

Updating your email address

Parents should update their email address in **two** sections on their MyPortal account.

Step 1: Log onto your [MyPortal account](#)

Step 2: To update the email address connected to email notifications, go to the [“My Contact Information”](#) Section.

Step 3: In “New” Column, enter the new email address and click “Save”

	Current	New
First Name		
Middle Initial		
Last Name		
Permanent Address		
Street		
City		
State		<Choose One>
Zip Code		
Mailing Address		
Street		
City		
State		<Choose One>
Zip Code		
Home Phone		
Cell Phone		
County of Residence:		<Choose One>
Email Address		
Confirm Email Address		

Parent/Guardian Security Questions:

These questions will be used by SEAA to identify the Parent/Guardian during communications with the Parent/Guardian.

What is the name of the city in which you were born?

What was the name of your elementary school?

Update Your User Profile

To change your password or email address associated with your user profile, [click here](#).

Step 4: To update the email address connected to your login information, click the “click here” link at the bottom of the screen.

This will take you to your [“My Profile”](#) Section”.

Step 5: Enter your new email address in the “Email Address” and “Confirm Email Address” boxes.

First Name:

Last Name:

Email Address:

Confirm Email Address:

User Name:

Password:

Confirm Password:

Step 6: Click “Save” to update your email address and “Return to Main Menu” to exit.