

Student Profile Updates

Welcome to the Virtual School Department!

I hope that you are ready to work on your courses, but before you get started, please make sure that you set up your contact information in your student profile. This will enable your teacher to communicate with you regarding your course.

Click on your name on the top right corner, and select “ My Profile”

Apex Learning Alerts Help Michael Student

Menu My Profile

My Dashboard 2 enrollments - active only FILTER ACTIONS

Courses

Course Name	Grade to Date
Algebra I	93%

AP Exam Review

Course Name
AP Chemistry Exam Review

- Update contact info
- Change password
- Change security questions
- Add Spanish Language audio
- Forward messages to email

Add a phone number(outside US - optional) and an **Email address (REQUIRED for all students)**

My Profile HELP X

Contact Sign In Preferences Coaches Security Questions

*First MI *Last
Name Michael Student

Suffix (Jr., Sr., PhD, etc.)
To change name, please contact your teacher.

Gender M F

Phone Example: 123-456-7890 x 2222

Email Address michael@csd.edu

Country Select Country

Save

You may view your username and change your password

My Profile HELP X

Contact **Sign In** Preferences Coaches Security Questions

Username To change username, please contact your teacher.

*Current Password

*New Password Min. 8 characters except <, >, ', " and space, at least 1 letter and 1 number

*Confirm Password

Select for the system to send you a copy of all communication to your email:

My Profile HELP X

Contact **Sign In** **Preferences** Coaches Security Questions

Message Center

Send a copy of Message Center messages to my email account (Apex Learning Virtual School or ClassTools Virtual only).

Language Assistance

Select a language

Alerts

Select your alert preferences below. For information on alert categories and specific alert descriptions, click [About Alerts](#).

Select the alert types you would like to receive.

Enrollment

Announcement

Scoring

Communication

Select your preferred alert delivery methods.

Website

Email

Cell Phone/Pager

To receive alerts on your cell phone or pager, enter your 10-digit cell phone/pager number and select your provider. Please note that standard text messaging rates may apply. For more information please contact your provider.

Cell Phone/Pager # Provider

You may view what coaches are listed for your account



You teacher will add the following emails as your coaches:

- Self (Teacher Email)
- Student Email
- Parent Email
- Counselor email (person who signed your enrollment form)