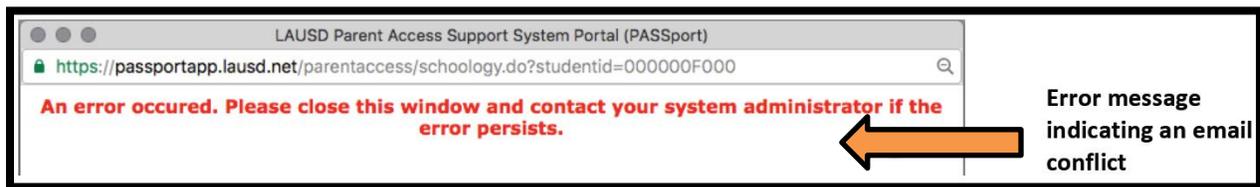


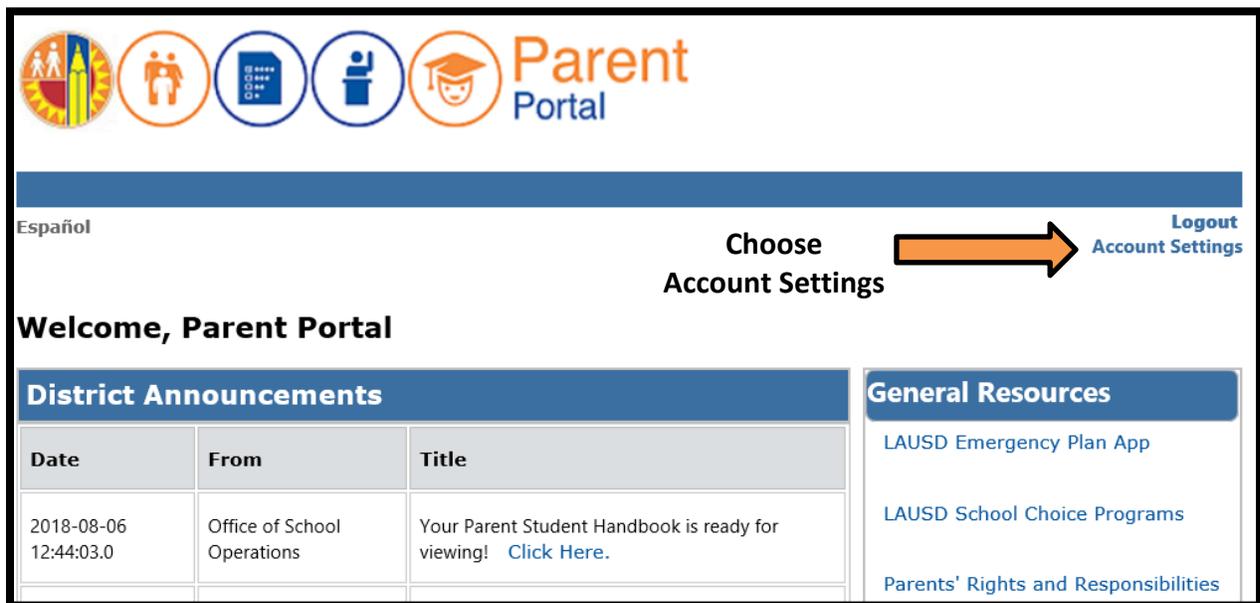


## Change Email Address

Each Schoology account must be associated with a unique email account. Schoology will use the account in Parent Portal to create a parent account. If the email in Parent Portal has been used for a Schoology account, an error message will appear.



To correct this, the email address may be changed in Parent Portal to an email not previously used for Schoology. To do this, go to the main page in Parent Portal and select Account Settings in the upper right corner.





Email, the preferred language and Parent-Student Handbook options may be changed in the Account Settings screen. Enter the new Email address and Re-enter the new Email address, then click on the Save button.

**Account Settings**

Update your Account Settings Below. To change your **Password** click [Here](#)

**First Name \***
 **Middle Name**
 **Last Name \***

To Change your Email address please do so below:

**Email \***
 **Re-enter Email: \***
**Enter the new email address**

Preferred Language

**English**  
 **Spanish**

I want to receive an electronic version of the LAUSD Parent-Student Handbook. I understand that by clicking "Yes" I will not receive a paper copy of the Parent-Student Handbook for the current school-year and beyond.

**Yes**  
 **No**

**Select the Save Button**

Once the new email has been saved, a message will appear on the main screen. It can take up to 30 minutes to update the information and login with the new email address.

**Information Saved.** **Message on the main screen indicating the information has been updated**

**Welcome, Parent Portal**

**District Announcements**

| Date                  | From                        | Title  |
|-----------------------|-----------------------------|--|
| 2018-08-06 12:44:03.0 | Office of School Operations | Your Parent Student Handbook is ready for viewing! <a href="#">Click Here.</a> |

