

## **How to update your email address with us!**

In this day and age, many of us switch internet providers or just need to change our email addresses. So I thought I would be a great idea to walk you through step by step on how to update your email address with Leander ISD and the Cox Volunteer/PTA Website. I get regular database updates and by updating your Leander ISD information, I will get your updated information. However there are two steps you will need to go through to ensure you don't miss any communications.

### **Step One:**

- Update the Leander ISD website with your new email address. [Click here to go to the Leander ISD website.](#)
- Click on "returning volunteer".
- On the next screen click the "edit" button next to "step 1 (enter personal info and family info)" and proceed to enter the updated information.
- Be sure to click "save changes" at the bottom of that page.
- This will update your email with the district. I will get the corrected email when they do their data dump into the Cox Volunteer/PTA Website.

### **Step Two:**

- You must [Click here to update the Cox Volunteer/PTA Website.](#)
- Then click on "my account" and update your information.
- Be sure to click "submit" at the bottom of the page.