







# Your Online Account

Dear \_\_\_\_\_

We are glad to offer online access to our school for your convenience.  
Online access allows you to change your schedule by your cell phone or computer  
24 hours a day!

## Some of your new benefits:

-  See what is available 24 hours a day, without calling us!
-  Change your schedule anytime in just a few clicks!
-  See how many remaining lessons you have!
-  Read personalized comments from your teacher!
-  Update your phone number or email address instantly.
-  Read class notes for reviewing or previewing a specific lesson you have.

## REMEMBER:

No need to wait until our office opens. Just log in 24 hours a day to change your schedule.

## HOW TO UPDATE YOUR ACCOUNT

1. Login.
2. Click on My Profile in the upper right hand side.
3. Type your email and other information



## UPDATE YOUR ADDRESS BOOK

Anytime the school changes your schedule, you will receive an email. Be sure to add the following email to your email program address book so that this important email will not be filtered or deleted by your email program.

Here is the email you should add: [robot@misterenglish.com](mailto:robot@misterenglish.com)

## DO NOT REPLY

Never reply to [robot@misterenglish.com](mailto:robot@misterenglish.com). It is automated and NOT monitored by humans.

Login URL: \_\_\_\_\_

Your User Name: \_\_\_\_\_

Your Password: \_\_\_\_\_