

## Updating an Email Address or Password in the Family Access Portal

*Instructions are the same for both Students and Parents*

Log into your Portal account. You may get there from the Sarasota County Schools website.

<https://www.sarasotacountyschools.net>

Click on **Parents & Students**, and then click on [Family Access Portal: Assignments-Attendance-Grades-Schedule](#)



Once in your portal, click **Settings** on the top right of the page

Select **Password** from the list of options

This opens a new screen that shows your User Name, Email address, First Name and Last Name as well as two blank fields to change your password. \*You cannot see your current password.

### To change your Email Address:

- delete the email address showing in the **Email** box and type in the new email address
- click the **Save** button

A screenshot of the "PASSWORD" settings page. The page has a blue header with the word "PASSWORD" in white. Below the header, there are several input fields: "User Name:", "Password:", "Last Name:", "Email:", "Confirm Password:", and "First Name:". The "Email:" field is highlighted with a yellow circle containing the number "1". At the bottom right, there are two buttons: "Save" and "Clear", with a yellow circle containing the number "2" pointing to the "Save" button.

### To change your Password:

- type in the new password in the **Password** box
- type the new password again in the **Confirm Password** box
- click the **Save** button

A screenshot of the "PASSWORD" settings page. The page has a blue header with the word "PASSWORD" in white. Below the header, there are several input fields: "User Name:", "Password:", "Last Name:", "Email:", "Confirm Password:", and "First Name:". The "Password:" field is highlighted with a yellow circle containing the number "1", and the "Confirm Password:" field is highlighted with a yellow circle containing the number "2". At the bottom right, there are two buttons: "Save" and "Clear", with a yellow circle containing the number "3" pointing to the "Save" button.

You will receive a *Save Successful* message after clicking Save

A screenshot of the "PASSWORD" settings page. At the top, there is a green banner with the text "Save successful." and a green checkmark icon. Below the banner, the page has a blue header with the word "PASSWORD" in white. Below the header, there are several input fields: "User Name:", "Password:", "Last Name:", "Email:", "Confirm Password:", and "First Name:". At the bottom right, there are two buttons: "Save" and "Clear".

**Para Actualizar una dirección de correo electrónico o contraseña en el Portal de Acceso de la Familia**

**Las instrucciones son las mismas tanto para los estudiantes como para los padres.**

Inicie sesión en su cuenta del portal. Puede llegar desde el sitio web de las Escuelas del Condado de Sarasota. <https://www.sarasotacountyschools.net>

Haga clic en **Padres y Estudiantes**, y luego haga clic en [Portal de Acceso Familiar](#):

[Asignaciones-Asistencia-Grados-Horario](#)

Una vez en el portal, haga clic en **Configuración** (Settings) en la esquina superior derecha de la página



Seleccione **Contraseña** (Password) en la lista de opciones.

Esto abre una nueva ventana que muestra su nombre de usuario, dirección de correo electrónico, nombre y apellido, así como dos campos en blanco para cambiar su contraseña. \* No podrá ver su contraseña actual.

**Para cambiar su dirección de correo electrónico:**

- elimine la dirección de correo electrónico que se muestra en el cuadro **Correo Electrónico** y escriba la nueva dirección de correo electrónico
- haga clic en el botón de **Guardar** (Save)

A screenshot of a web form titled "PASSWORD". It contains fields for "User Name", "Email", "Password", "Confirm Password", "Last Name", and "First Name". A yellow arrow with the number "1" points to the "Email" field. At the bottom right, there are "Save" and "Clear" buttons. A yellow arrow with the number "2" points to the "Save" button.

**Para cambiar su contraseña:**

- escriba la nueva contraseña en el cuadro **"Contraseña"**
- escriba la nueva contraseña nuevamente en el cuadro **Confirmar Contraseña**
- haga clic en el botón de **Guardar**

A screenshot of the "PASSWORD" form. A yellow arrow with the number "1" points to the "Password" field, and another yellow arrow with the number "2" points to the "Confirm Password" field. At the bottom right, a yellow arrow with the number "3" points to the "Save" button.

Recibirá un mensaje Guardar con éxito después de hacer clic en Guardar

A screenshot of the "PASSWORD" form with a green banner at the top that says "Save successful." with a green checkmark icon. The form fields and "Save" and "Clear" buttons are visible below.