



Update Admin Profile

Table of Contents

Update Admin Profile	1
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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

Current Password	Type your current password.
New Password	Type your updated password. • The password must be 16-46 characters using three of the following: uppercase letters, lowercase letters, numbers, and special characters • Your password is case sensitive.
Confirm Password	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

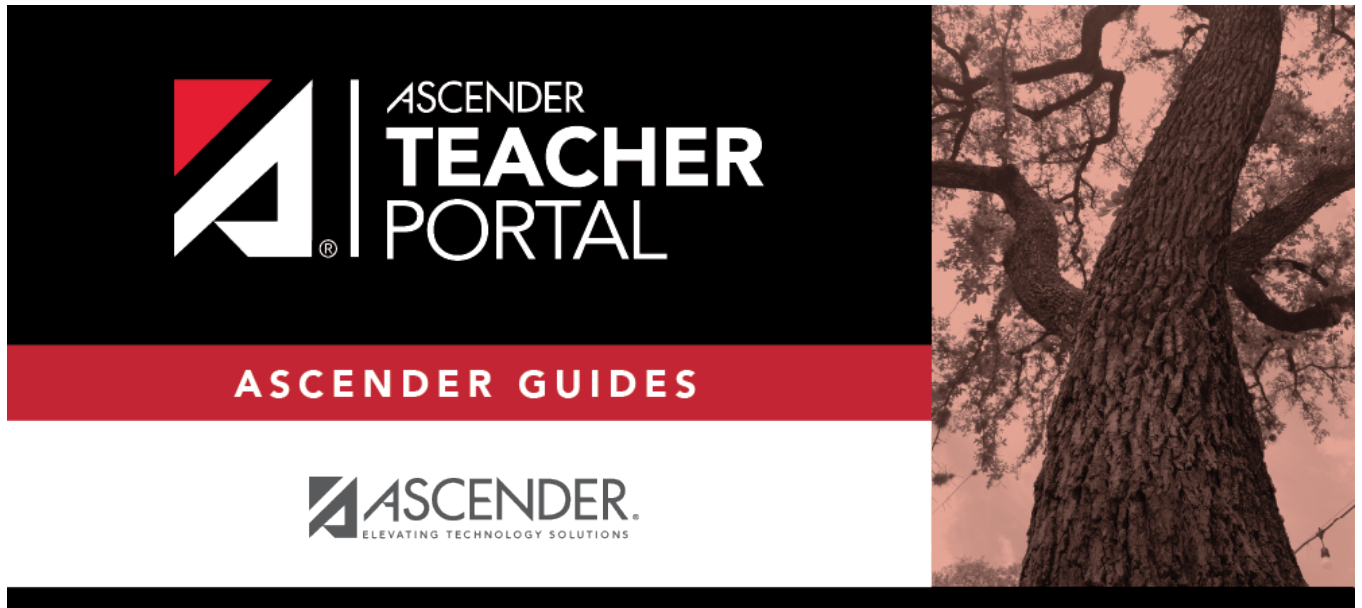
Complete



Profile updated successfully

Finish

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



Back Cover