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## Account Information - How to Update Your Email Address and Phone Number

### Update the Learning Coach Information

1. Log-in to the Online School using your user name and password
2. Select **My Account** from the My Account drop-down menu (*see Example A*)
3. Enter your new email address and/or phone number replacing the old the old information (*Example B*)
4. Click the **Save** button

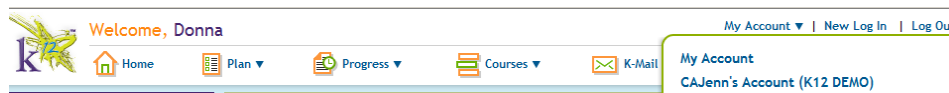
**Do not select Reset!** This action changes the screen back to the original information and your changes will not be saved.

### Update the Student Information

1. Log-in to the Online School using the Learning Coach username and password
2. Select the student's name from the My Account drop-down menu (*Example A*)
3. Enter your new email address and/or phone number replacing the old the old information (*Example B*)
4. Click the **Save** button

**Do not select Reset!** This action changes the screen back to the original information and your changes will not be saved.

#### Example A



#### Example B

### My Account

Suggest a Username

\* Username:

\* Password:

\* Verify Password:

Security Question:

Security Answer:

.....

\* Email:

\* Home Phone:

Work Phone:

Mobile Phone:

**Address:** 8000 Westpark Dr.  
McLean, Virginia 22102  
UNITED STATES

**To update your address:**

Virtual Academies & International Academy	Contact your Teacher or School Administration
Virtual School Programs	Contact your School Administration
Independent Study	Contact K12 Independent Study Sales (866-512-6463)

It is important that you keep your contact information up to date. If you have any difficulties please call our main office to ensure we are able to stay in touch with you.

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