HOW TO RESET CONTACT INFORMATION
For Districts

**RESET ONE CONTACT**
1. High School Portal Login Page
2. Enter Contact 1 or 2 Email and District Password
3. Select
4. Update Primary or Secondary Contact Fields
5. Click
6. Share PIN and Password with New Contact

**RESET BOTH CONTACTS**
1. High School Portal Login Page
2. Submit District Contacts Change Form
3. Eligibility Center Customer Service Team Processes Form
4. Email Sent to New Contacts Listed on Submitted Form
5. Contact 1 or 2 Sets New Password Using Forgot Password Link

**RESET PASSWORD**
1. High School Portal Login Page
2. Click Forgot Password Link
3. Enter District Code and Contact Name
4. System Generates Email with Temporary Password
5. Contact 1 Email
6. Requester Creates New Password
7. Contact 2 Email
8. Share PIN with New Contact

**RESET PIN**
1. High School Portal Login Page
2. Enter Contact 1 or 2 Email and District Password
3. Select
4. Enter New PIN in Appropriate Field
5. Click
6. Share PIN with New Contact

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