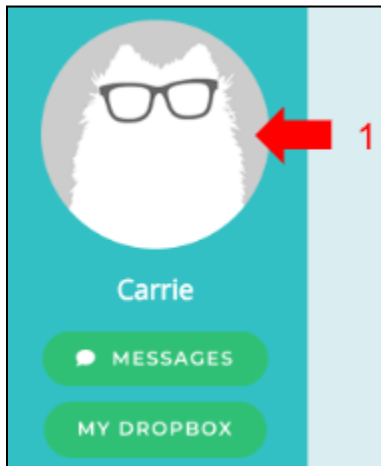


Account Admin have the following capabilities:

- [Edit Profile](#)
- [Send Messages to the Marco Learning Team](#)
- [Share Files with the Marco Learning Team](#)

Edit Profile

1. Click the image at the top left of the screen



2. Click "Edit"



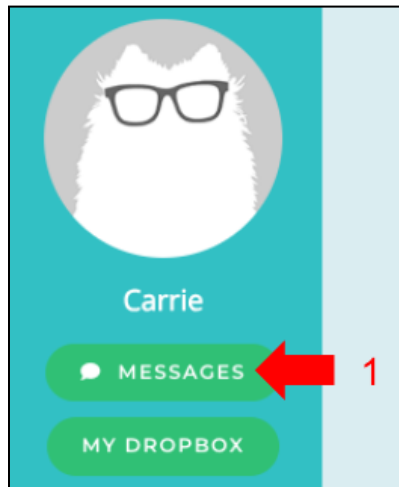
3. Update information as needed

4. Click "Save"

A screenshot of a form titled 'Edit Educator'. The form has three input fields: 'First Name' with the value 'Carrie', 'Last Name' with the value 'Nelson', and 'Email' with the value 'email_address@marcolearning.com'. A red bracket on the right side of these three fields is labeled with the number '3'. At the bottom of the form are two green buttons: 'SAVE' and 'CANCEL'. A red arrow points from the number '4' to the 'SAVE' button.

Send Messages to the Marco Learning Team

1. Click "Messages"



2. Write your message in the space provided
3. Attach file(s) if needed
4. Click "Send"

Thread	# of messages	Unopened messages
General	0	0 new messages

New Message to the Marco Learning Team

Attachment file: 3

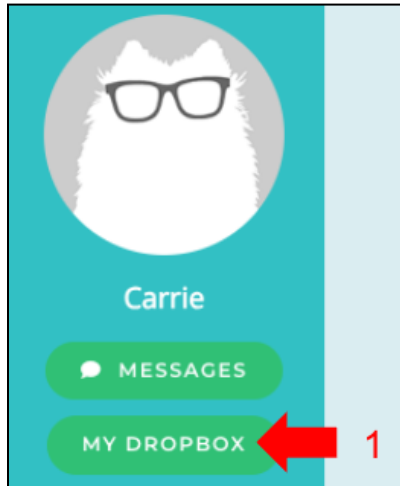
Write your message here 2

4

***Note:** If Marco Learning sends you a message, you will receive an email. You can then log in to the app to read and reply to the message.

Share Files with the Marco Learning Team

1. Click "My Dropbox"



2. Select or drag and drop any file you want to share
3. The file will appear to the right of the screen



*Note: If Marco Learning sends you a file, you will receive an email. You can then log in to the app to view and/or download the file.