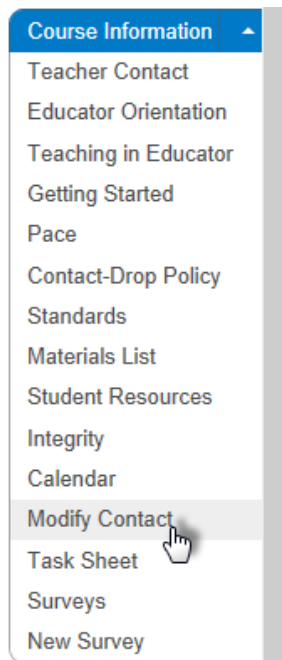


Updating Contact Information

Educator

- 1) Under Course information on the left hand navigational tool bar click on Modify Contact



- 2) Per our IT department, please only fill in the following fields shown below as they appear:
 - a) Your First and Last name
 - b) School (as it appears in the image below): learn.flvs.net
 - c) You MAY input your office phone number
 - d) Email Address (as it appears in the image below)

Please **DO NOT** change the fields to **ANY OTHER** format except the ones shown below. It prevents emails from being sent in the Educator system if the information is not entered as shown.

Instructor Information			
NAME	First	Middle	Last
<input type="text" value="Melayna"/>	<input type="text" value="Melayna"/>	<input type="text" value=""/>	<input type="text" value="Hunter"/>
SCHOOL	DEPARTMENT	PHONE NUMBER	
<input type="text" value="learn.flvs.net"/>	<input type="text" value=""/>	<input type="text" value=""/>	
E-MAIL ADDRESS	OFFICE ADDRESS		
<input type="text" value="mhunter60@learn.flvs.net"/>	<input type="text" value=""/>		
Instructor Label:	<input type="text" value="Instructor"/>		