How to change your email address in Community Apps

Need to change the email address associated with your Community Apps account? No problem. Follow these instructions to change it.

After visiting the SCDSB Community Apps webpage, click Login To Community Apps.



Login using the **original** email address and password you used when signing up to Community Apps.



Open Personal Account Settings.



Scroll down and click Change Email Address.



Type in your **new** email address, and then again to confirm it. Click **Send Verification Code**.

Now, go check your email at the new email address and write down the code. Go back to the Community Apps page and enter in the verfication code, click Next.

Simcoe County District School Board	• Help. • Home. • Sign Out.	APPS
Community Account - Change Email (Verification Code)		
Enter Verification Code		
Please enter the verification code that was sent to the email address you p Verification Code: 932255 932255 Next Cancel Resend Code	rovided in the previous step. This message may take a few minutes to an	rive.
Simcoe County District School Board	Helpful Links School Year Calendars <u>Safe Schools Reporting Tool</u> EAQ	

You are all set! Your email address has been changed in Community Apps. Don't forget to use the new email address next time you login to Community Apps.

Simcoe County District School Board		
Community A	Apps > Account	
	O Community Account - User Information	
	C Email updated to [yournew@email.ca] from [youremail@address.com]	
	Please review your Community Account information and ensure it is accurate. First Name:	