Updating Email Address Information

Created on 10/23/2012 2:20:00 PMTable of Contents

Updating Email Address Information

The **Email Address** page displays the employee's current personal and business Email Addresses. Employees can change or add new personal email addresses, but cannot edit or add to the Business email address.

Important Note: The email address(es) noted in this section will only update the email address located on the employee's Personal Information Summary Page. The email address that will be used for confirmation of approved or denied requests submitted through Self Service is located in My System Profile on the Core-CT Portal, MY HR tab. Please refer to the *Intro to the New Core-CT 9.1 Portal Navigation* course available on the Core-CT website and the *My System Profile 9.1* course accessible from the **Core-CT Help** tab of the Core-CT 9.1 Portal for additional details.
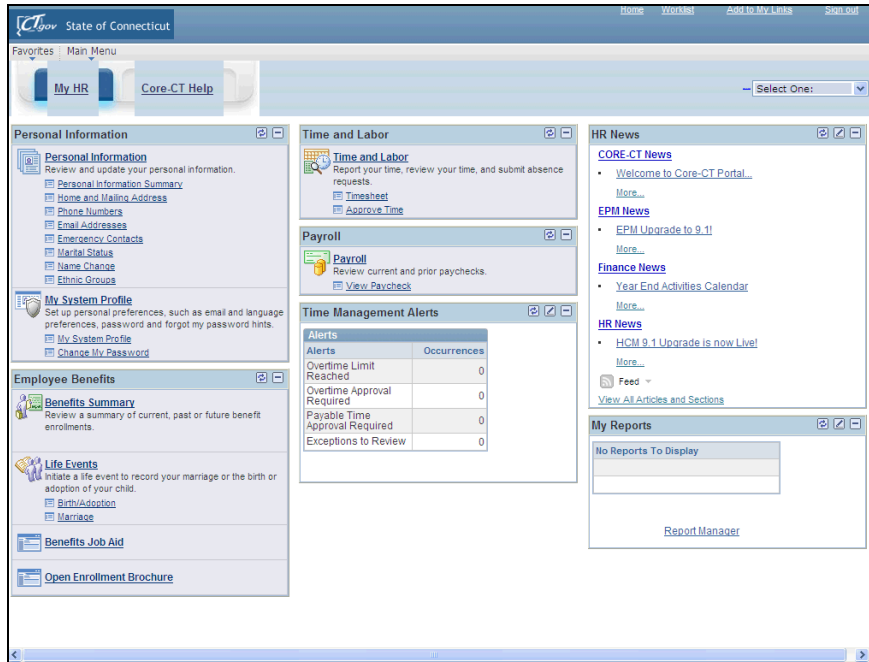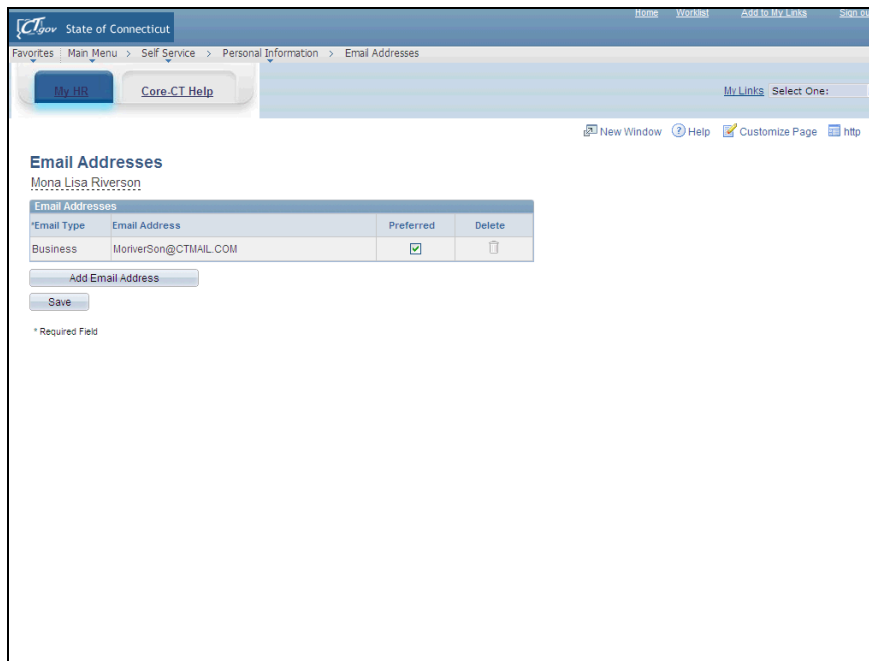
Procedure

Navigation:
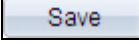My HR tab> Personal Information > Email Addresses

Select the Personal information Summary link > Select the Email Addresses button.

Main Menu > Self Service > Personal Information > Email Addresses

Step	Action
1.	Update email addresses by clicking the **Email Addresses** link under **Personal Information** on the **My HR** tab. Email Addresses

Step	Action
2.	Most employees will have a Business Email address and have the option of adding a Personal or Emergency Email address. The Business Email address cannot updated on this page. Click the **Add Email Address** button. Add Email Address
3.	Click the ***Email Type** list.
4.	Click the **Home** list item. Home
5.	Enter **mona.Lisa@mymail.com** into the **Email Address** field.
6.	Checking the **Preferred** check box for an email address designates that email address as an employee's primary email address for informational updates. The **Delete** button (trash can) deletes the email address. One email address must be designated as the preferred address. Only one address can be designated as the preferred address. Click the **Preferred** option.
7.	Click the **Save** button. Save
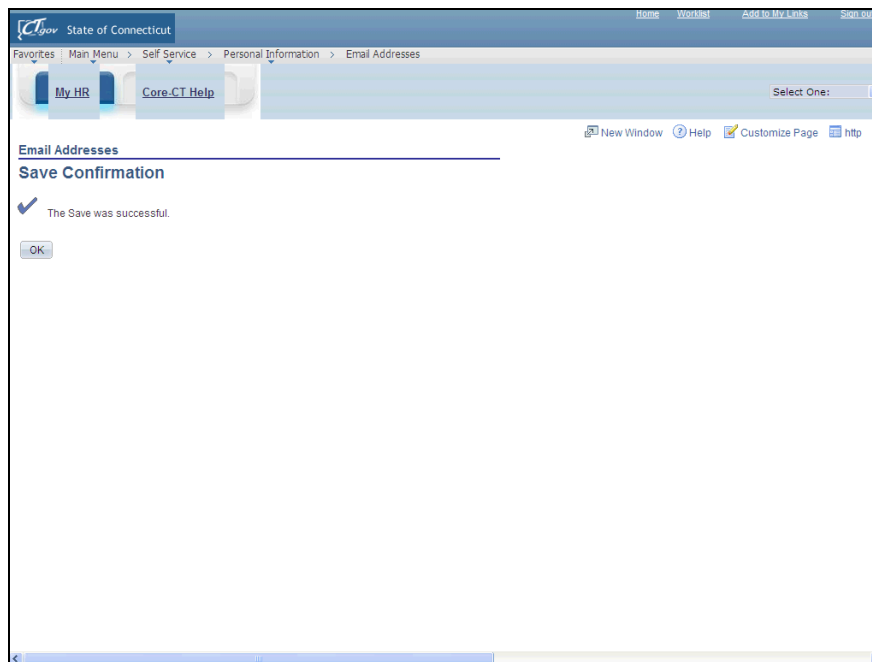
Step	Action
8.	Click the **OK** button. OK
9.	**End of Procedure.**