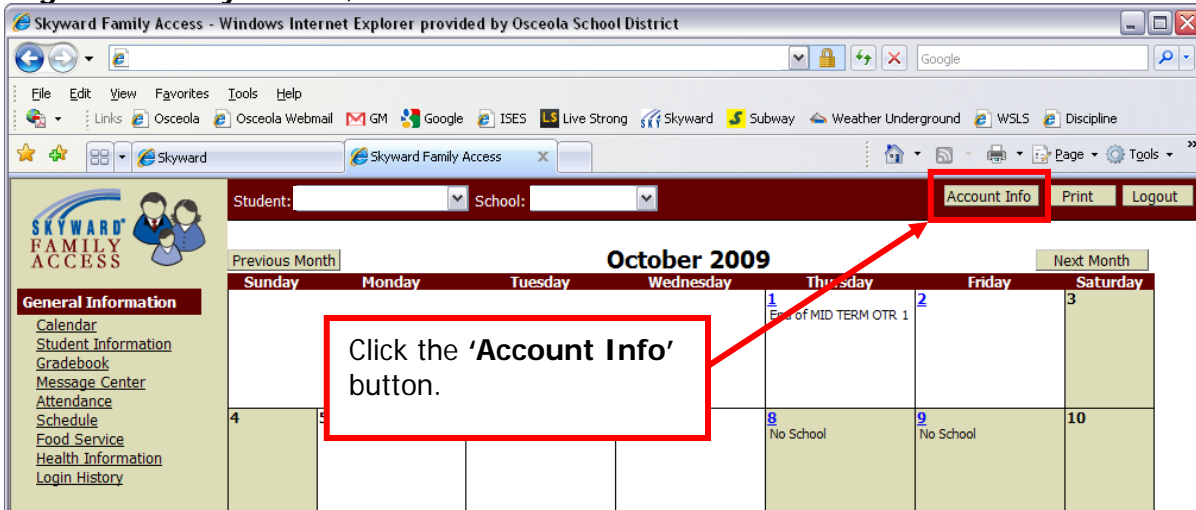


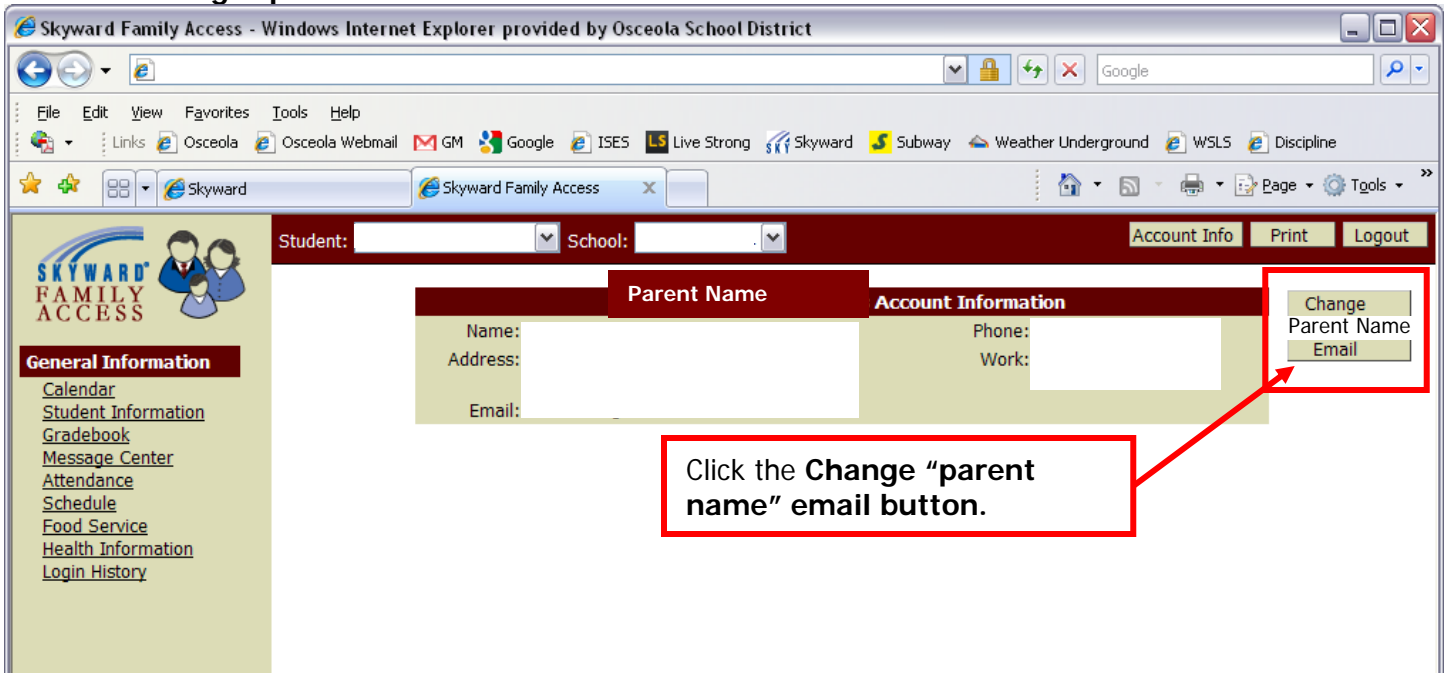
## Family Access: Update My Email Address

Keeping your email address up to date will enable teachers to contact you directly through the message center.

Log in to Family Access, click on the **account info** button.



Click the change "parent's name" email button next to the information to be edited.



Type in the updated email address and click the Save button.

The screenshot shows the Skyward Family Access web application in a Windows Internet Explorer browser. The browser's address bar displays the URL: `https://10.10.100.24/scripts/cgiip.exe/WService=wsEAplus/sfwmnu01.w`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The application header features the Skyward Family Access logo on the left, a navigation menu with links like Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Food Service, Health Information, and Login History, and a top navigation bar with Student and School dropdown menus, and Account Info, Print, and Logout buttons.

The main content area contains two forms. The first form is for general contact information, with fields for Name, Address, Email, Phone, and Work. The second form is for updating the email address, with a 'Current Email' field containing 'Old email address appears here' and an 'Email' field containing 'Enter new email address here'. A red box highlights the 'Email' field, and another red box highlights the 'Save' button. A red arrow points from the 'Save' button to the 'Email' field. A large red box at the bottom contains the text: 'Enter your new email address and click the Save button.'