



How do I... update my Shoebox User Information?

There are several reasons that could require account updates

- 1) you get married and change your last name;
- 2) you change campus assignments; (ie. move from AES to MES)
- 3) you used an email address other than your school email address;
- 4) you move to/from another school district

Remember you are responsible for managing this account.

To update your Shoebox user information:

1. Click on **Internet** from the **Start Menu**.
2. Click on the **Technology Tidbits** button on the district home page.A blue rectangular button with the text "TECHNOLOGY TIDBITS" in white, all-caps font.
3. Near the top of Technology Tidbits, click the Shoebox Link button to be directed to the **esc Shoebox** website.A horizontal button with a red and white striped background and the text "Shoebox Link" in blue.
4. Log in to your Shoebox Account
5. Click **escWorks Shoebox Service > User Account >** make your changes and click **Save**.
 - a. Please use the complete campus name when making this selection. (EX. Marion Junior High School, not MJHS)
6. There are links on this page if you also need to update your email address and/or password.