

# How to Change Your Secondary Email

We now require a secondary email for school accounts. This allows you to unlock your account and reset your password yourself, without contacting the Tech office. If you need to change your secondary email, you can do so from a web browser on any device by using our **Single Sign-On (SSO) portal**:

[newburyport-k12.okta.com](https://newburyport-k12.okta.com)

After clicking the link above, you will be brought to our SSO login page.

Please sign in with your **username** (not your full email) and **current password**.

Changing SE\_01-border.png

After signing in, you will see our SSO portal. On the right side of the top navigation bar, you will see your **name** next to an icon of a person. Click on your **name**, and then click on the '**Settings**' option in the drop-down list.

Changing SE\_03-border.png

You can change your secondary email by editing the **Personal Information** section. Click on the **Edit** button next to Personal Information.

Changing SE\_04-border.png

After clicking edit, you will see text boxes for the information you're allowed to change. Right now, you can only change your **Secondary email** and Mobile phone.

Enter your new secondary email in the text box, and click **Save**.

Changing SE\_05-2-border.png

You will see a message that says, "**Check the email sent to** *[the email address you just entered]* **to confirm it as your secondary email.**"

Changing SE\_06-border.png

For security reasons, a message with the subject "**Newburyport Public Schools - Notice of Pending Email Address Change**" will be sent to your old secondary email address.

Go to your inbox for the new secondary email. You will see a message from our SSO portal with the subject "**Newburyport Public Schools - Confirm Email Address Change**". In the message, click on the green "**Confirm Email Change**" button.

[Changing SE\\_08-border.png](#)

A new tab, or window, will open in your web browser and let you know that the email change is confirmed.

[Changing SE\\_09-border.png](#)

**Any messages regarding resetting your password or unlocking your account will now be sent to the updated secondary email address.**

---

Revision #8

Created 16 October 2020 14:14:14 by Colin Janson

Updated 4 December 2020 13:50:59 by Colin Janson