

How to Change Your Email Address

- 1 How to Change your Email Address



- 2 Participants with accounts on BRIDGE RI can change their email address as long as they know their former log in credentials.



Want to know how to navigate our new site and the new look of our courses? Look no further!

[FAQs / Guides / Resources](#)

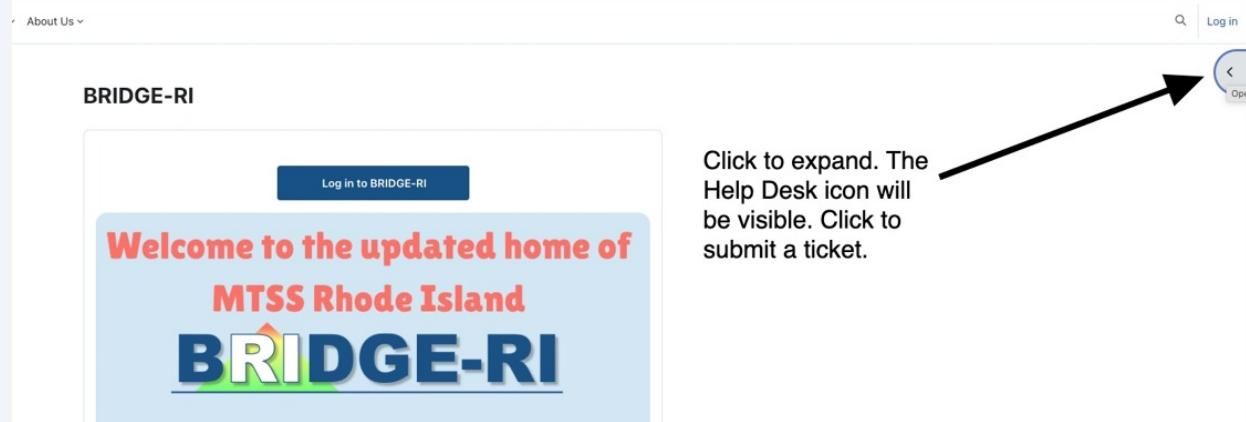
BRIDGE-RI, the home of MTSS in RI, is designed to increase school and district implementation of MTSS and evidence-based practices with fidelity by providing resources and effective learning opportunities for educators. BRIDGE-RI aims to strengthen collaboration, communication, and leadership to promote outcomes that serve all learners.

Course Catalog and Enroll in a Course

If you are looking for a course you are already working on, please visit "My courses" on the top left. Looking to enroll in a course? Want to see what free courses we offer?

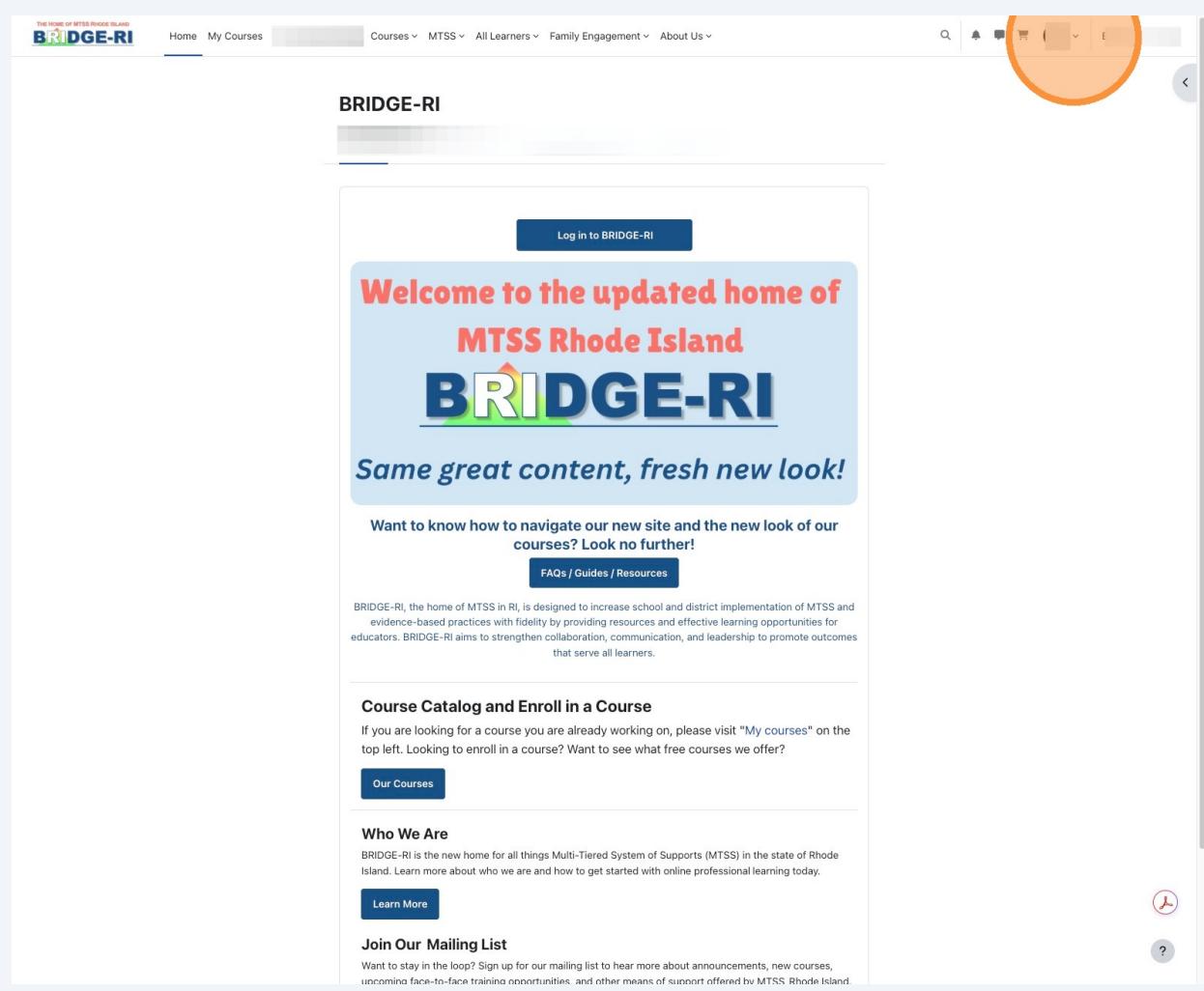
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Note: If you no longer know your log in credentials, submit a Help Desk ticket. There is a link to the Help Desk on the right of the BRIDGE RI main page. If you do not see anything, click the arrow (<) at the top right below the "Log in" link to expand the drawer.

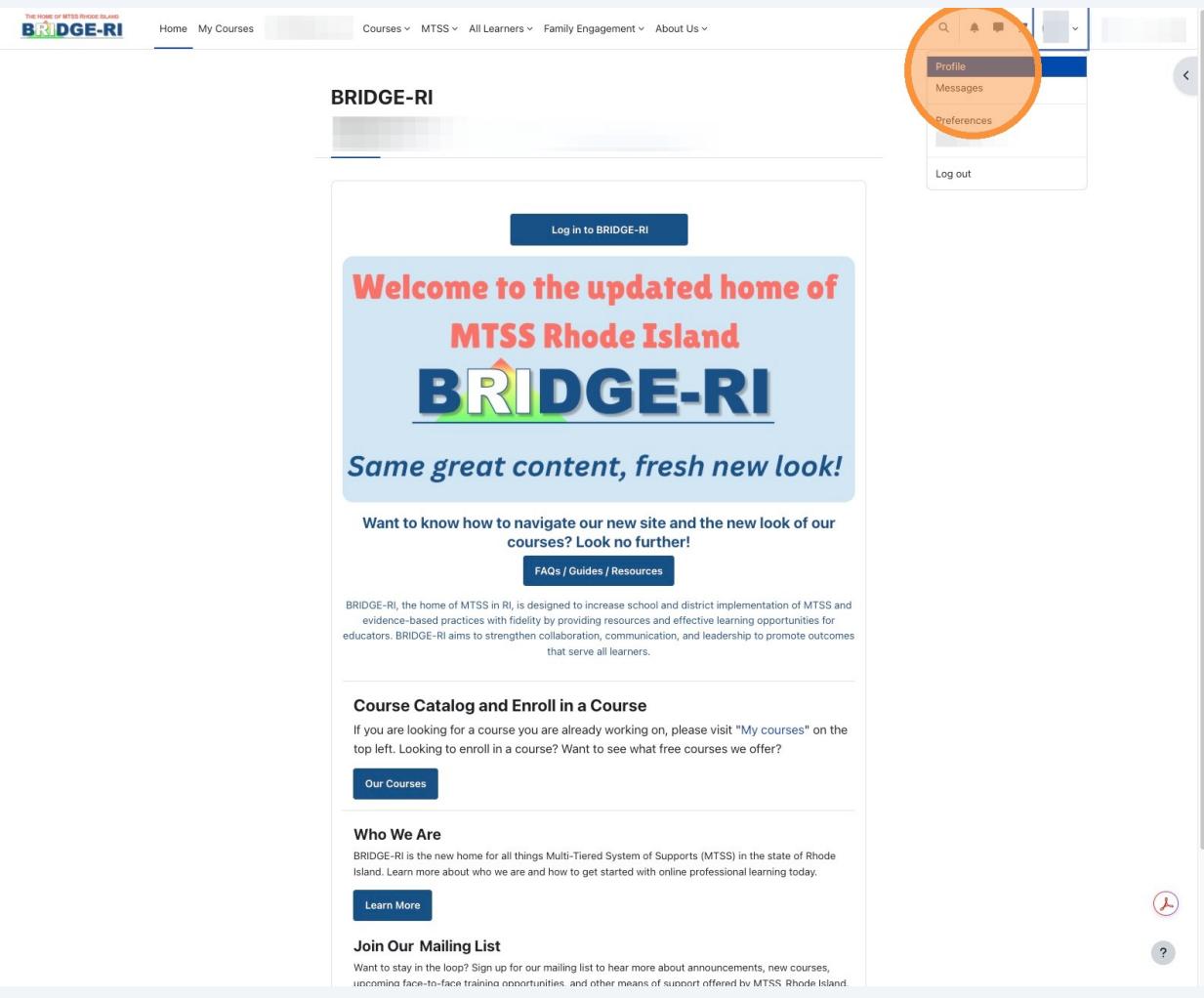


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From the BRIDGE RI home page, Log in. Click the arrow next to your profile icon or image at the top right of the page.

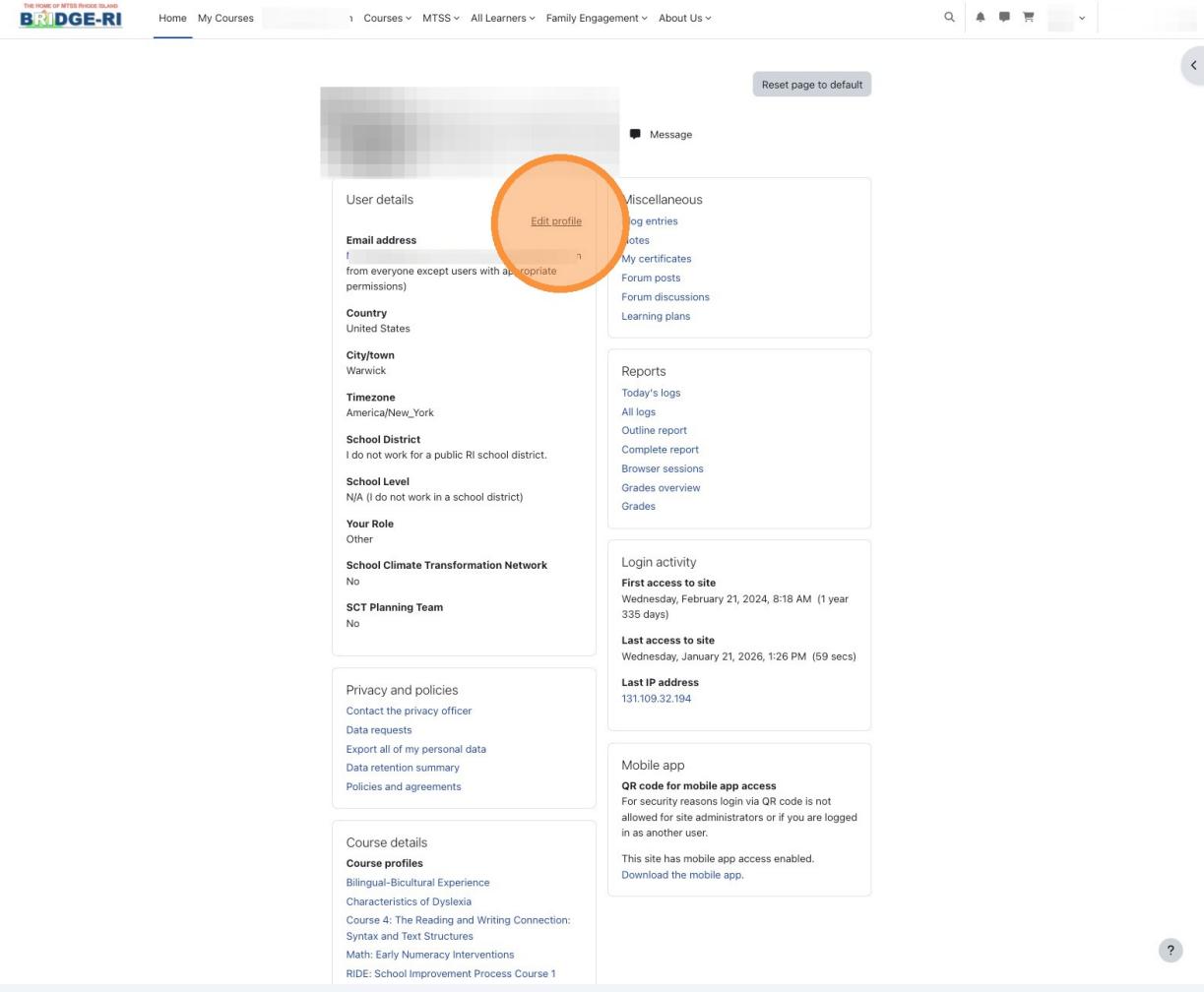


5 From the drop down menu, select "Profile"



The screenshot shows the BRIDGE-RI website homepage. At the top right, there is a user menu with options: Profile (highlighted with an orange circle), Messages, Preferences, and Log out. The main content area features a large banner with the text "Welcome to the updated home of MTSS Rhode Island" and the BRIDGE-RI logo. Below the banner, there is a section titled "Course Catalog and Enroll in a Course" with a "Our Courses" button. Another section titled "Who We Are" includes a "Learn More" button. A sidebar on the right contains icons for a profile (highlighted with an orange circle), a question mark, and a person.

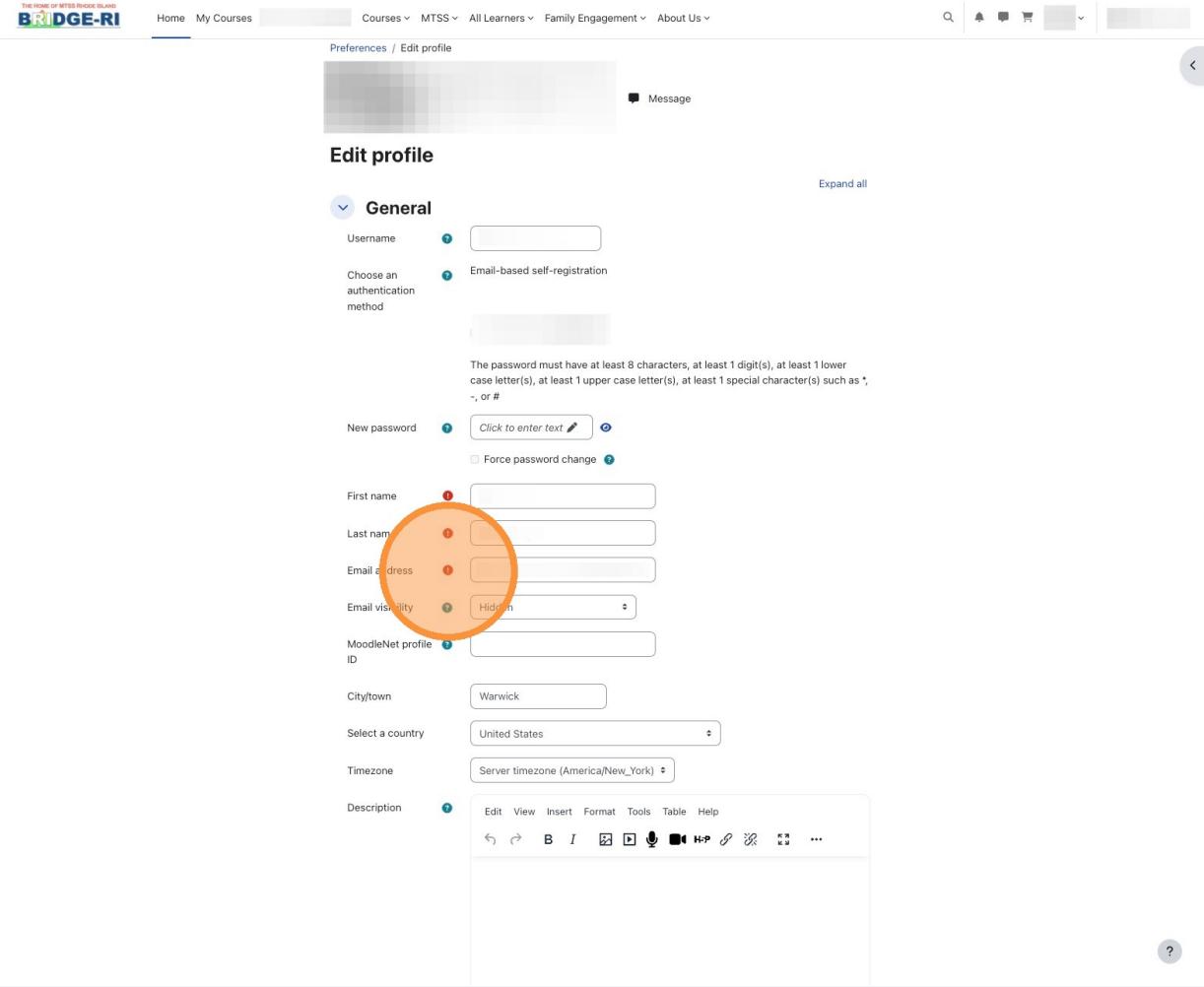
6 On your profile page, click "Edit profile"



The screenshot shows the BRIDGE-RI profile page. At the top, there is a navigation bar with links for Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. On the right side of the header are icons for search, notifications, and a shopping cart. Below the header, there is a 'Reset page to default' button. The main content area is divided into several sections: 'User details' (Email address, Country, City/Town, Timezone, School District, School Level, Your Role, School Climate Transformation Network, SCT Planning Team), 'Miscellaneous' (Log entries, Notes, My certificates, Forum posts, Forum discussions, Learning plans), 'Reports' (Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, Grades), 'Login activity' (First access to site, Last access to site, Last IP address), 'Privacy and policies' (Contact the privacy officer, Data requests, Export all of my personal data, Data retention summary, Policies and agreements), and 'Course details' (Course profiles, Bilingual-Bicultural Experience, Characteristics of Dyslexia, Course 4: The Reading and Writing Connection, Syntax and Text Structures, Math: Early Numeracy Interventions, RI:DE: School Improvement Process Course 1). A large orange circle highlights the 'Edit profile' link in the 'User details' section. The page has a light gray background with white and light blue text.

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Scroll to the "Email address" field and type in your new work email address.



The screenshot shows the 'Edit profile' page of the BRIDGE-RI website. The 'General' tab is selected. The 'Email address' field is highlighted with an orange circle. The page includes fields for Username, Email-based self-registration, New password, First name, Last name, Email visibility, City/town, Select a country, Timezone, and Description. The 'Description' field contains a rich text editor toolbar.

THE HOME OF MTSS BRIDGE-RI

BRIDGE-RI

Home My Courses Courses MTSS All Learners Family Engagement About Us

Preferences / Edit profile

Message

Edit profile

General

Expand all

Username

Choose an authentication method

New password

Click to enter text

Force password change

First name

Last name

Email address

Email visibility

MoodleNet profile ID

City/town

Select a country

Timezone

Server timezone (America/New_York)

Description

Edit View Insert Format Tools Table Help

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Updating your work email address requires verifying that the information about your School District, School Level and possibly Your Role are current.

The screenshot shows a user profile update form on the BRIDGE-RI website. The 'Other fields' section is highlighted with a black box containing the text 'Update Information in the "Other fields".' The 'Other fields' section includes dropdown menus for 'School District' (I do not work for a public RI school district), 'School Level' (N/A (I do not work in a school district)), and 'Your Role' (Other). There are also checkboxes for 'School Climate Transformation Network' and 'SCT Planning Team', and a 'Website' input field. At the bottom are 'Update profile' and 'Cancel' buttons. A note at the bottom left indicates that the 'Required' field is marked with a red circle and an exclamation point.

Update Information in the "Other fields".

Required

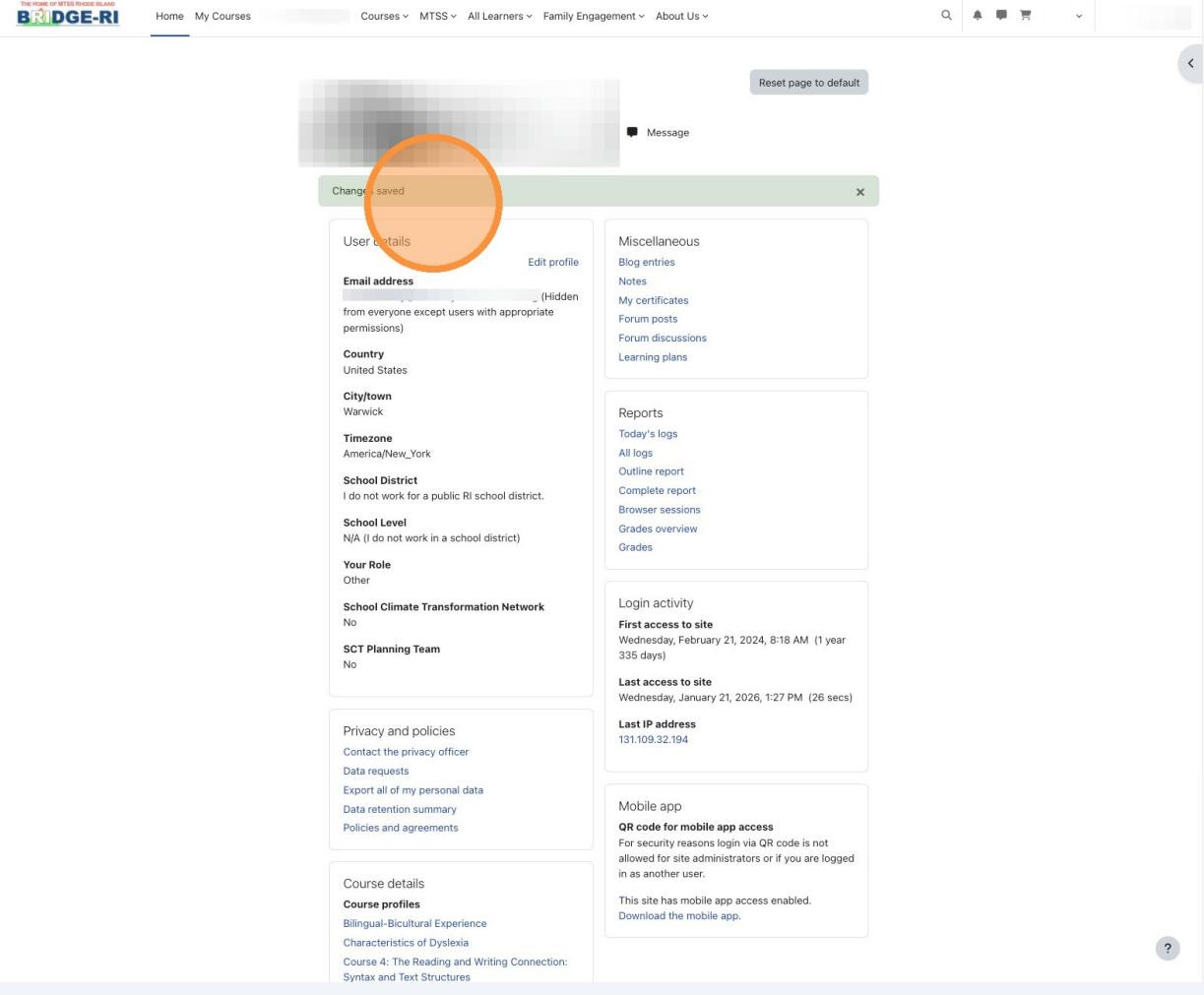
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Click "Update profile"

The screenshot shows the user profile update page for BRIDGE-RI. The page has a header with navigation links: Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. Below the header is a text area with a placeholder 'p', a word count of 0 words, and a 'Build with tinyMCE' button. The main content area is titled 'User picture' and includes a note about Gravatar. It has fields for 'Current picture' (None) and 'New picture' (a file upload area with a 'Files' button and a 'You can drag and drop files here to add them.' message). Below these are sections for 'Additional names', 'Interests', 'Optional', and 'Other fields'. The 'Other fields' section contains dropdowns for 'School District' (I do not work for a public RI school district), 'School Level' (N/A (I do not work in a school district)), and 'Your Role' (Other). It also includes two checkboxes: 'School Climate Transformation Network' and 'SCT Planning Team'. At the bottom is a 'Website' input field and a 'Required' indicator next to the 'Update profile' button, which is highlighted with two black arrows.

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You will be brought back to your profile page with confirmation that your email address has been changed.



The screenshot shows a user profile page for BRIDGE-RI. At the top, there is a navigation bar with links for Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. On the right side of the header are search, message, and cart icons. The main content area is a profile card with the following sections:

- User details**: Includes fields for Email address (Hidden from everyone except users with appropriate permissions), Country (United States), City/Town (Warwick), Time zone (America/New_York), School District (I do not work for a public RI school district), School Level (N/A (I do not work in a school district)), and Your Role (Other). It also lists associations with the School Climate Transformation Network (No) and the SCT Planning Team (No).
- Miscellaneous**: Lists Blog entries, Notes, My certificates, Forum posts, Forum discussions, and Learning plans.
- Reports**: Lists Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, and Grades.
- Login activity**: Shows First access to site (Wednesday, February 21, 2024, 8:18 AM (1 year 335 days)) and Last access to site (Wednesday, January 21, 2026, 1:27 PM (26 secs)). It also shows the Last IP address (131.109.32.194).
- Mobile app**: Shows a QR code for mobile app access and a note that the site has mobile app access enabled, with a link to download the mobile app.
- Course details**: Shows Course profiles for Bilingual-Bicultural Experience, Characteristics of Dyslexia, Course 4: The Reading and Writing Connection, and Syntax and Text Structures.

A green banner at the top of the profile card says "Changes saved". A message icon is visible in the top right corner of the card. A "Reset page to default" button is located in the top right corner of the entire page.

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If you need assistance or have questions, submit a Help Desk ticket. There is a link to the Help Desk form on every page in our courses in the right drawer.

Help Desk

Contact the BRIDGE-RI Help Desk by clicking on the icon below if you are having any trouble navigating the site or a course.



NOTE: During the school year, BRIDGE-RI will answer all Help Desk tickets within 2-3 school days (this does not include weekends and holidays).

-MTSS Team