



Tim Etzler

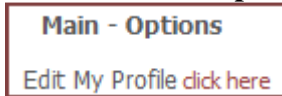
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Changing Email Address in CScope

With the conversion to the new KISD email system you need to update the email address in your CScope profile. Please follow these steps:

1. Logon to CScope website
2. Under **“Main – Options”** next to **“Edit My Profile”** left-click the mouse on **“click here”**



3. The following screen will appear

Edit My Profile

First Name:

Last Name:

Email:

System Login/User Name:

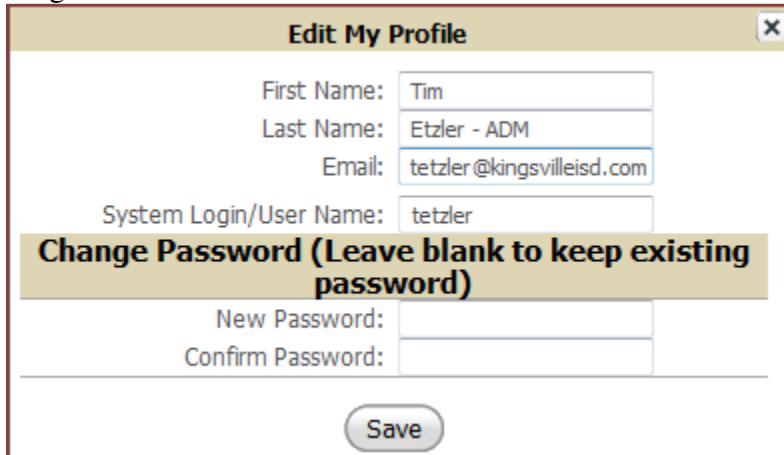
Change Password (Leave blank to keep existing password)

New Password:

Confirm Password:

4. **DO NOT CHANGE** the following fields
 - a. First Name:
 - b. Last Name:
 - c. System Login/User Name:(If you need this information changed for any reason please email me the changes)
5. In the Email: field your old email address domain (@kvisd.esc2.net) should appear as shown in above image

6. Replace the old email address with your new @kingsvilleisd.com email address as shown in below image



The image shows a web form titled "Edit My Profile" with a close button (X) in the top right corner. The form contains the following fields:

- First Name: Tim
- Last Name: Etzler - ADM
- Email: tetzler@kingsvilleisd.com
- System Login/User Name: tetzler

Below these fields is a highlighted section with the text: **Change Password (Leave blank to keep existing password)**. Underneath this section are two empty input fields labeled "New Password:" and "Confirm Password:". At the bottom of the form is a "Save" button.

7. If you would like to change your password then type a new password in the New and Confirm Password: fields
8. Left-click the mouse on the **Save button** for new settings to take affect

