

OPTION C FAMILY ACCOUNT **SET UP INSTRUCTIONS**

Everyone with a valid email address should have received an email from Option C to set up their parent account. If they cannot find it then they should use the forgot password function and reset it. *User name is the email address.*

Sign-in Instructions

Step 1 Go to <https://www.optionc.com/signin/setupemail/> and enter your school's name or school code (**8308**), your username (**the email address you provided the school**), and your password (the Forgot Password functionality is available). This step ensures that only the authorized user has access to the following steps.

Step 2 Enter your full email address (e.g., **JohnSmith@myemailcompany.com**) to use as your email username.

Your full email address is your new email username.

Step 3 You will then enter a new password (***please securely record your password for future use***) and sign in using your new email username and password. Be sure to bookmark the email username sign-in page for future use: <https://www.optionc.com/signin/email-signin/>

What information do I need to update my OptionC sign in?

You need the school's name or the school's OptionC ID number, your current OptionC username and password, and a valid email address.

What if I don't know my school's OptionC ID number? St. Vivian- 8308

You may type in the name of your school and scroll to find your school's name. Or you may contact your school's OptionC administrator (**Jen Valero- jen.valero@stvivian.org**), who can provide the OptionC ID number to you.

What if I don't know my OptionC password?

Use the **Forgot Password** link to reset your password.

How do I begin the process to update my sign in information?

Please follow the instructions provided here and in your Parent Portal