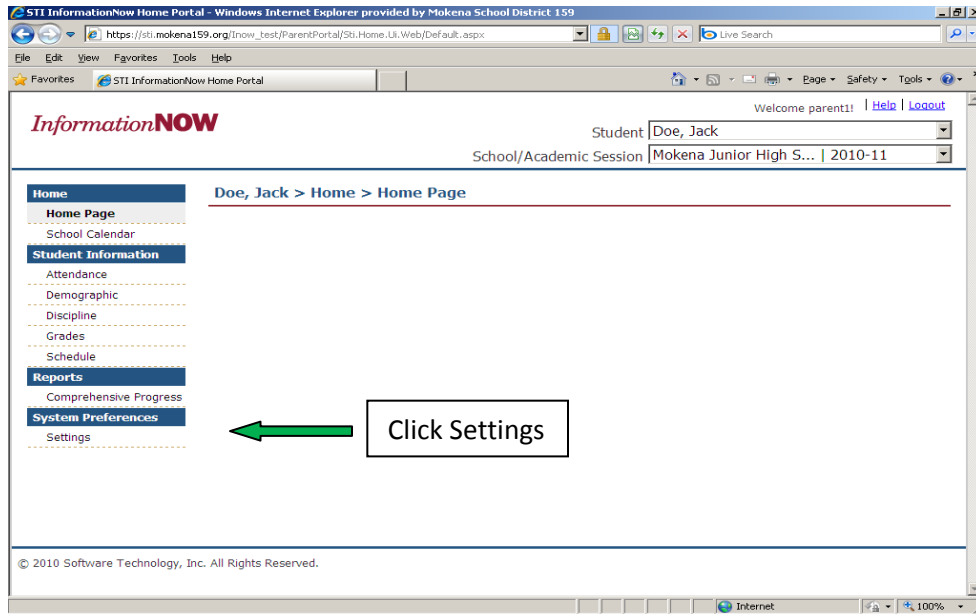
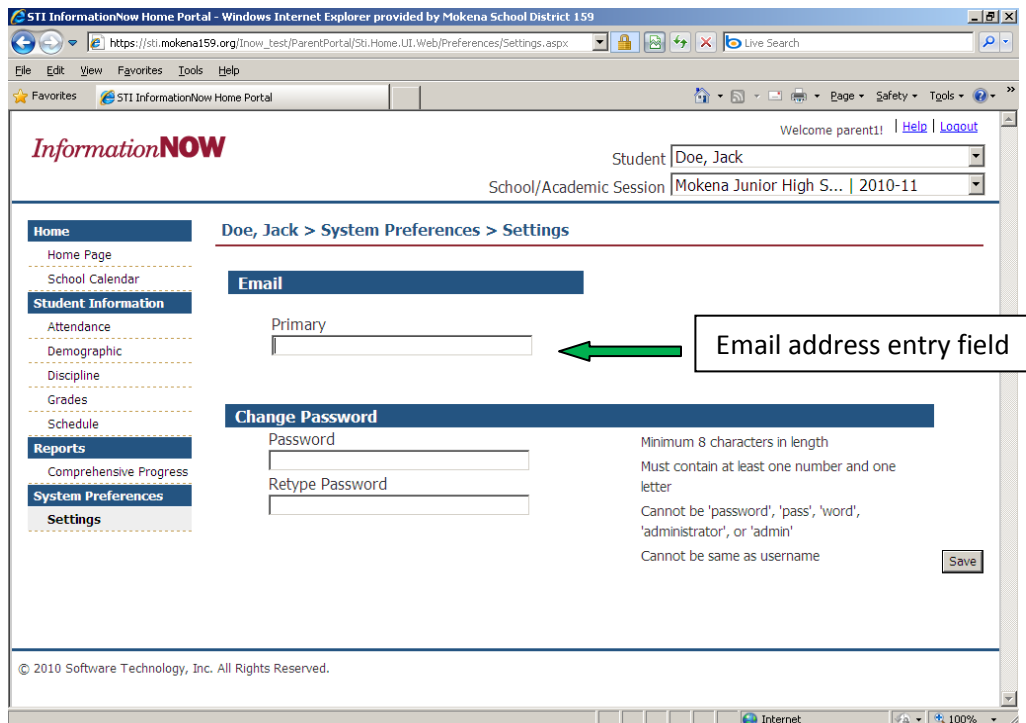


Updating Email Address Settings in the Parent Portal

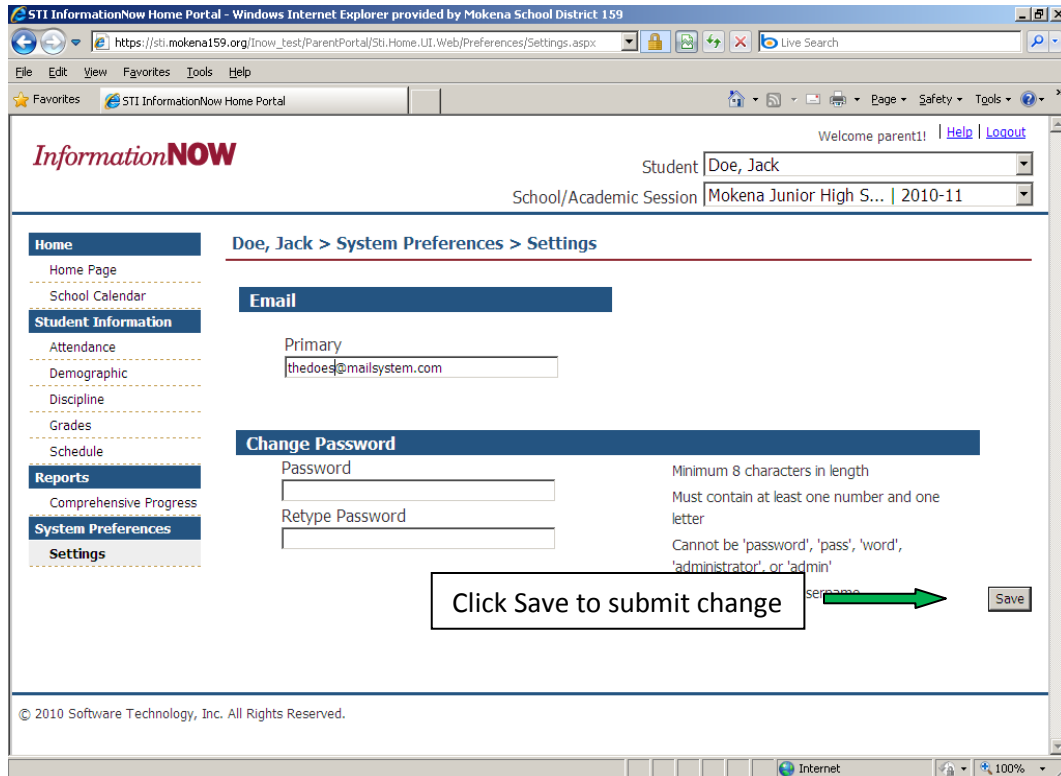
1. Access the STI Parent Portal .
2. Enter your user name and password to access the system.
3. At the Parent Portal main screen, access the Settings option in the lower left corner of the screen.



4. The following screen will appear. Locate the **Email** section in the middle of the screen.



5. In the **Primary** field, type in the full email address that you wish all school correspondence sent to. This email address will also be used to verify account information in the event you need to reset your password.



6. Once you have finished entering your email address, you must press the **Save** button to submit the change.
7. Click Logout in the upper right hand corner to exit the system.