# How to Update Your Email Address with the Oklahoma Professional Development Registry (OPDR):

1. Log into your OPDR account at www.okregistry.org with your **email address and password**. Please note: The email address you use **MUST** match the email address listed on your Registry account.



2. Click **Change Email** under your email address.

3. Enter your new email address in **both** provided boxes, then click **Submit**.

## Change Email

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Current Email Address
kdallen@ou.edu

New Email Address

ReType New Email Address

Submit    Cancel

4. OPDR will send you an email for verification. Check your email and click **OK**.

**Email Verification Sent**

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

OK
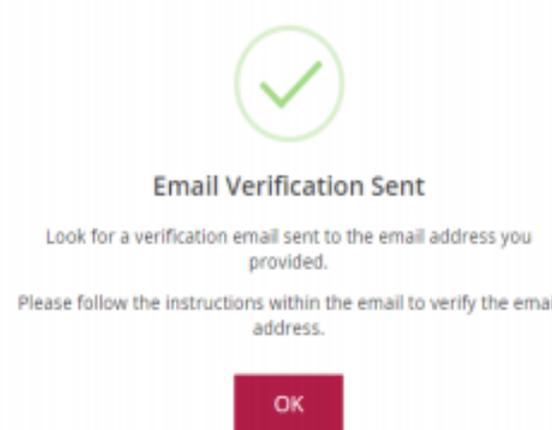
5. Click on **Verify Account**.

**Insight Account Verification**

A new Insight Secure Identity Account has been requested for the following user.

Mary smith                    18pdas+72@gmail.com

Please click the "Verify Account" button below to verify your Insight Secure Identity Account setup.

Verify Account

6. After verifying your account, you are **required** to update your password. Click on **Save Password** when finished.
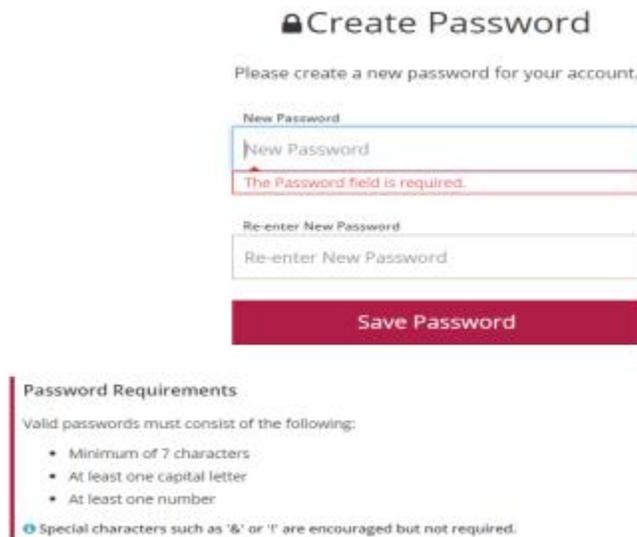


7. Log into OPDR at [www.okregistry.org](http://www.okregistry.org) with your **new email address and password**.

## NEED HELP?

**Contact the OPDR at:**

- **405-799-6383 or 888-446-7608**
- **[cecpd@ou.edu](mailto:cecpd@ou.edu)**

**Available by phone Monday through Friday from 8:00 a.m. to 5 p.m.**