# Update Email Address

## When to use

If GMS has an old email address recorded for a parent that they no longer have access to..

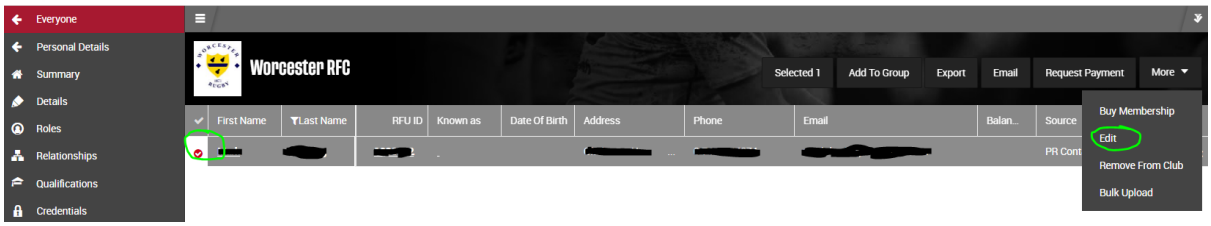
## Required information

New email address plus  information required to identify the correct individual, e.g. name, address, phone, email.

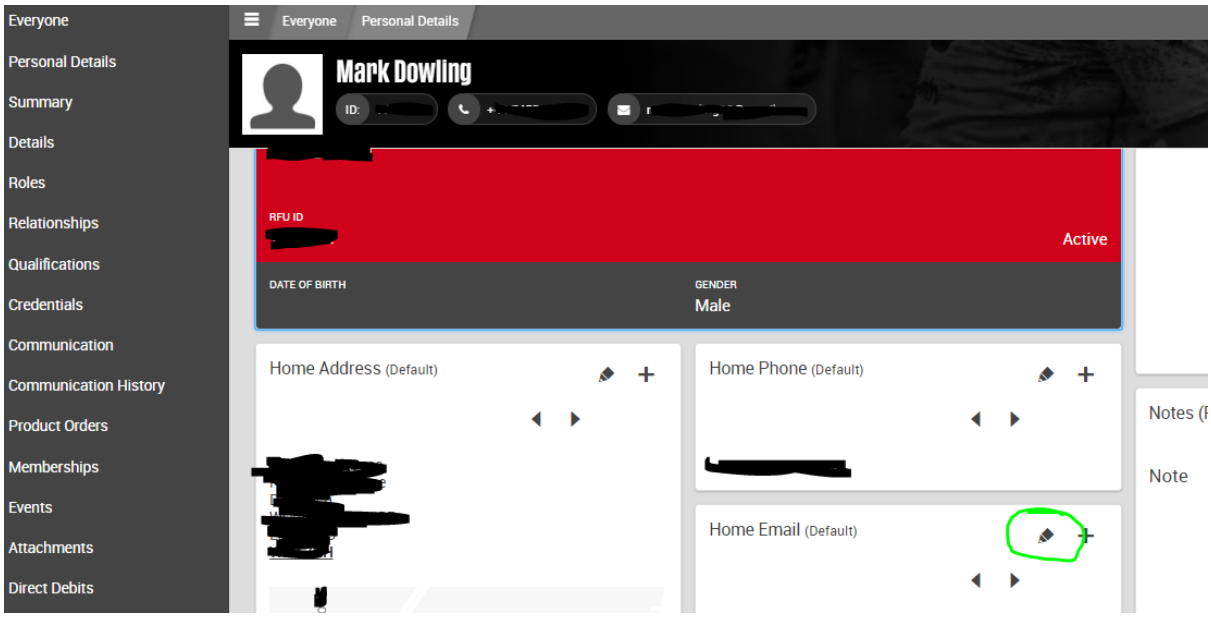
## Process

Log into GMS, access people App

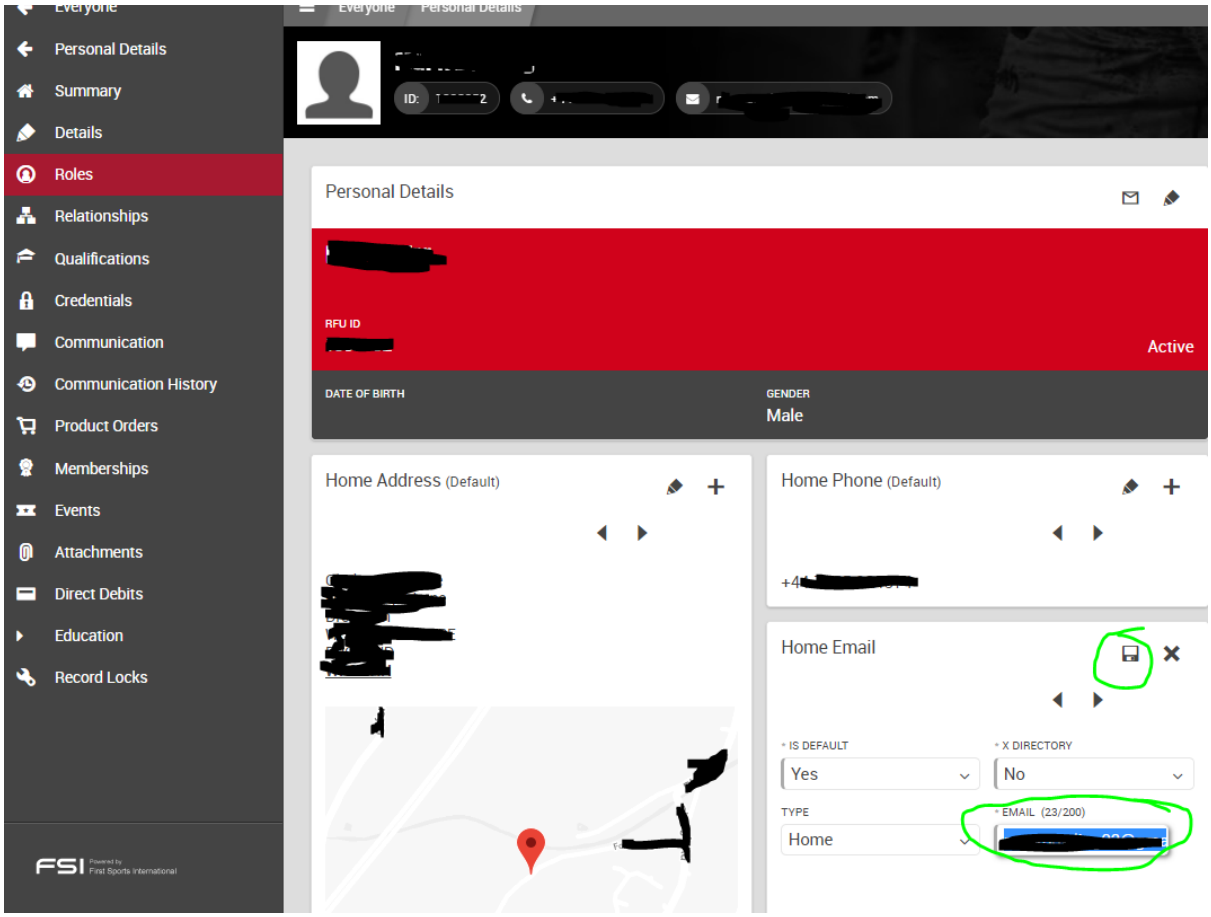
Select Everyone. Use filters to find the record tat you want to update Select the record then click More > Edit




Click the pencil icon to enable editing



Update the email address and click save




Email address has been updated

Phone, address etc can be updated in the same way

You will now see that the duplicate record is no more – congratulations.

