



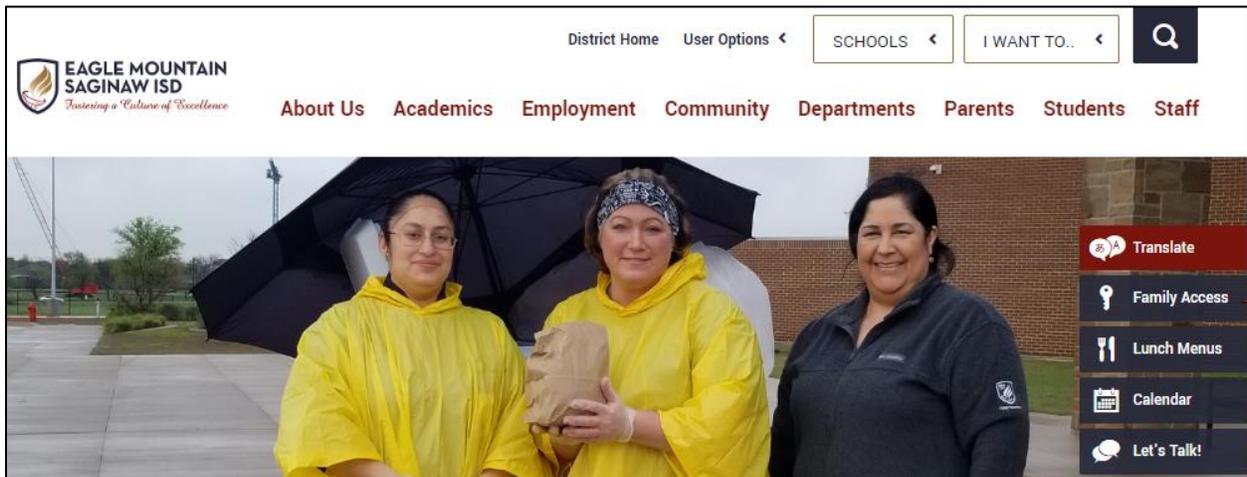
# Update Personal Email Cheat Sheet

## Verify or Update Personal Email Cheat Sheet

### How to Verify or Update Your Personal Email within Family Access

The following document will walk through the process of logging into the **Family Access** portal to verify or update your personal **Email Address**.

1. Access the internet and navigate to [www.emsisd.com](http://www.emsisd.com). Proceed to select the **Family Access** tab located in the upper-right corner of the screen to get to the **Family Access** login page.



2. Use the **Login ID** field to enter your username and enter your **Password** in the field below. If you need assistance with logging in, please contact the **Help Desk** at **(817) 847-2990** for login assistance. Click the **Sign In** button to log into the **Family Access** portal.



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3. Please note, you may see messages on your **Family Access** wall. **Teachers** as well as **Administration** may be communicating messages here for you to view and students to view within their personal **Student Access** pages.

To proceed with verifying or updating your **Email Address**, select the My Account link displayed in the very upper-right corner of the screen next to your name.



4. On the following screen, verify or update your **Email Address** under **Account Settings**. Update the field as needed and proceed to click on the **Save** button in the upper-right.

This will assure you that the system contains your **Email Address** for notifications being sent by **Teachers** or **Administrators** via email.

<b>Account Settings</b>				<input type="button" value="Save"/>	
Email:	<input type="text" value="peterg@pawtucketbeer.com"/>			<input type="button" value="Change Password"/>	
Phone:	<input type="text" value="(817) 555-2588"/>	Ext:	<input type="text"/>	<input type="button" value="Undo"/>	
Cell	<input type="text" value="(817) 555-2465"/>	Ext:	<input type="text"/>	Family Access Login: <input type="text" value="GRIFFPET000"/>	
Work	<input type="text" value="(817) 555-7783"/>	Ext:	<input type="text" value="187"/>	Password Last Changed: <input type="text" value="02/13/2020"/>	