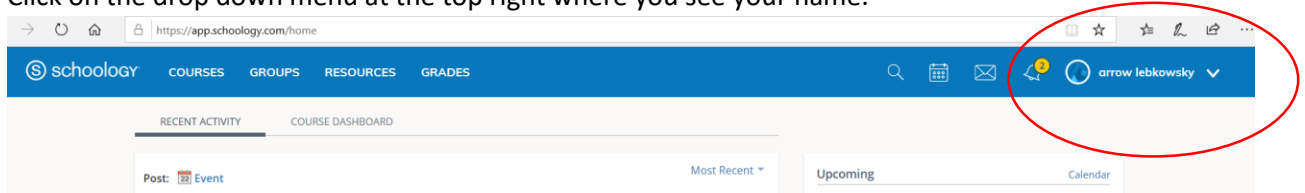
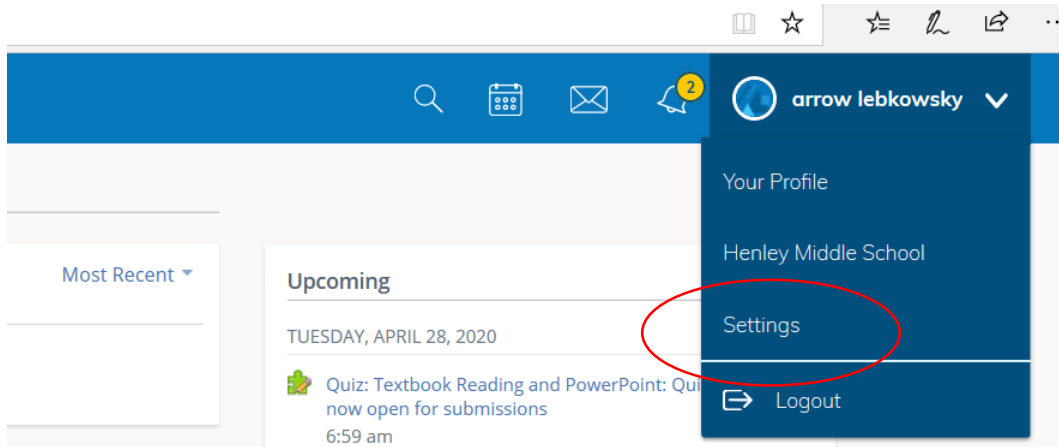


Instructions to verify or change your email address in your schoology account

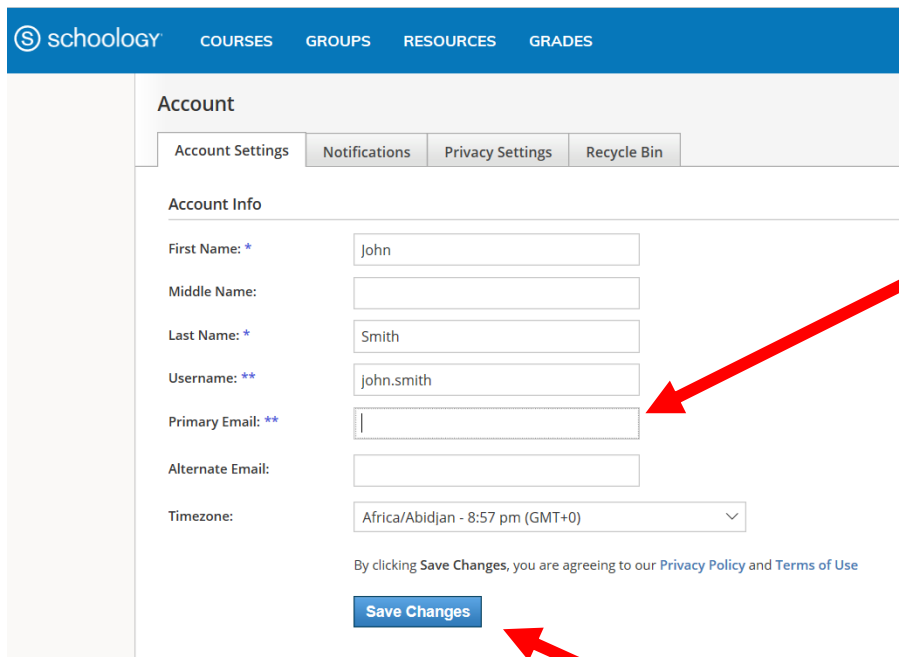
1. Log into your schoology account.
2. Click on the drop down menu at the top right where you see your name.



3. Click on Settings



4. Verify or Change your primary email. If the field is blank enter in your school email address.
5. Save Changes!

A screenshot of the Schoology Account Settings page. The page title is 'Account'. There are four tabs: 'Account Settings', 'Notifications', 'Privacy Settings', and 'Recycle Bin'. The 'Account Settings' tab is selected. Under 'Account Info', there are several fields: 'First Name: *' (John), 'Middle Name:' (empty), 'Last Name: *' (Smith), 'Username: **' (john.smith), 'Primary Email: **' (empty), 'Alternate Email:' (empty), and 'Timezone:' (Africa/Abidjan - 8:57 pm (GMT+0)). A red arrow points to the 'Primary Email' field. Below the fields, there is a message: 'By clicking Save Changes, you are agreeing to our Privacy Policy and Terms of Use'. A blue 'Save Changes' button is at the bottom, with a red arrow pointing to it.