

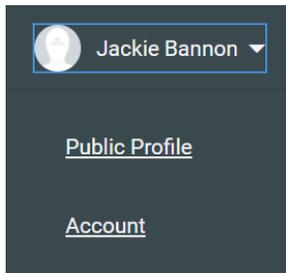
A Guide for Educators & Administrators



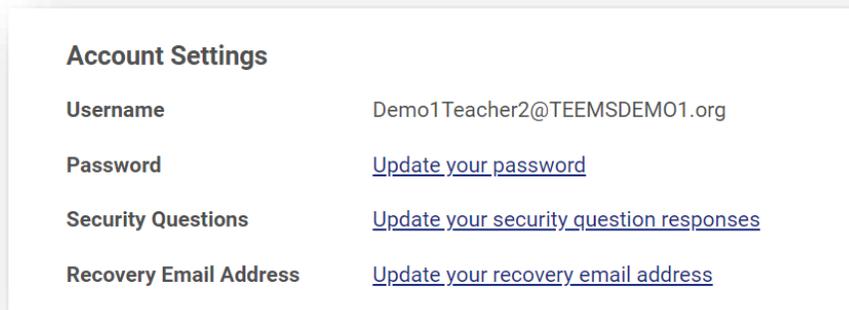
Account Setup

How to Enter/Update a Recovery Email Address

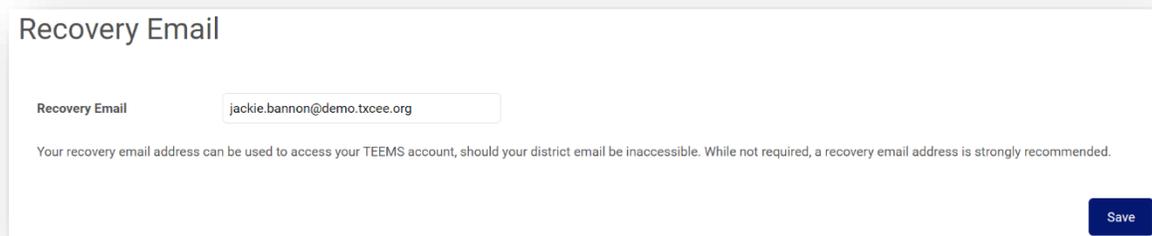
- 1 From the TEEMS dashboard, select the drop-down arrow next to your name and select **Account**.



- 2 In Account Settings, locate the Recovery Email Address item and click **Update your recovery email address**.



- 3 Enter your Recovery Email address and click **Save**.



Your recovery email address can be used to access your TEEMS account should you no longer have access to your district email address.