



## My Family Lounge - Change email address

### Step 1 - Log onto your My Family Lounge account

- Log into your account by entering the original email address (that is, the email address your Childcare centre already has on record) and Password

my FAMILY Lounge  
Parent Sign-In  
Email  
Password  
Sign-In Register

### Step 2 - Manage your account

- Click on the '**Manage Account**' link, top right of screen

my FAMILY  
Welcome Sarah Hall  
Role: Parent Support ID  
Wednesday 28 Oct 2015 Click here to go to Enrolment Management **Manage Account** Log Out

- You will be presented with your current My Family Lounge account details

**Account**

Name  
Sarah Hall Change

Email  
sarah@mailinator.com **Change**

Email Settings  
All Emails Change

Password  
..... Change

- Click on the Change button

## Change Email

After changing your email address you will be logged out and you will have to confirm your new email address before you can log in again.

An email will be sent to your new email address. Follow the instructions in the email to confirm ownership of your new email address.

Current Email\*

sarah@mailinator.com

New Email\*

hallfamily77@inet.com

Confirm Email\*

hallfamily77@inet.com

Change

Cancel

- Enter your new email address
- Confirm your new email address
- Click on Change
- Check your new email inbox for instructions on confirming this change

**You may now log in to your My Family Lounge account with your updated email address.**

**Please note: Please manage your email change following the steps outlined above otherwise it could affect your ability to log onto your account.**