A Guide for Educators & Administrators **EEMS Account Setup** How to Enter/Update a Recovery Email Address From the TEEMS dashboard, select the drop-down arrow next to your name and select Account. Jackie Bannon 🤻 Public Profile <u>Account</u> In Account Settings, locate the Recovery Email Address item and click Update your recovery email address. **Account Settings** Demo1Teacher2@TEEMSDEM01.org Username Password Update your password **Security Questions** Update your security question responses **Recovery Email Address** Update your recovery email address Enter your Recovery Email address and click Save. 3 **Recovery Email Recovery Email** jackie.bannon@demo.txcee.org Your recovery email address can be used to access your TEEMS account, should your district email be inaccessible. While not required, a recovery email address is strongly recommended. Your recovery email address can be used to access your TEEMS account should you no longer have access to your district email address.