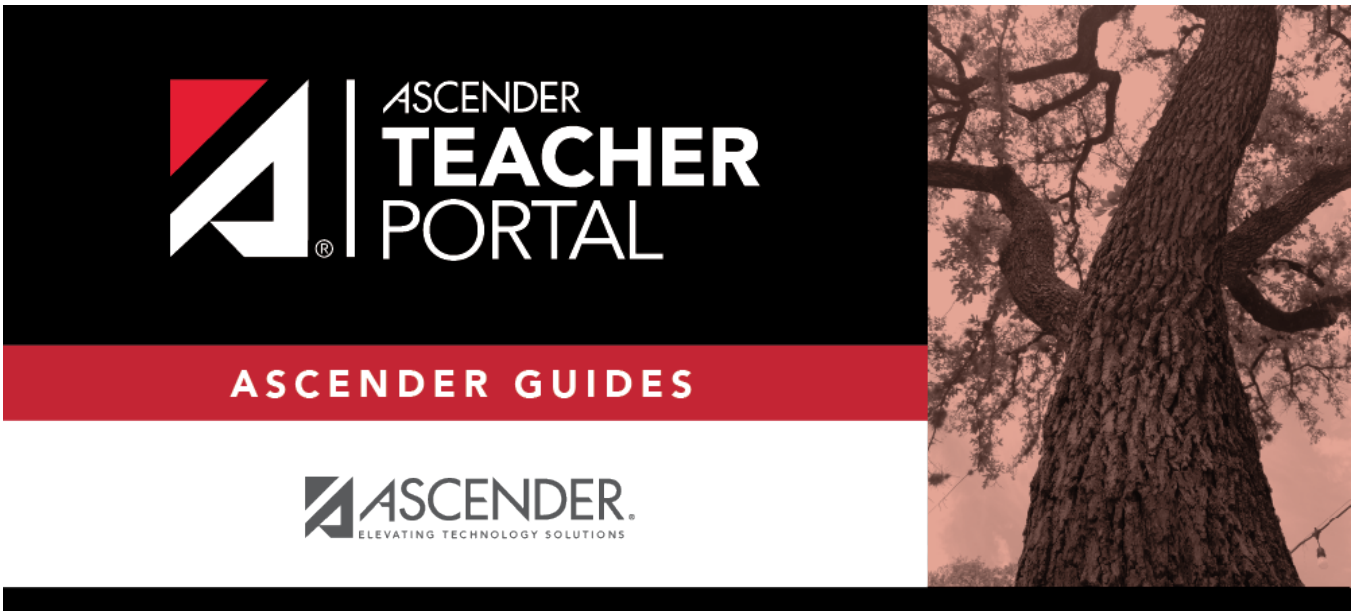

Update Profile

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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:

Current Password	
New Password	
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.
Combine Courses in Attendance	
Update Hint Questions	Select if you want to update your hint questions. The questions are updated on the next page when you click **Next**.
Student Order	
Use Independent Scroll Bars on Assignment Grades	
Default Assignment Due Date	

❑ 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.

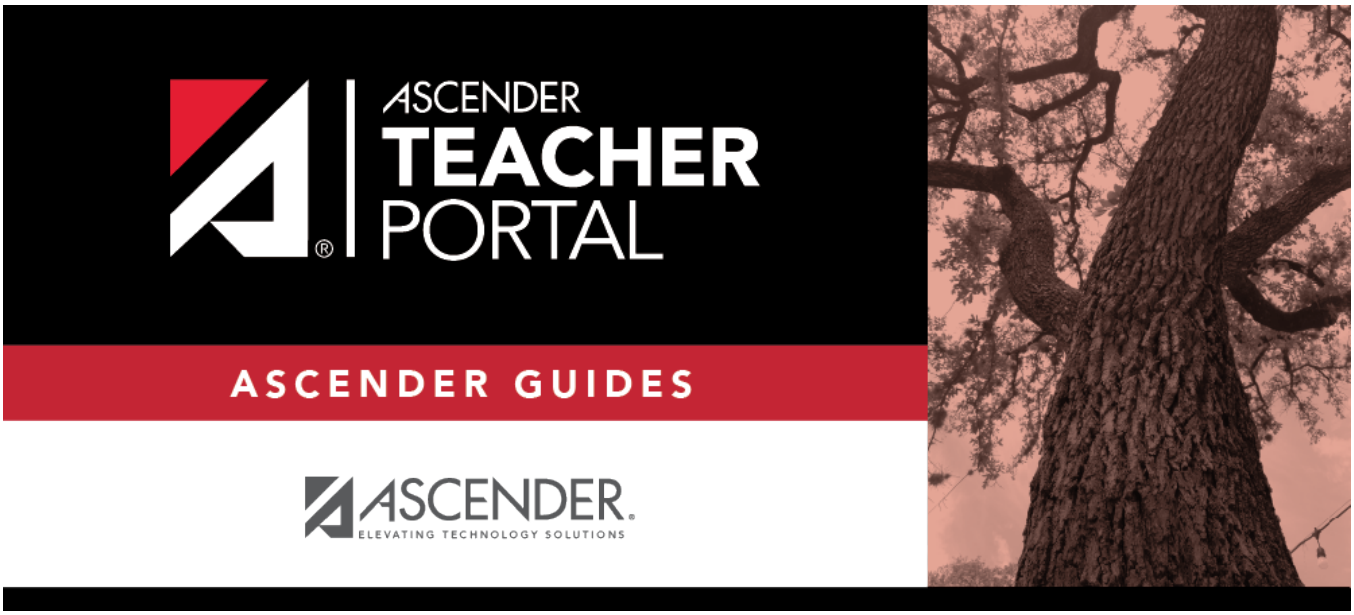
Question #	Select one of the hint questions for each field. You must select three different questions.
Answer #	Type the answer to the question you selected. You cannot repeat any questions/answers.

❑ Click **Next**.

The Success page is displayed.

❑ Click **Finish**.

You are redirected to the Announcements page.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