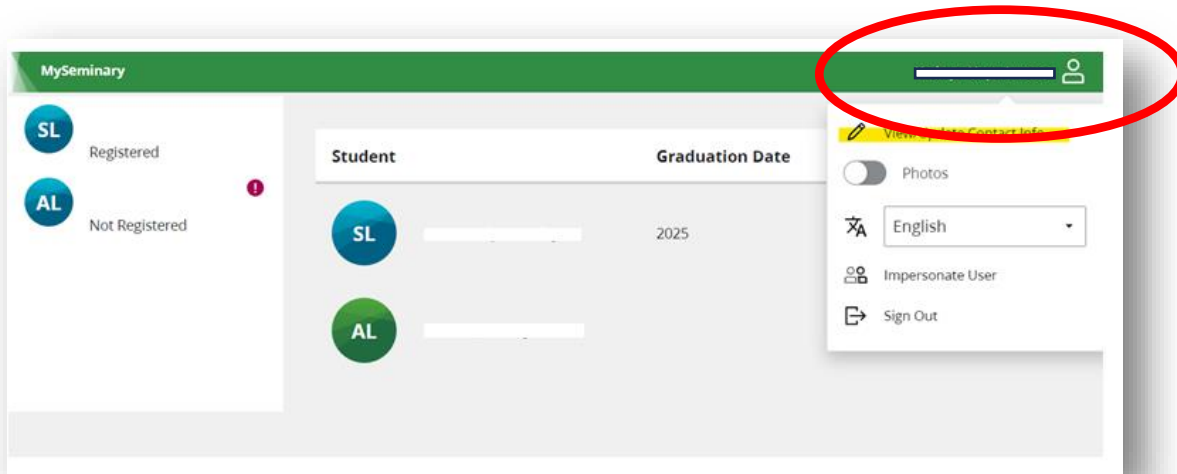


## Adding a Student's E-mail in MySeminary

For a student to participate in Canvas, their email address must be connected to their church account. Most parents add their child's emails to their child's account. It will need to be a unique e-mail address for the student that is not associated with any other church account.

Here's how:

Log into [MySeminary.churchofjesuschrist.org](https://MySeminary.churchofjesuschrist.org) website or App as the parent. You will need to select YOUR NAME in upper right hand corner. After you click on your name you should see the available students in your household appear.



Then make changes to the contact information, adding the student's email address.

A screenshot of the 'Update Contact Information' form in the MySeminary application. The form is titled 'Update Contact Information' and includes a sub-header 'Please edit the fields below to update the contact information.' Below this, there are two main sections: 'Student Contact Information' and 'Primary Guardian Information'. The 'Student Contact Information' section contains fields for 'Email Address', 'Text Number Country' (set to 'United States'), 'Texting Number', and 'Preferred Contact Method' (set to 'Email'). Each of these fields has a green checkmark icon to its right, indicating they are valid. The 'Primary Guardian Information' section has a checkbox labeled 'Primary Contact' which is checked. There is also an 'Additional Guardian Information' section with a checkbox labeled 'Primary Contact' which is unchecked. At the top of the form, there is a 'Student' dropdown menu.

**YOU MUST SCROLL DOWN AND CLICK “SAVE” AT THE BOTTOM OF THE SCREEN WHEN FINISHED TO SAVE THE CHANGES!**

You will then want to notify the Stake Supervisor that this has been completed so they can let the local S&I Office know that your student is ready to be added to the online class.