

Instructional Documentation

Title: WPS Online Evaluation System - Change Login Email Address

Description: How to update your email address, password, or contact information for your account on the Online Evaluation System.

Instructions

- 1. Login to the Online Evaluation System at http://platform.wpspublish.com
- 2. Click into My Account DASHBOARD ASSESSMENTS V MY ACCOUNT V HELP 🗸 unlocking potential My Clients Welcome 3. Click Change Username DASHBOARD ASSESSMENTS V MY ACCOUNT 🗸 HELP 🗸 SZ unlocking potential My Account ACCOUNT INFORMATION Welcome back, QUICK LINKS Email: User type: Organization Manager Account Information > You are affiliated with SZ Tech Support Test Acct. Manage Organization Users > You are the Organization Manager. Transfer Clients > Manage Licenses > Transfer Licenses > Activate Licenses > Export Data > Business Associate Agreement > Account Information LOGIN CHANGE USERNAME Email: @gmail.com Password: ••••• CHANGE PASSWORD CONTACT INFORMATION EDIT



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- 4. Enter the new email address, confirm the new email address, and click Save.

Account Information

LOGIN		
Current Email Address:	@gmail.com	
New Email Address:		
Confirm New Email Address:		
Save Cancel		
CONTACT INFORMAT	ION	

- 5. The system will now log you out to confirm and activate the new email address. The system will send an email to the old email address associated with the account to activate the new email address.
- 6. If you do not receive the email, please call WPS Technical Support at 1-800-648-8857 or 424-201-8800 or email us at support@wpspublish.com.