

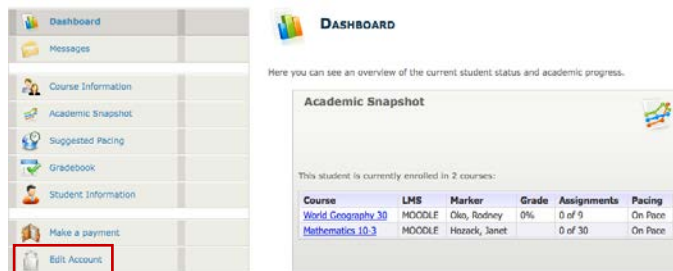
Updating your Contact Information

Last Updated: October 18, 2018

Need to add, change or remove your existing contact information? You can do this in the Student Information System (SIS) by following these steps:

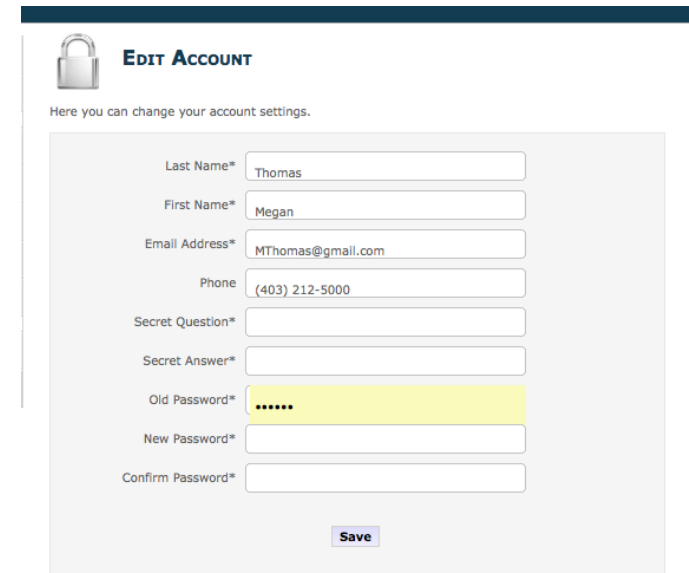
To Reset your Password

1. From the main menu, select the **Edit Account** option.



2. Make your changes to the appropriate fields and click **Save**. Your changes will be applied to your next login.

Note: The **Delete** and **Backspace** button do not work in the **Phone** field. If you need to make changes to this field, simply type over the existing text, and the system will make the changes for you.



EDIT ACCOUNT

Here you can change your account settings.

Last Name*

First Name*

Email Address*

Phone

Secret Question*

Secret Answer*

Old Password*

New Password*

Confirm Password*

Contact

If at any time you have questions, please contact Vista Virtual School at 1-855-974-5333 Ext. 5317 or vsupport@phrd.ab.ca.