## WALES STREET SCHOOL AGE CARE (SAC) Fact Sheet #6 Changing email address in My Family Lounge



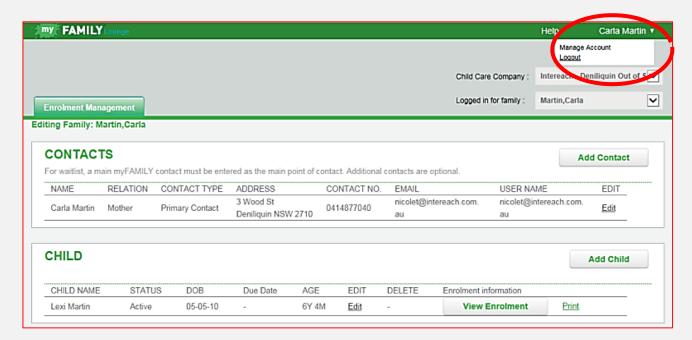
Please note: Families should manage their email change themselves following the steps below.

If staff updates the parent's email address through "Qikkids" program this will change the parent's My Family Lounge login.

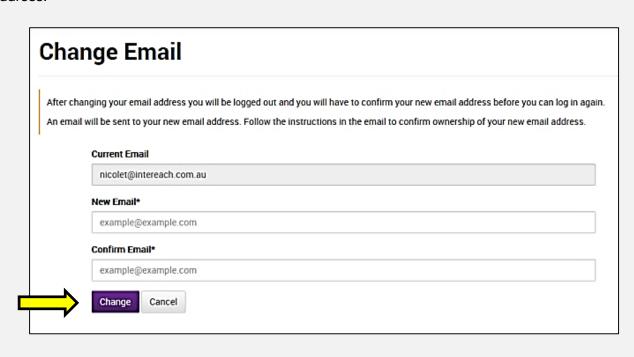
This process is difficult to rectify

- Parent Sign-In
  Email
  Password

  Register
- **1.** Log into your My Family Lounge account via the Wales Street Primary website using the original email address used to set up your account.
- 2. Go to your name at the top right of the screen and select 'Manage Account' from the drop down box



3. You will be presented with your current My Family Lounge account details. Click on 'Change' next to the email address.



**4.** Enter your new email address. Confirm your new email address. **Click on - 'Change'.** Check your new email inbox for instructions on confirming this change.

