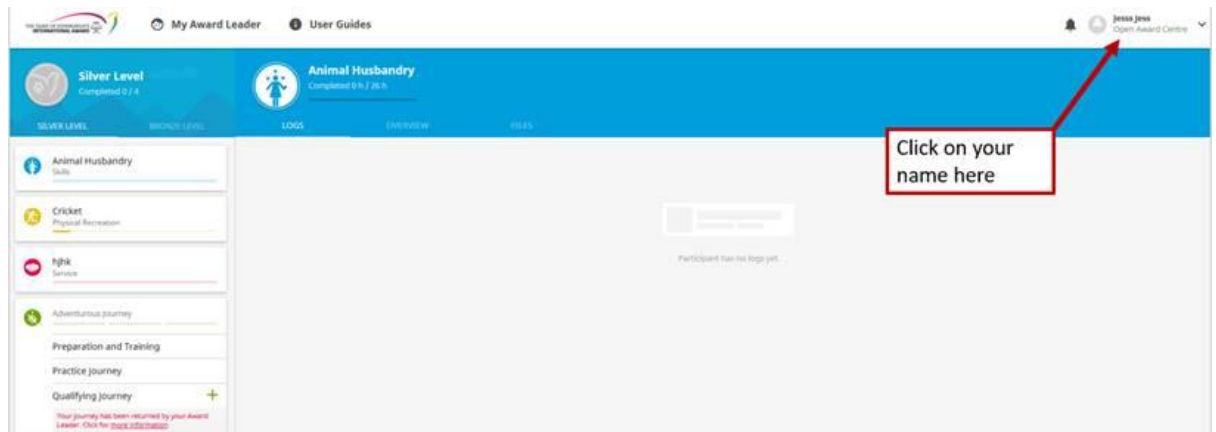
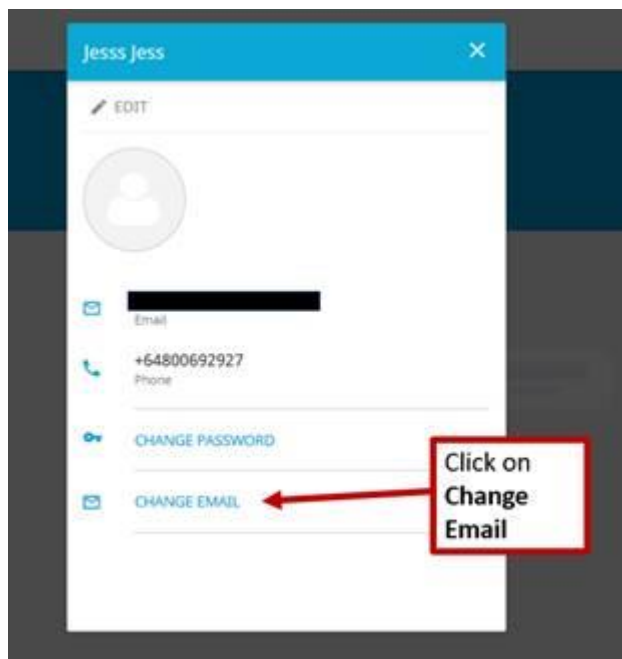


How to change your email address

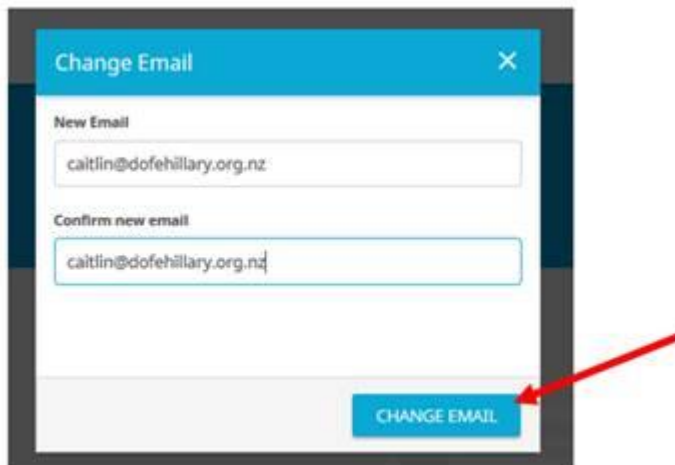
1. Log onto the Online Record Book at www.onlinerecordbook.org
2. Click on your name (top righthand corner)



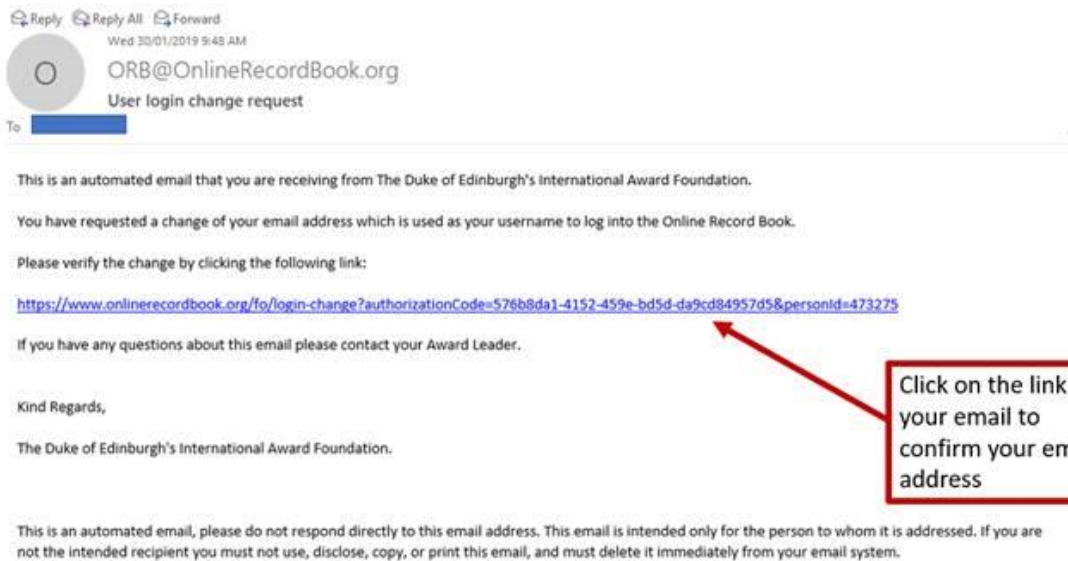
3. Click on change email



4. Type in your new email address and click **Change Email**.



5. The system will send an email to your new email address. Click on the link in the email to confirm your new email address



6. Your email address has now been updated.