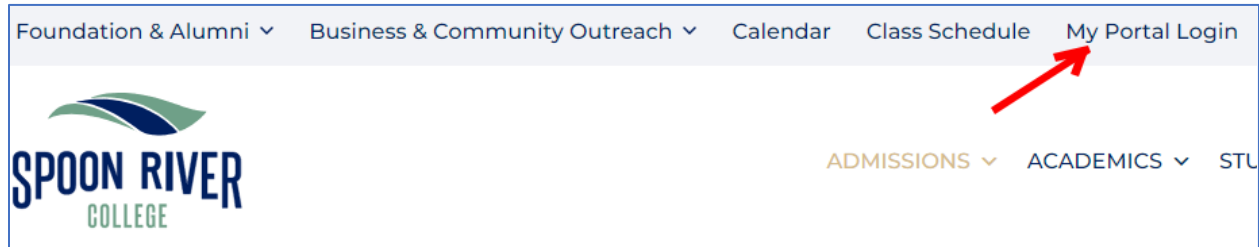


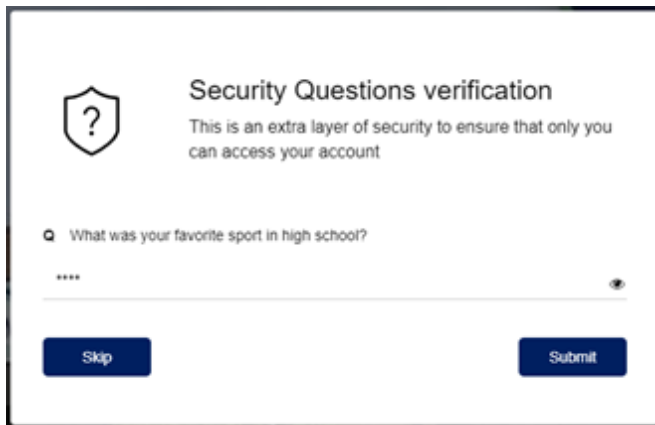
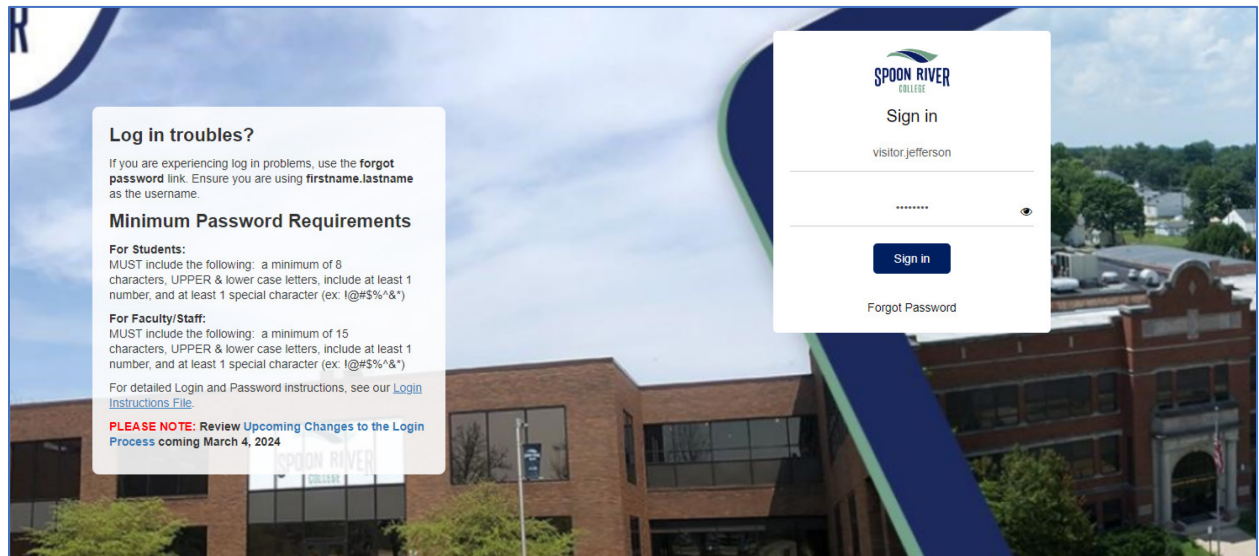
How to Register or Update Your Email or Phone Number for My Portal Login

Follow these instructions:

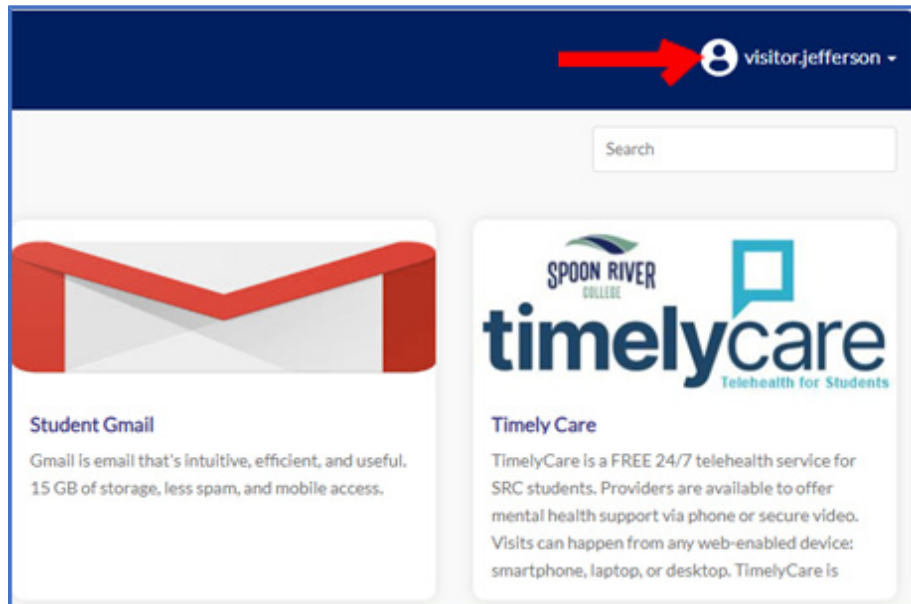
Step 1: Go to the [SRC website](#) and click on the [My Portal Login](#) link in the top menu.



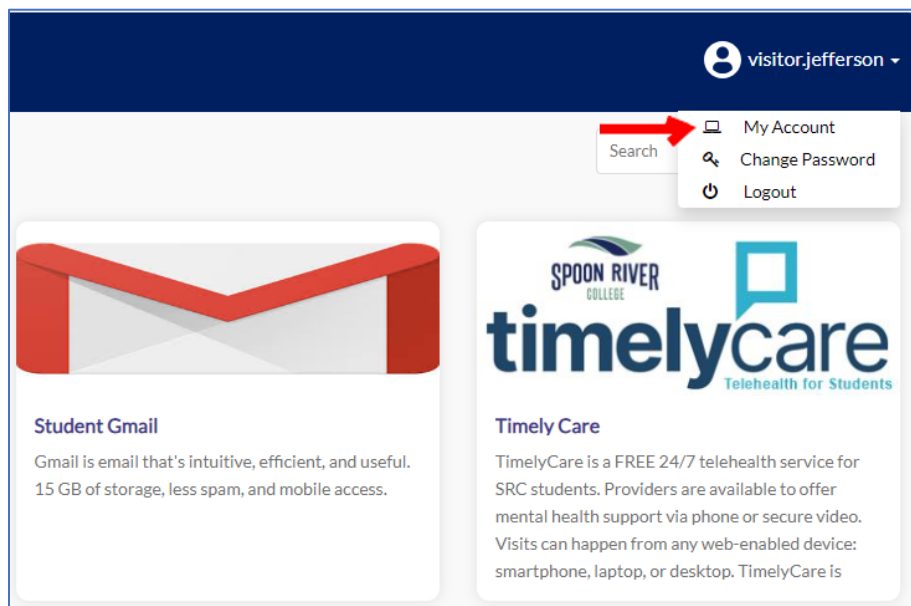
Step 2: Log in using your password and credentials.



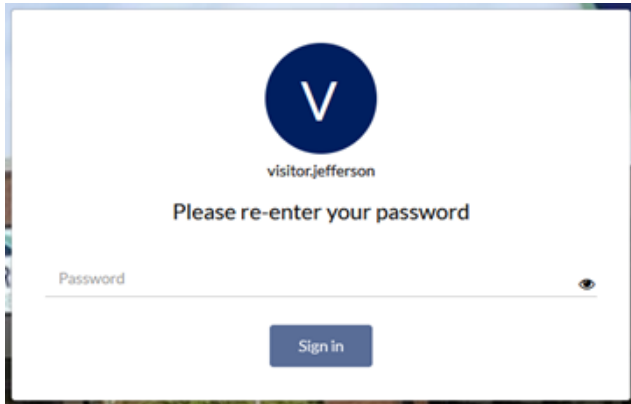
Step 3: Once logged in and on the My Apps screen, click the dropdown arrow next to your user name in the upper right hand corner of the screen:



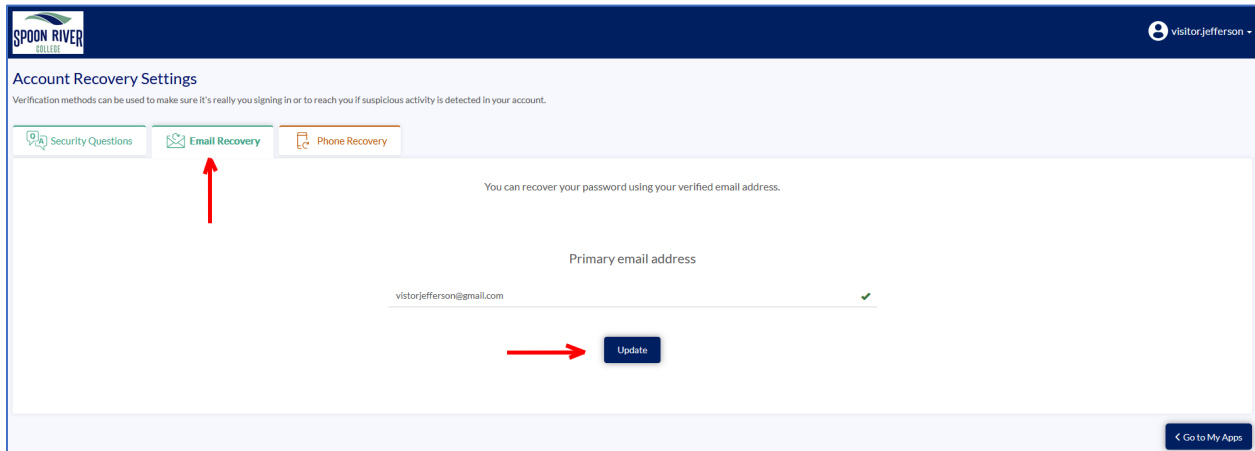
Step 4: Choose 'My Account'.



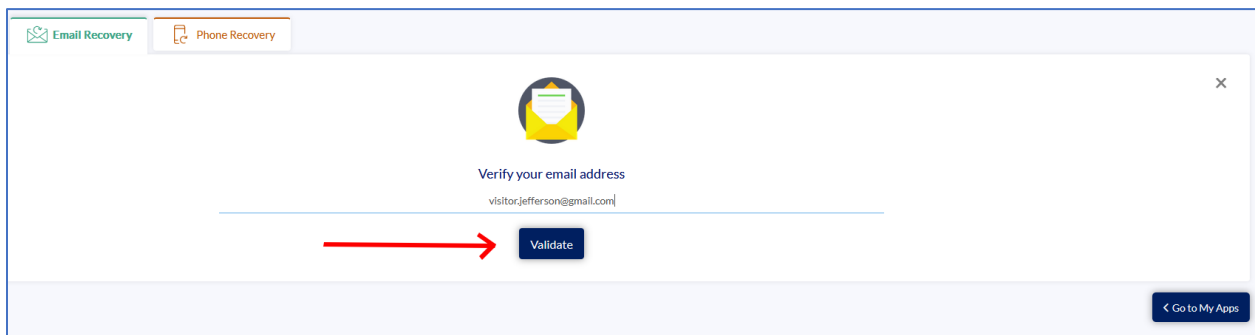
Step 5: Re-enter your password again.



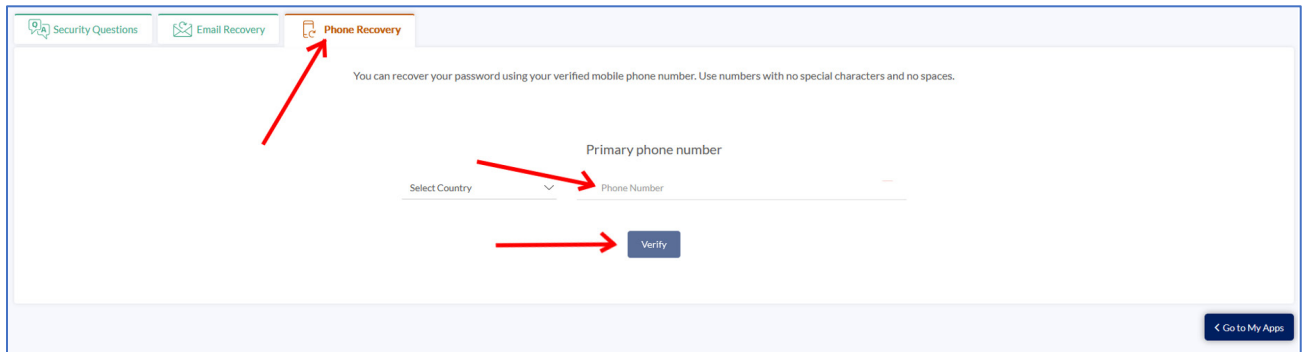
Step 6: To Set Email: on the Settings page, choose the Email tab to enter your Primary email address (use a *personal* email **not** an SRC email address.) Click the Update button.



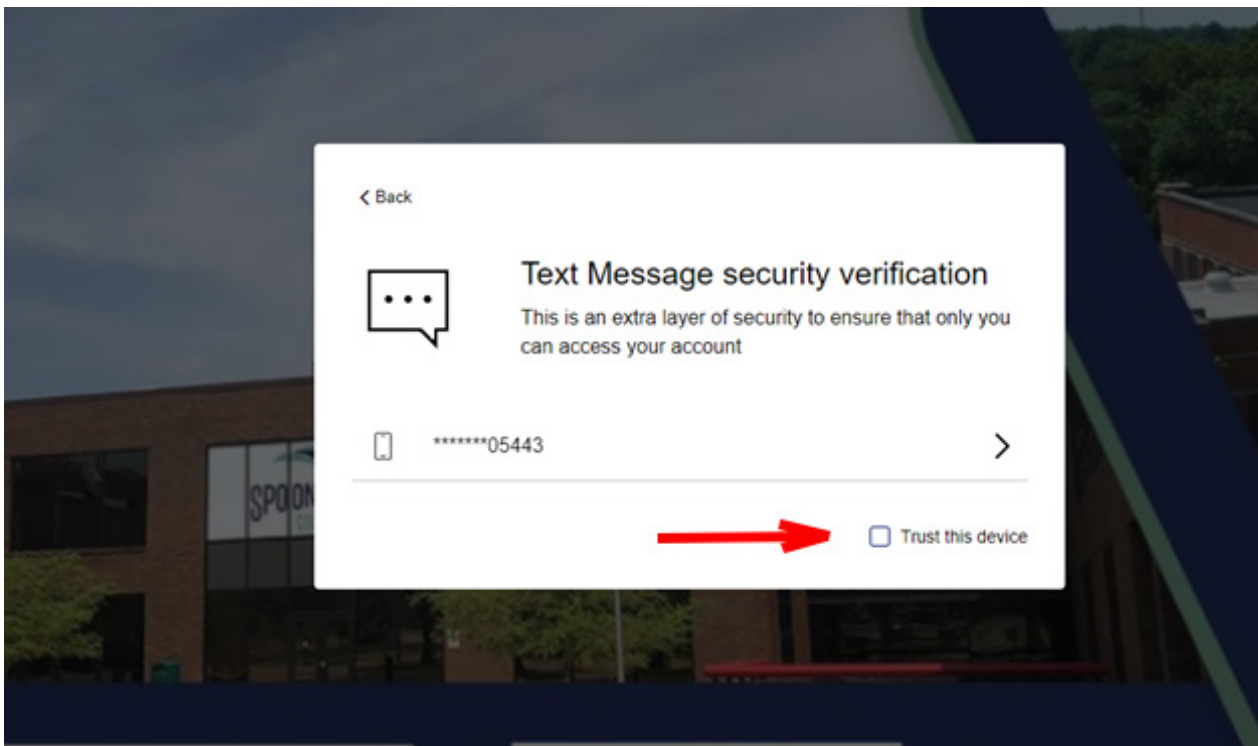
Step 7: (Depending on whether you are entering a new password for the first time or updating an old one, this window will look slightly different.) **In either case,** enter your new email and click the Verify (or Validate) button.



Step 8: To Set Mobile Phone Number: on the Settings page, choose the Phone tab to enter a Primary phone number where you can receive a text message. Click the Verify button.



Additional Notes: after the login update on March 18, 2024, when logging in on a new device for the first time, once you've selected either "Send me an Email" or "Send me a Text Message", on the next screen (before clicking to send the message), you may select the "Trust this device" checkbox, so that the next time you log in on the same device, you'll **only** need to enter your password (with no verification code required) in order to log in.



After March 18, if you have not updated your user account with an email address or mobile phone number, you will be asked to enter your password a second time, and you'll then be redirected to an Account Recovery Settings page, where you'll be able to update your email and/or phone number to send a code for verification.