Account Information - How to Update Your Email Address and Phone Number | Customer Support

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inform	ation-how	-update-y	our-emai				
kk	Custome	er Suppor	I			I	 OLS Login
HOME	THE OLS	MATERIALS	COMPUTER EQUIPMENT	ACCOUNT INFO	SUPPORT TOPICS	RESOURCES	CONTACT US
		Search	upport Topics > Account Information -			Address and	l Phone
SUPPOI	RT TOPICS	S ^r	lumber				
🕂 The OLS	S (Online School)	L L	pdate the Learning Coach	Information			
🕂 Material			I. Log-in to the Online School u	ising your user name	and password		
			2. Select My Account from the	My Account drop-dow	n menu <i>(see Example</i>	A)	
🕂 Comput	er Equipment		3. Enter your new email addres	s and/or phone numbe	er replacing the old the	old information (E	xample B)
🕂 Account	Information		1. Click the Save button				
🕂 Resourc	es		o not select Reset! This action e saved.	changes the screen b	back to the original infor	mation and your o	changes will not
		ι	pdate the Student Informa	tion			

- 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

1	Welcome, D)onna				My Account ▼ New Log In Log Out
K	Home	📒 Plan 🔻	Progress 🔻	Courses 🔻	🔀 K-Mail	My Account CAJenn's Account (K12 DEMO)
						/

Example B

	Suggest a Usernam	2		
* Username: K12Parent		2000 Washard Dr		
* Password:	•••••	Address: 8000 Westpark Dr. McLean, Virginia 22102 UNITED STATES To update your address:		
* Verify Password:	•••••			
Security Question:	Name of your school?			
Security Answer:	OHVA	Virtual Academies &	Contact your Teacher or School	
		International Academy	Administration	
* Email:	smith@email.com	Virtual School Programs	Contact your School Administration	
* Home Phone:	123-456-7891	Independent Study	Contact K12 Independent Study Sale: (866-512-6463)	
Work Phone:	123-456-7891			
Mobile Phone:	123-456-7891			

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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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