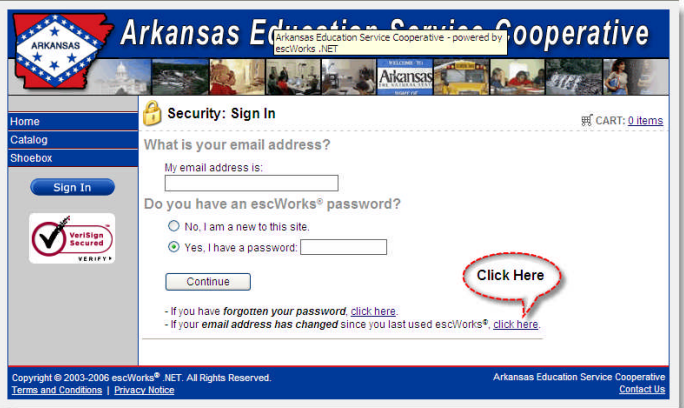


# How Do I ... change my Shoebox email address?

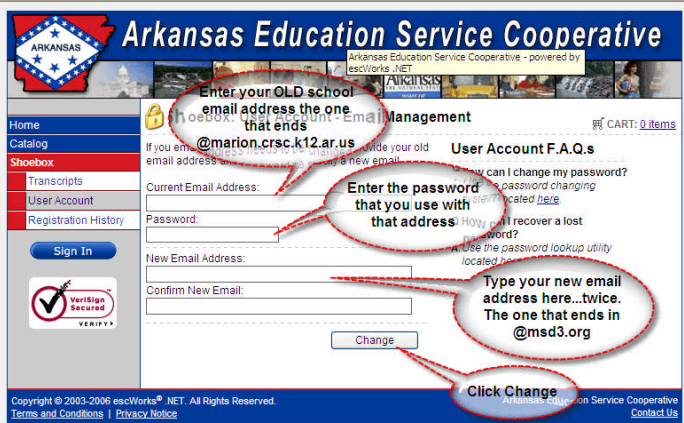
To update your Shoebox email address:

1. Click on **Internet** from your **Start Menu**.
2. Click on the Technology Tidbits button from the districts home page.
3. Near the top of Technology Tidbits, click the Shoebox Link button to be directed to the **esc Shoebox** website.
4. Near the bottom of the page click the link indicated below.



5. Follow the prompts shown here. Be sure to click change when you have your information entered correctly.

**NOTE:** Changing your email address in this manner retains all of your previous staff development information in the same folder. If you create a new account, you lose your information from previous years.



This also allows you to receive confirmation of registration for Shoebox events.