

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. On the left is a dark blue navigation sidebar with the following sections: QuickLinks (with a 'sign in' button highlighted in red), New Users - click to create an account, Home, Search Types (Search by Keyword, Calendar of Sessions, Conferences), User Account Information (with 'My Account' highlighted in red), Registration History/Certificates, Subscriptions, Help & How-To, Contact Us, and PDF Downloads (Registration Form). The main content area has a header 'Welcome to Professional Development Online Registration' and a search bar for Session ID or Keyword. Below the search bar is a carousel of six images showing diverse students and teachers in classroom settings. To the right of the carousel is a list of 'Upcoming Sessions' for Monday 3/28/2016 and Friday 4/1/2016, including titles like 'Breaking the Failure Cycle - Considerate Text' and 'Multi-venue Science Leadership Network'. At the bottom of the main area is a 'Contact Us' section with a link and a brief message.

Home Registration Cart: [0 items](#)

Welcome to Professional Development Online Registration

Search by Session ID or Keyword



Upcoming Sessions
Monday 3/28/2016
[Breaking the Failure Cycle - Considerate Text](#)
Aldine ISD, Cleveland Elementary
Friday 4/1/2016
[Multi-venue Science Leadership Network](#)
Model Service Center Main Office, Online Location
[Recognizing Reimbursable Meals and Offer versus Serve](#)
Model Service Center Main Office, RM 101
[Achievement Series](#)
Model Service Center Main Office, RM 103
[Multi-venue Science Leadership Network](#)
Aldine ISD, Aldine HS
[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:

QuickLinks

Hello, Administrator Account

sign out

Home

Search Types

Search by Keyword

Calendar of Sessions

Conferences

User Account Information

Professional Development Record

My Account

Registration History/Certificates

Subscriptions

Help & How-To

Contact Us

PDF Downloads

Registration Form

My Account Registration Cart: [0 items](#)

Primary Email: administrator

Change primary email address...

[Change password](#)

Secondary Email:

* Salutation: Dr.

* Last Name: Account * First Name: Administrator Middle Name:

* Home Address: 1

* City: houstonj * State: * ZIP: 77030

* Home Phone: 7123333333 * Work Phone: 7123333345

* Organization: Model Service Center

* Site: Aldine ISD

* School: Aldine Middle School

* Position: Office Professional

Required Accommodations:

Save Record

QuickLinks

Hello, Administrator Account

sign out

Home

My Account - Email Management Registration Cart: [0 items](#)

If your email address needs to be changed provide your old email address and password to specify a new email address.

Current Email Address: administrator

New Email Address:

Confirm Email Address:

Submit

- 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.