

• Enter current password to continue.

New Password:

Password

✓

• 8-46 characters using 3 of the following:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Special characters

Confirm Password:

Confirm Password

• Password must match entry in password field exactly (case sensitive)

New PIN:

New PIN

• Enter four numbers (e.g., 1234) or leave blank

• If changed, all seating charts must be re-saved.

Update Hint Questions:

☐

Next

<b>Current Password</b>	Type your current password.
<b>New Password</b>	Type your updated password. <ul style="list-style-type: none"><li>• The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters</li><li>• Your password is case sensitive.</li></ul>
<b>Confirm Password</b>	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

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Update Profile

Security Question

Complete

#### Security Question

Question 1:

what is your favorite vacation spot

\*Answer 1:

\*\*\*\*

✓

Question 2:

what is your birthdate

\*Answer 2:

\*\*\*\*

✓

Question 3:

where were you born

\*Answer 3:

\*\*\*\*

✓

Next

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

## Complete

## Update Profile

Update any fields you wish to change. Blank fields will not be updated. Fields with an asterisk ( \* ) are required.

Update Profile

Security Question

Complete



Profile updated successfully

Finish

☐ Click **Finish**. <div indent>The Update Admin Profile page opens.



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