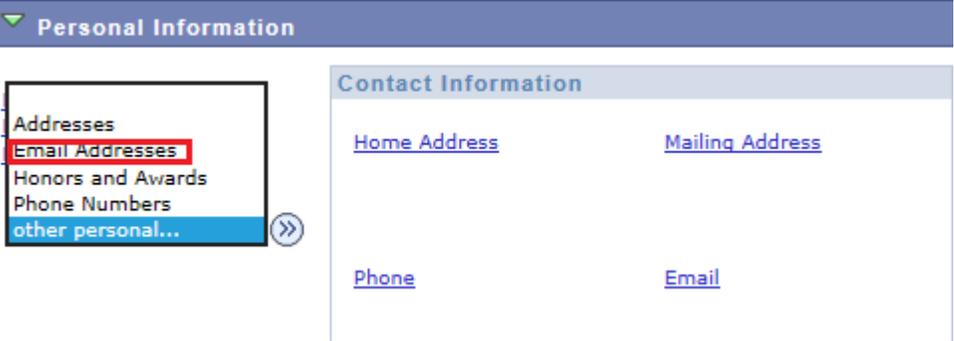


View/Add/Update Email Addresses

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: <ul style="list-style-type: none"> Enter your Username and Password and click the  Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 																
2.	Navigate to: <u>Self Service > Student Center.</u>																
3.	 <p>In the Personal Information section, click the Other Personal drop-down menu and select Email Addresses.</p>																
4.	<p>Email Addresses</p> <p>Enter your email addresses below.</p> <p>If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Campus</td> <td></td> <td><input type="checkbox"/></td> <td>delete</td> </tr> <tr> <td>Other</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>delete</td> </tr> </tbody> </table> <p>ADD AN EMAIL ADDRESS</p> <p>SAVE</p> <p>The Email Addresses page displays for you to view, modify, and verify current addresses on record.</p>	Email Type	Email Address	Preferred		Business		<input type="checkbox"/>		Campus		<input type="checkbox"/>	delete	Other		<input checked="" type="checkbox"/>	delete
Email Type	Email Address	Preferred															
Business		<input type="checkbox"/>															
Campus		<input type="checkbox"/>	delete														
Other		<input checked="" type="checkbox"/>	delete														

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.