HOW TO RESET CONTACT INFORMATION
For Districts

RESOET ONE CONTACT
- High School Portal Login Page
- Enter contact 1 or 2 email and district password
- Select
- Update primary or secondary contact fields
- Click
- Share pin and password with new contact

RESET BOTH CONTACTS
- Submit District Contacts Change Form
- Eligibility Center Customer Service Team Processes Form
- Email sent to new contacts listed on submitted form
- Contact 1 or 2 sets new password using forgot password link

RESET PASSWORD
- High School Portal Login Page
- Click Forgot Password Link
- Enter district code and contact name
- System generates email with temporary password
- Contact 1 email
- Contact 2 email
- Requester creates new password

RESET PIN
- High School Portal Login Page
- Enter contact 1 or 2 email and district password
- Select
- Enter new pin in appropriate field
- Click
- Share pin with new contact

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