

Student

STU-21 Procedure to Update Email Address on File

General

Please follow the process outlined below to request an update to your email address in the Family Portal and ClassWallet.

For your security, a member of the CSF Program Team will call you at the number listed on file to verify your identity prior to making any update to the email address on file.

After your identity has been verified, your new email address will be updated in the Family Portal and in ClassWallet. Do not contact ClassWallet to request a change to your email address. ClassWallet cannot update your email address without prior authorization from CSF.

How to Update your Email Address

1. Please email csfnh@scholarshipfund.org with the subject line **“Please update my email address.”**
2. Include in the body of the email, the new email address that you would like to use.

CSF Internal Procedure is as Follows

Step 1) - The CSF Program Team will contact the parent by phone at the phone number listed on file to verify the parent's identify and confirm that the change was requested.

Step 2) - Once verified, the CSF Program Team Member will update the new email address in the Family Portal.

Step 3) – The CSF Program Team Member will contact ClassWallet and request that the email address on the account be updated in ClassWallet.

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