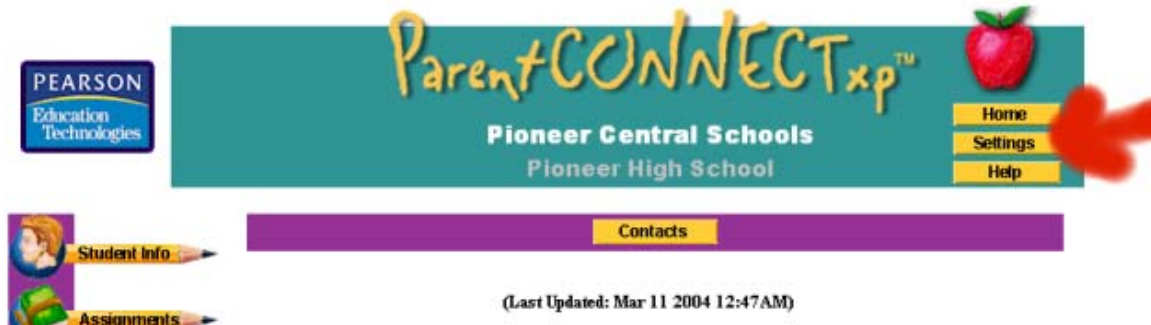


## How to change your email address in Parent Connect

From the Welcome screen, click on **Settings** in the top right corner as shown below:



Inside you will see options below:

A screenshot of the settings page in Parent Connect. The page is divided into two main sections. The left section is titled "Change Password" and contains two text input fields for "New Password:" and "Confirm Password:". Below these fields is a note: "If you would like to specify a new password, simply type in the name of the new password, and repeat the password in the confirmation password text box. NOTE: Your password must contain at least 5 characters." The right section is titled "Alert Notifications" and contains a list of events with checkboxes: "Discipline Incidents" (checked), "Unexcused Absences" (checked), "Tardies" (checked), "Missing Assignments" (unchecked), and "Failing Score" (checked). Below these sections is a text box for "Primary E-Mail Address" containing the email address "jwitter@pion.wyric.org". A red arrow points to this text box. Below the text box is a note: "This e-mail address will be the location that all documents sent from ParentCONNECTxp will be delivered to. This includes assignments, notifications, transcripts, or report cards." At the bottom of the page, there is a message: "Please make any changes you wish." and two buttons: "Apply" and "Back".

This is where you can update or change your email address.

Please call Jamie Witter at the district ITS office, (716) 492-9320, if you need further assistance.