

## 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

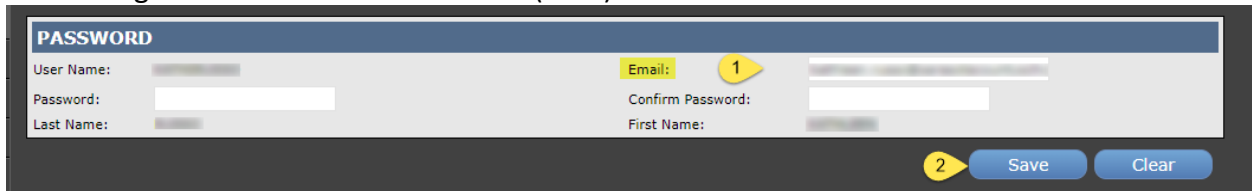


Seleccione **Contraseña** (Password) en la lista de opciones.

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.

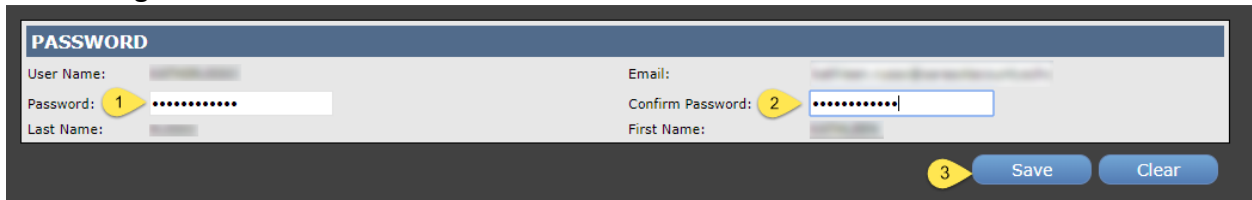
**Para cambiar su dirección de correo electrónico:**

- 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)

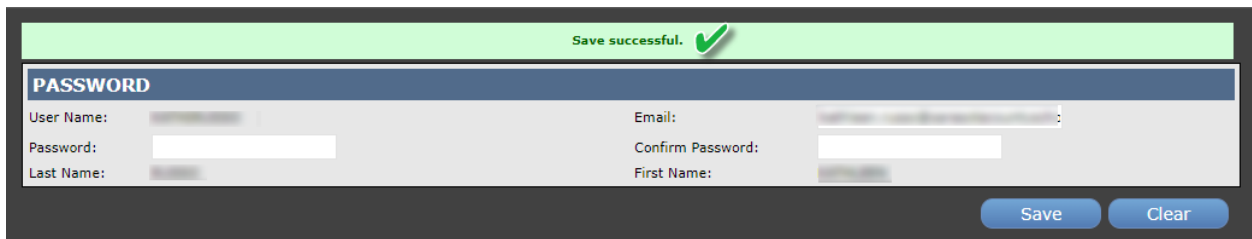
A screenshot of a web form titled "PASSWORD". It has fields for User Name, Password, Last Name, Email, Confirm Password, and First Name. A yellow callout bubble with the number "1" points to the Email field. At the bottom right, there are "Save" and "Clear" buttons, with a yellow callout bubble with the number "2" pointing 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 same "PASSWORD" form. A yellow callout bubble with the number "1" points to the Password field, and another yellow callout bubble with the number "2" points to the Confirm Password field. At the bottom right, a yellow callout bubble 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 showing a success message. A green banner at the top says "Save successful." with a green checkmark icon. The form fields and buttons are visible below.