

Schoolwires

User Profile Settings and Password Change

www.lee.k12.nc.us

1. Sign In and Select My Account

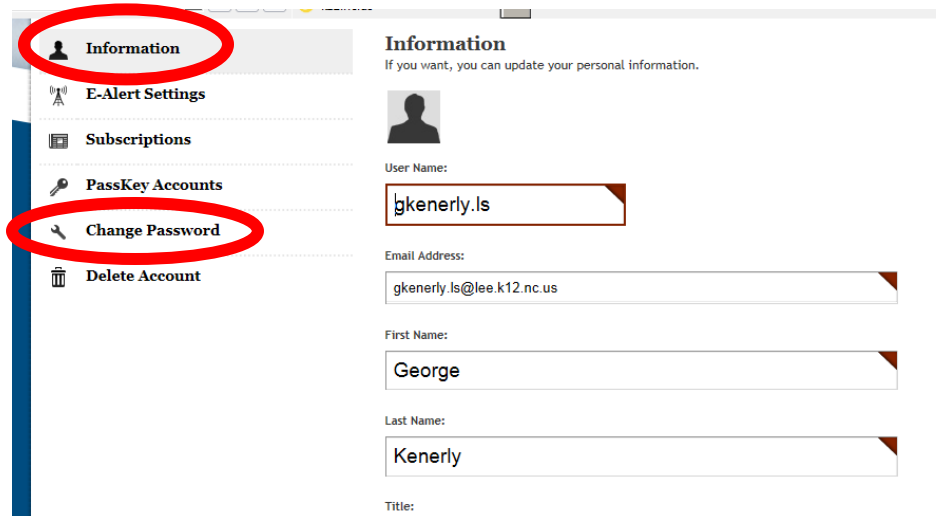


2. Edit Account Settings

3. The user profile information can be updated on the Information page. Make sure the email is correct and add your title and the school's address and phone number.

Don't forget to Save Changes at the bottom of the page.

Save Changes



4. Password can be updated on the Change Password page. Click Change Password when changes are entered.

Change Password

5. To Log Off – Click Sign Out under My Account

