

# Update Information

Depending on how your district has configured the Frontline Health Portal, you may be able to update information for your account from within the Health Portal. For questions about information in the Health Portal, please contact your school district.

The screenshot shows the top navigation bar of the Health Portal with the following items: Health Portal, Home, Letters and Forms, My Account (with a dropdown arrow), Help (with a dropdown arrow), and Sign Out. Below the navigation bar, there is a 'Select Person' dropdown menu with 'Beal, Amelia' selected. To the right of this menu, there are two buttons: 'Account Details' (highlighted with a red box) and 'Change Password' (highlighted with a white box). Below these buttons is the 'Portal User Information' section, which includes a profile picture of a young girl and the following details:

Beal, Amelia	District ID:	9425
Birth Date: 03/20/2014	Age:	7 yrs., 4 mos.
Gender: Female	School:	Frontline Elementary
Home Room: 0	Teacher:	Percy, Bart
Grade: 01		

Health Portal Home page (partially shown) with the My Account menu

To update your account information, select **My Account > Account Details** to view the **My Information** page.

The screenshot shows the 'My Information' page. At the top is the same navigation bar as in the previous screenshot. Below the navigation bar, the page is titled 'My Information'. It contains several sections:

- Login ID:** sbeal@example.com
- Password Changed:** 10/2/2020 5:57:19 PM
- Preferred Language:** Select Preferred Language (dropdown menu)
- Notifications:**
  - Notification By Email:  Notification By Email
  - SMS:  SMS
  - Push Notifications (Mobile):  Push Notifications (Mobile)
- Email:** sbeal@example.com
- Mobile Phone:** 555-765-4321

At the bottom right of the form is a blue button labeled 'Update My Info'. Below the form, there is a section titled 'You have access to the following students'. It includes a 'Show' dropdown menu set to '10' and a 'Search:' input field. At the very bottom, there is a table header with the following columns: Name, District ID, School, Grade, and Portal Accounts. Each column has a small icon indicating sorting options (up/down arrows).

My Information page

Make any changes and click **Update My Info**.

