

Updating your Account Email Address (Username)

If you have changed your email since the last time you logged into the system, you can update your Account email address (Your Username) by completing the following steps:

- Click the **sign in** button on the registration website
- Sign in using your credentials
- Click the **My Account** link in the left navigation

The screenshot shows the homepage of the Professional Development Online Registration website. The layout includes a left-hand navigation menu, a top header with a home link and registration cart, a main content area with a search bar, and a right-hand sidebar with upcoming sessions.

QuickLinks

- sign in

Home

Search Types

- Search by Keyword
- Calendar of Sessions
- Conferences

User Account Information

- Professional Development Record
- My Account
- Registration
- History/Certificates
- Subscriptions

Contact Us

PDF Downloads

- Registration Form

Home Registration Cart: [0 items](#)

Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Register for a Session

- If needed, provide **Payment**.
Purchase orders are accepted.
- Click **Complete Checkout**.

Upcoming Sessions

- Thursday 7/17/2014**
[Child Abuse Issues for Educators](#)
Administration, Rm 203
- Tuesday 7/22/2014**
[escWorks Training](#)
Administration, RM 103

[more sessions...](#)

Contact Us
Contact us if you have questions regarding upcoming sessions or questions about this website.

Click the **Change primary email address...** link under your email address.

The screenshot shows a user account profile page. On the left is a sidebar with 'QuickLinks' including 'Home', 'Search Types', 'User Account Information', 'Instructor', 'Contact Us', and 'PDF Downloads'. The main content area is titled 'My Account' and contains a 'Primary Email' field with a 'Change primary email address...' link highlighted in a red box. Below this are fields for 'Secondary Email', 'Salutation', 'Last Name', 'First Name', 'Middle Name', 'Home Address', 'City', 'State', 'Zip', 'Home Phone', 'Work Phone', 'Organization', 'Site', 'School', 'Position', 'Special Needs', and 'Grade Level'. A 'Save Record' button is at the bottom.

The screenshot shows a form for changing an email address. It has three text input fields: 'Current Email Address' (containing 'region4user@gmail.com'), 'New Email Address', and 'Confirm Email Address'. A 'Submit' button is located at the bottom left of the form.

- The email address that you used to create the account is listed in the **Current Email Address** field.
- Enter the new email address in the **New Email Address** and **Confirm New Email** fields.
- Click **Submit** to update the email address.