

Enable Password Reset

Adding alternate email address to Webtop Account

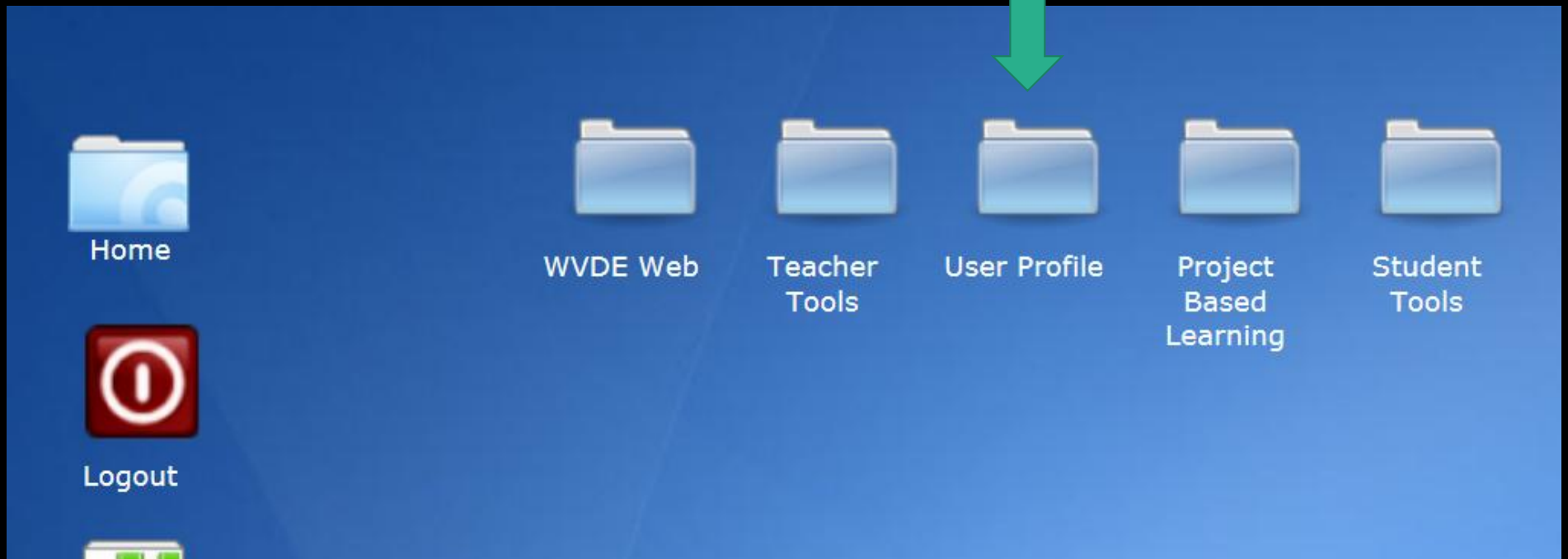
Log in to Webtop

<http://wvde.state.wv.us/webtop>



A screenshot of the Webtop login interface. The background is a light blue gradient. In the center, there is a dark blue rounded rectangle containing the login form. The form has two input fields: "Username" with the text "jwool001" and "Password" with a masked password of ten dots. Below the password field is an "Enter" button with a right-pointing arrow icon. At the bottom of the page, there is a logo for the West Virginia Department of Education. The logo features a stylized green sun with rays on the left, a purple circle with a white spiral in the center, and the text "West Virginia Department of Education" above "WEB TOP" in large green letters, with "K12 Portal" below it.

Choose User Profile Folder



Click on User Profile



Click on Manage Emails

Account Info

Name	Jill Woolcock
Username	jwool001
Primary Email	jwoolcock@access.k12.wv.us
K12 Email	jwoolcock@k12.wv.us

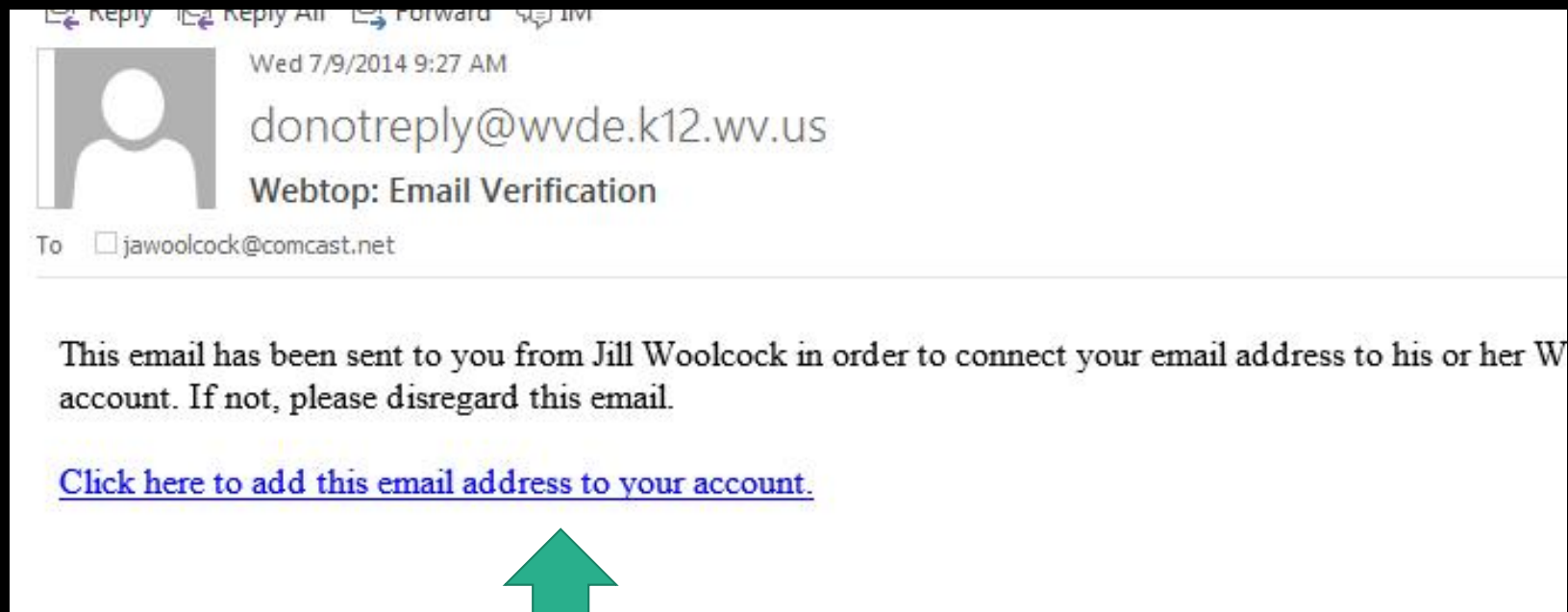


[Manage Emails](#)

Enter Alternate Email Address and Click on Send Activation Code


My Emails		
Email	Is Primary?	Remove
jwoolcock@access.k12.wv.us	Yes	<input type="button" value="X"/>
jwoolcock@k12.wv.us	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
<input type="text" value="jwoolcock@comcast.net"/>	<input type="button" value="Send Activation Code"/>	

Retrieve Email from Alternate Account (This may take up to 3 hours!)




Change the Primary to your new Alternate

My Emails		
Email	Is Primary?	Remove
jwoolcock@access.k12.wv.us	Yes	<input type="button" value="X"/>
jwoolcock@k12.wv.us	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
jawoolcock@comcast.net	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="Send Activation Code"/>	



Remove @access.k12.wv.us Account

My Emails		
Email	Is Primary?	Remove
jwoolcock@access.k12.wv.us	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
jwoolcock@k12.wv.us	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
jwoolcock@comcast.net	Yes	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="Send Activation Code"/>	



Forgotten Passwords will now be Emailed to the Alternate Email Address

My Emails		
Email	Is Primary?	Remove
jwoolcock@k12.wv.us	<input type="button" value="Set as Primary"/>	<input type="button" value="X"/>
jawoolcock@comcast.net	Yes	<input type="button" value="X"/>
<input type="text"/>	<input type="button" value="Send Activation Code"/>	