View/Add/Update Email Addresses

Self Service may be used to view all types of email addresses used in CUNYfirst. Students may add Business and Personal email addresses using Self Service.

> Note: Parts of images may be obscured for security reasons.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the 🔵 **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the **Personal Information** section, click the **Other Personal** drop-down menu and select **Email Addresses**.
4.	 The **Email Addresses** page displays for you to view, modify, and verify current addresses on record.

5	Fill in the available text field with the desired email. Then, click **Save**. **Note**: Under **Email Type**, **Other** and Business will be the only options available for other email addresses.
6.	On the **Email Addresses** page, select the **Preferred** email by clicking the available option box under **Preferred**. **Note:** All campus related and CUNYfirst specific communications will be sent to the **Preferred** email chosen.
7.	You may remove any personal or business email by clicking the **Delete** button on the row of the undesired email.
8.	Select **Save** to update all changes made to your account.
9.	**End of Procedure**.