

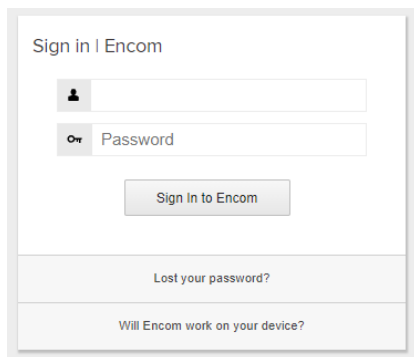
FSA - Confirming Student Mailing Address

In order to ensure families receive the Foundation Skill Assessment (FSA) packages mailed out to grade 4 and 7 students, it helps tremendously to have mailing addresses in Encom up to date.

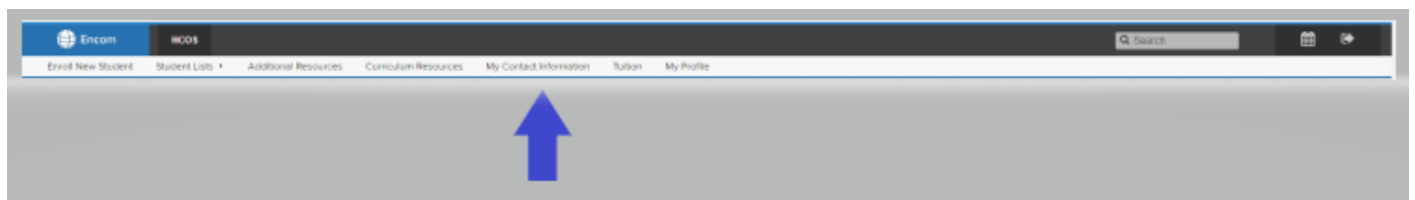
Please make sure to update the **STUDENT** mailing list (not the parent one). Thank you.

Here is a quick set of directions on where to check this and how to make any changes needed:

1. login to **Encom** (please ask your support teacher if you are unable to)

A screenshot of the Encom login interface. It features a 'Sign in | Encom' header. Below this are two input fields: one for a username (preceded by a person icon) and one for a password (preceded by a key icon and the word 'Password'). A 'Sign In to Encom' button is positioned below the password field. At the bottom of the login area, there are two links: 'Lost your password?' and 'Will Encom work on your device?'.

2. Select My Contact Information in the top menu bar



3. Scroll down to '**Mailing Address**' (NOT Home address) and make sure it is correct for where your children will be receiving the FSA package.

It is important you state where you are currently living as we send FSA packages via email to families living outside of British Columbia at the time of writing (see example below).

Mailing Address

Home Address •

1234 City Street

City •

City

Province/State •

British Columbia ▼

Province/State (Other)



Postal/ZIP Code •

A1A1A1

Country •

Canada ▼

If you are out of province / country, please change your mailing address to just your country (see example below).

Mailing Address

Home Address •

Argentina

City •

Argentina

Province/State •

Other (fill in below) ▼

Province/State (Other)

Argentina



Postal/ZIP Code •

V1V 1V1

Country •

Argentina ▼

Please also quickly check if the **email address** is correct while you are checking this page. Thank you.

4. Please click 'Save Changes' at the bottom of the screen if you updated your Mailing or Email Address.

Save Changes

Revision #10

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