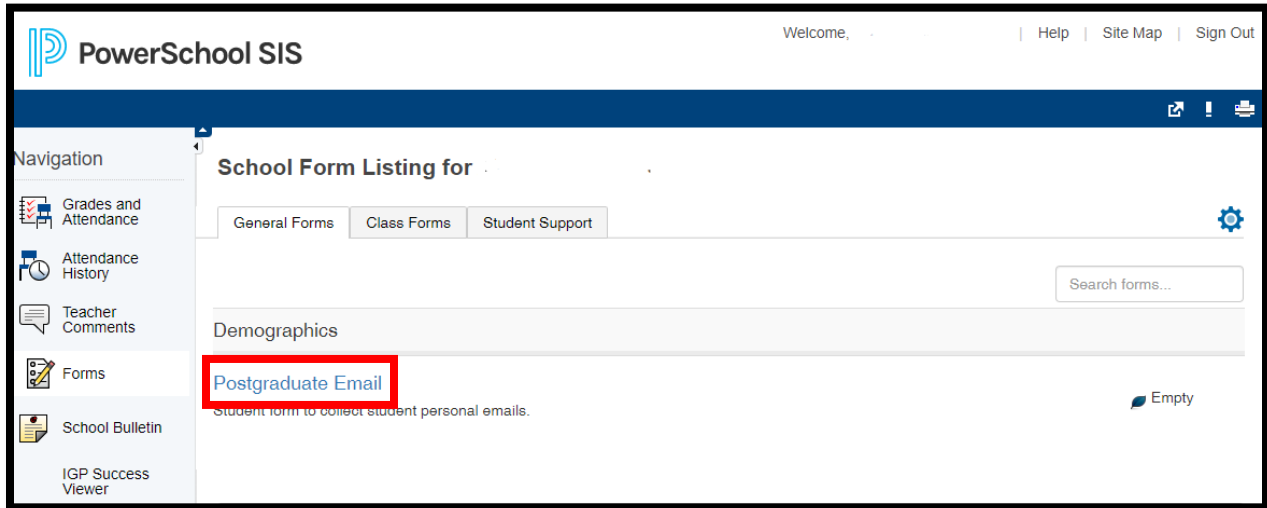
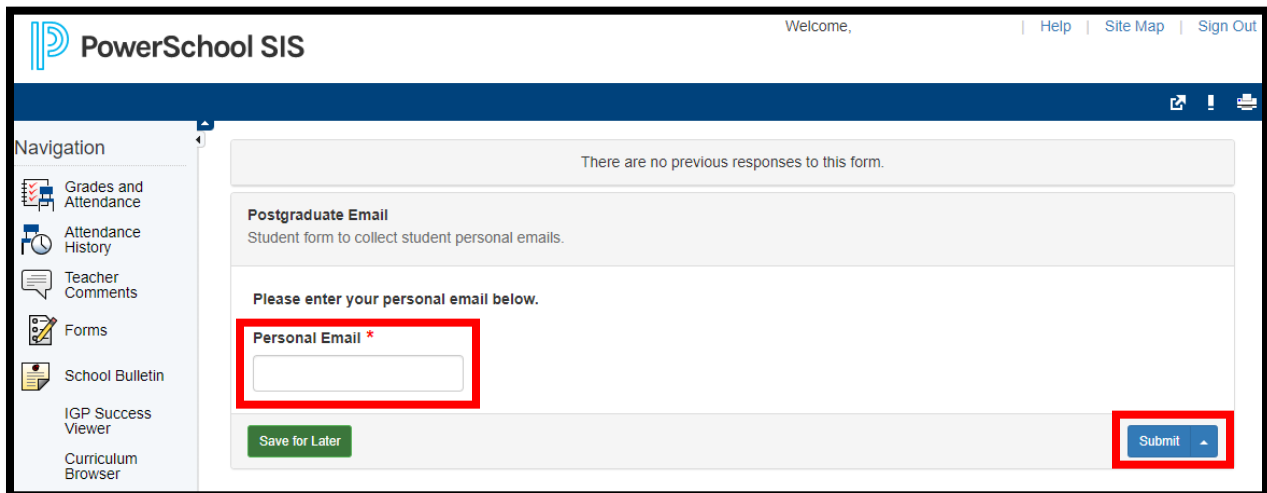


- Forms will take the student to the default tab 'General Forms'. On that page click **Postgraduate Email**.



- On the 'Postgraduate Email' form the student will enter their **Personal Email** address (*do not enter your school district email address as this account will be deactivated once the student graduates*). After the student enters their Personal Email, they should click the **Submit** button to save.



Note: After the student clicks submit their email address will be synced to the Postgraduate Student Email field on the Demographics page in the PowerSchool Admin Portal.