

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

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

The screenshot shows the SIS dashboard. On the left is a vertical menu with options: Dashboard, Student's Messages, Guardian's Messages, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Activity, Course Plan, Student Information, Make a payment, **Edit Account** (highlighted with a red box), and External Links. The main content area is titled 'DASHBOARD' and includes an 'Academic Snapshot' table and a 'Messages' section.

Course	LMS	Marker	Grade	Assignments	Pacing
Mathematics 9-1	DZL			0 of 0	On Pace
Science 9-1	DZL			0 of 0	On Pace
Social Studies 9-1	DZL			0 of 0	On Pace
English 20-1	MOODLE		0%	0 of 0	On Pace
Chemistry 20	MOODLE		0%	0 of 0	On Pace

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

Note: The **Delete** and **Backspace** buttons 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.

The 'EDIT ACCOUNT' form is displayed with the following fields and values:

- Last Name*: Aaltink
- First Name*: Kalo
- Email Address*: Aaltink@gmail.com
- Phone: (403) 569-8215
- Secret Question*: Where were you born?
- Secret Answer*: Cranbrook
- Old Password*: *****
- New Password*: (empty)
- Confirm Password*: (empty)

A **Save** button is located at the bottom right of the form.



Alberta Distance
Learning Centre

Updating your Contact Information

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Contact

If at any time you have questions, please contact us:

Learning Network Help Desk

1-866-774-5333, ext. 5378

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