

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

1. Log into your OPDR account at [www.okregistry.org](http://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.



Email Address  
kdallen@ou.edu

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Password  
●●●●●●●●

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Remember me

[Login](#)

[Forgot Password?](#) [Create Account](#)

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

**Registry ID 67165**  
Trainer: Registered  
Expires: 6/30/2018

**Kristina Allen**  
1801 N. Moore  
Oklahoma City, OK 73160  
(405) 799-6383

[kdallen@ou.edu](mailto:kdallen@ou.edu)

[Change Email](#)

**Membership Card**  
[For more information click here](#)

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

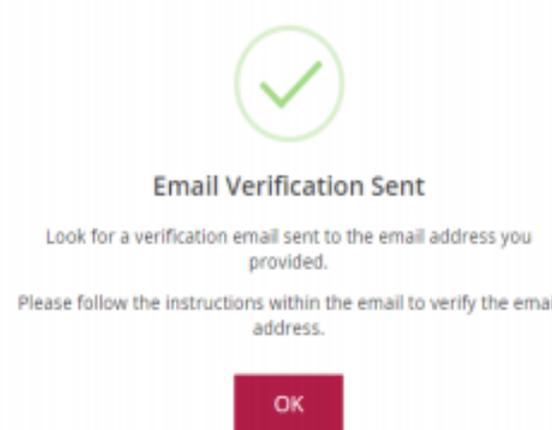
New Email Address

ReType New Email Address

Submit

Cancel

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



5. Click on **Verify Account**.

### Insight Account Verification

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

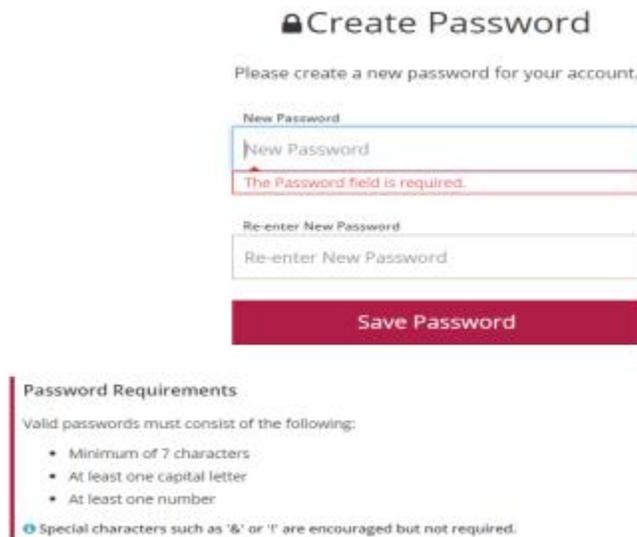
Mary smith

[18pdas+72@gmail.com](mailto: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.



**Create Password**

Please create a new password for your account.

New Password

New Password

The Password field is required.

Re-enter New Password

Re-enter New Password

**Save Password**

**Password Requirements**

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least one capital letter
- At least one number

Special characters such as '&' or '!' are encouraged but not required.

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.