

WALES STREET SCHOOL AGE CARE (SAC) Fact Sheet #6 Changing email address in My Family Lounge



Please note: Families should manage their email change themselves following the steps below.

If staff updates the parent's email address through "Qikkids" program this will change the parent's My Family Lounge login.

This process is difficult to rectify

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

1. Log into your My Family Lounge account via the Wales Street Primary website using the original email address used to set up your account.
2. Go to your name at the top right of the screen and select **'Manage Account'** from the drop down box

my FAMILY Lounge Help Carla Martin
Manage Account
Logout
Child Care Company : Intereach Deniliquin Out of School Hours
Logged in for family : Martin, Carla
Enrolment Management
Editing Family: Martin, Carla
CONTACTS Add Contact
For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
Carla Martin	Mother	Primary Contact	3 Wood St Deniliquin NSW 2710	0414877040	nicolet@intereach.com.au	nicolet@intereach.com.au	Edit

CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Lexi Martin	Active	05-05-10	-	6Y 4M	Edit	-	View Enrolment Print

3. You will be presented with your current My Family Lounge account details. Click on **'Change'** next to the email address.

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
nicolet@intereach.com.au

New Email*
example@example.com

Confirm Email*
example@example.com

Change Cancel

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

Account

Name
Carla Martin [Change](#)

Email
nicolet@intereach.com.au [Change](#)

Email Settings
All Emails [Change](#)

Password
•••••••• [Change](#)