

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.



Same great content, fresh new look!

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

[FAQs / Guides / Resources](#)

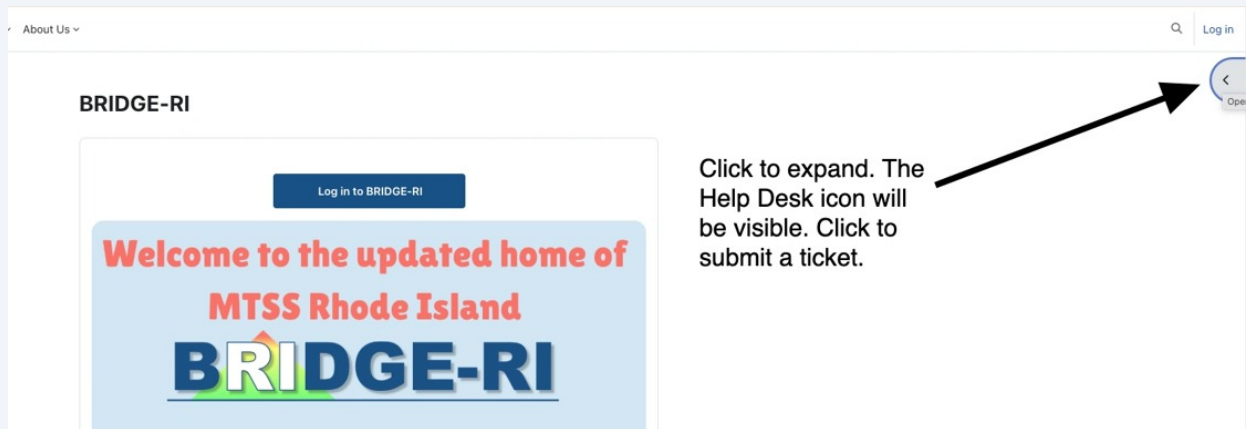
BRIDGE-RI, the home of MTSS in RI, is designed to increase school and district implementation of MTSS and evidence-based practices with fidelity by providing resources and effective learning opportunities for educators. BRIDGE-RI aims to strengthen collaboration, communication, and leadership to promote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

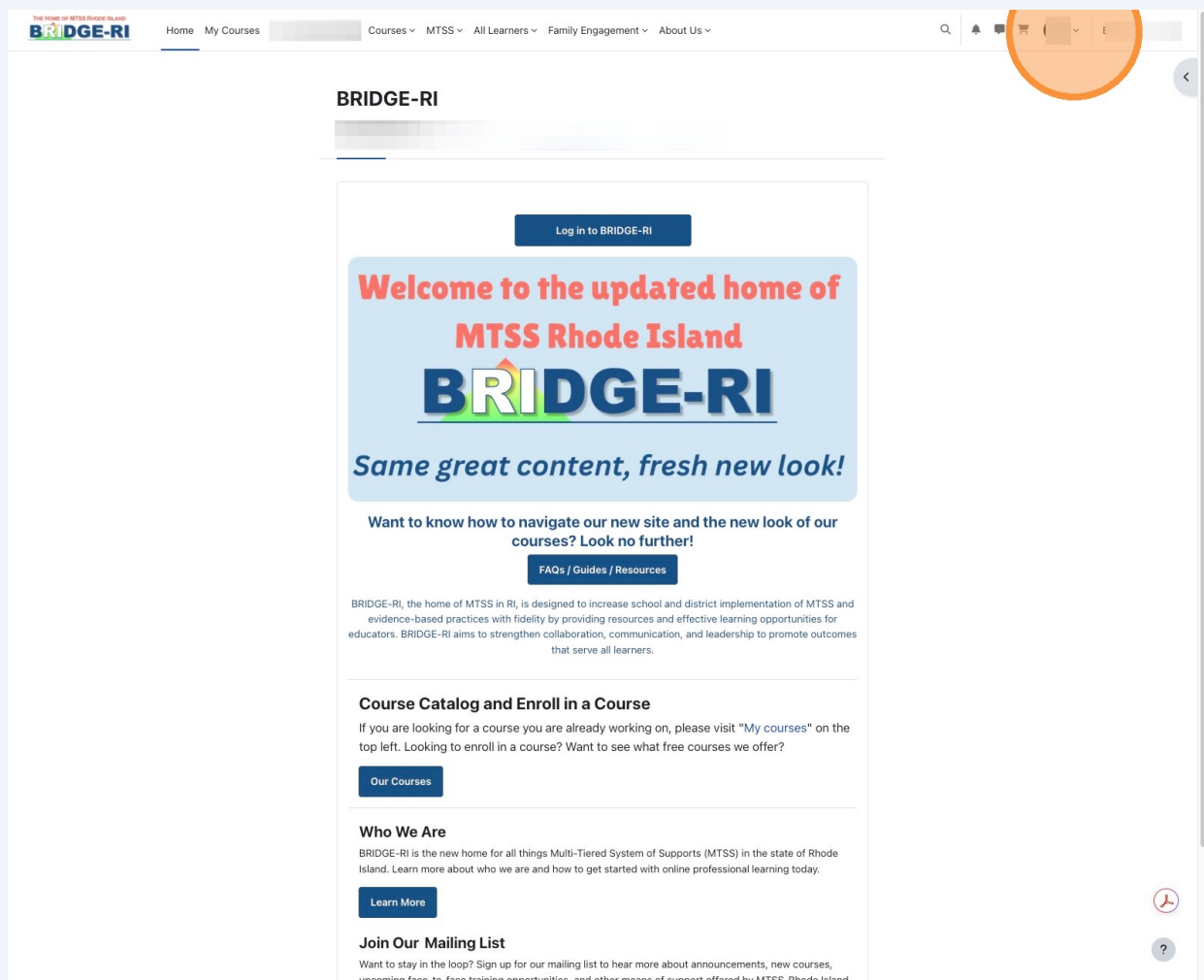
3

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.



4

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 displays the BRIDGE-RI website interface. At the top, a navigation bar includes the BRIDGE-RI logo, a 'Home' link, a 'My Courses' dropdown menu, and a main menu with 'Courses', 'MTSS', 'All Learners', 'Family Engagement', and 'About Us'. The main content area features a 'Log in to BRIDGE-RI' button, a large blue banner with the text 'Welcome to the updated home of MTSS Rhode Island BRIDGE-RI Same great content, fresh new look!', and a link to 'FAQs / Guides / Resources'. Below this, there are sections for 'Course Catalog and Enroll in a Course', 'Who We Are', and 'Join Our Mailing List'. On the right side, a user profile dropdown menu is open, showing options for 'Profile', 'Messages', 'Preferences', and 'Log out'. The 'Profile' option is highlighted with an orange circle.

6 On your profile page, click "Edit profile"

The screenshot shows the Bridge-RI user profile page. The header includes the Bridge-RI logo and navigation links: Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. A search bar and notification icons are on the right. The profile page features a user avatar placeholder, a 'Message' button, and a 'Reset page to default' button. The main content is organized into several sections:

- User details:** Includes an 'Email address' field (partially obscured), a 'Country' dropdown set to 'United States', a 'City/town' dropdown set to 'Warwick', a 'Timezone' dropdown set to 'America/New_York', a 'School District' field (partially obscured), a 'School Level' dropdown set to 'N/A (I do not work in a school district)', a 'Your Role' dropdown set to 'Other', a 'School Climate Transformation Network' dropdown set to 'No', and an 'SCT Planning Team' dropdown set to 'No'.
- Privacy and policies:** Includes links for 'Contact the privacy officer', 'Data requests', 'Export all of my personal data', 'Data retention summary', and 'Policies and agreements'.
- Course details:** Includes a 'Course profiles' section with links for 'Bilingual-Bicultural Experience', 'Characteristics of Dyslexia', 'Course 4: The Reading and Writing Connection: Syntax and Text Structures', 'Math: Early Numeracy Interventions', and 'RIDE: School Improvement Process Course 1'.
- Miscellaneous:** Includes links for 'Log entries', 'Notes', 'My certificates', 'Forum posts', 'Forum discussions', and 'Learning plans'.
- Reports:** Includes links for 'Today's logs', 'All logs', 'Outline report', 'Complete report', 'Browser sessions', 'Grades overview', and 'Grades'.
- Login activity:** Includes 'First access to site' (Wednesday, February 21, 2024, 8:18 AM (1 year 335 days)) and 'Last access to site' (Wednesday, January 21, 2026, 1:26 PM (59 secs)).
- Last IP address:** 131.109.32.194.
- Mobile app:** Includes a 'QR code for mobile app access' section with a note that QR code login is not allowed for site administrators or if logged in as another user, and a link to 'Download the mobile app'.

An orange circle highlights the 'Edit profile' link in the 'User details' section.

7

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

THE HOUSE OF MTSS PROVIDE ISLAND
BRIDGE-RI

Home My Courses Courses ▾ MTSS ▾ All Learners ▾ Family Engagement ▾ About Us ▾

Preferences / Edit profile

Message

Edit profile

Expand all

General

Username

Choose an authentication method

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

New password

☐ Force password change

First name

Last name

Email address

Email visibility

MoodleNet profile ID

City/town

Select a country

Timezone

Description

?

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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 HOUSE OF MTSR PROVIDE ISLAND
BRIDGE-RI

Home My Courses Courses ▾ MTSS ▾ All Learners ▾ Family Engagement ▾ About Us ▾

0 words Build with [tinyMCE](#)

User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture None

New picture Maximum file size: Unlimited, maximum number of files: 1

Files

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimized, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Additional names

Interests

Optional

Other fields

School District I do not work for a public RI school district. ▾

School Level N/A (I do not work in a school district) ▾

Your Role Other ▾

☐ School Climate Transformation Network

☐ SCT Planning Team

Website

Update profile **Cancel**

Required

Update Information in the "Other fields".

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Click "Update profile"

THE HOUSE OF MTSR PROVIDE ISLAND
BRIDGE-RI

Home My Courses Courses ▾ MTSS ▾ All Learners ▾ Family Engagement ▾ About Us ▾

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☐ School Climate Transformation Network

☐ SCT Planning Team

Website

Update profile **Cancel**

Required

10

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

The screenshot shows the Bridge-RI user profile page. At the top, there is a navigation bar with the Bridge-RI logo and links for Home, My Courses, Courses, MTSS, All Learners, Family Engagement, and About Us. A search bar and notification icons are also present. Below the navigation bar, a confirmation message "Changes saved" is displayed in a green box. The main content area is divided into several sections:

- User details:** Includes fields for Email address (with a note "(Hidden from everyone except users with appropriate permissions)"), Country (United States), City/town (Warwick), Timezone (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)), Your Role (Other), School Climate Transformation Network (No), and SCT Planning Team (No). There is an "Edit profile" link next to the User details section.
- Miscellaneous:** Includes links for Blog entries, Notes, My certificates, Forum posts, Forum discussions, and Learning plans.
- Reports:** Includes links for Today's logs, All logs, Outline report, Complete report, Browser sessions, Grades overview, and Grades.
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- Course details:** Includes links for Course profiles, Bilingual-Bicultural Experience, Characteristics of Dyslexia, and Course 4: The Reading and Writing Connection: Syntax and Text Structures.
- Mobile app:** Includes a QR code for mobile app access and a note that the site has mobile app access enabled.

A "Reset page to default" button is located in the top right corner. A "Message" icon is also visible near the top of the profile section.

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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