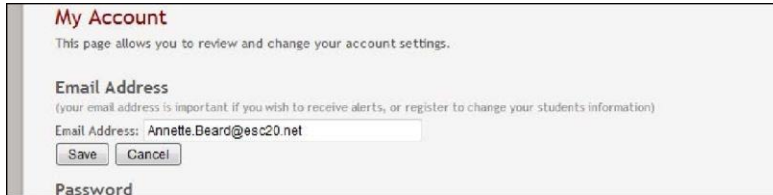


## How to Add or Update an E-Mail Address

If the parent wants to receive alert notices by e-mail or register his e-mail address to a student, he must provide a valid e-mail address. His current e-mail address is displayed under **My Account tab** and then **Email Address** if he previously entered it. The parent can add or update his e-mail address at any time.

1. Next to **Email Address**, click **Change**. The **Email Address** field is displayed.



The screenshot shows a web interface for 'My Account'. At the top, it says 'My Account' and 'This page allows you to review and change your account settings.' Below that, there is a section for 'Email Address' with a sub-note: '(your email address is important if you wish to receive alerts, or register to change your students information)'. The 'Email Address' field contains the text 'Annette.Deard@esc20.net'. Below the field are two buttons: 'Save' and 'Cancel'. At the bottom of the form, the word 'Password' is visible.

2. In the **Email Address** field, the parent types a current e-mail address and clicks **Save**.
    - If the data was entered incorrectly, a red message is displayed to the right of the field. The e-mail address must be in a valid format (e.g., *someone@example.net*) to continue.
    - If the data was entered correctly, the new e-mail address is displayed under **Email Address**.
  3. The parent can click **Cancel** not to change the e-mail address.
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