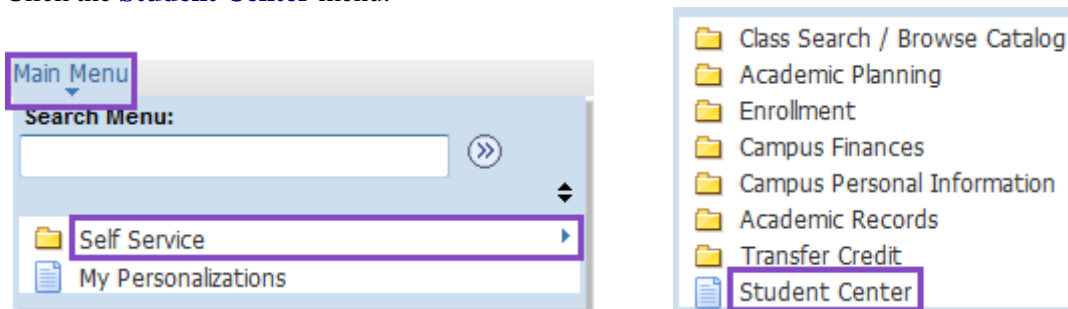
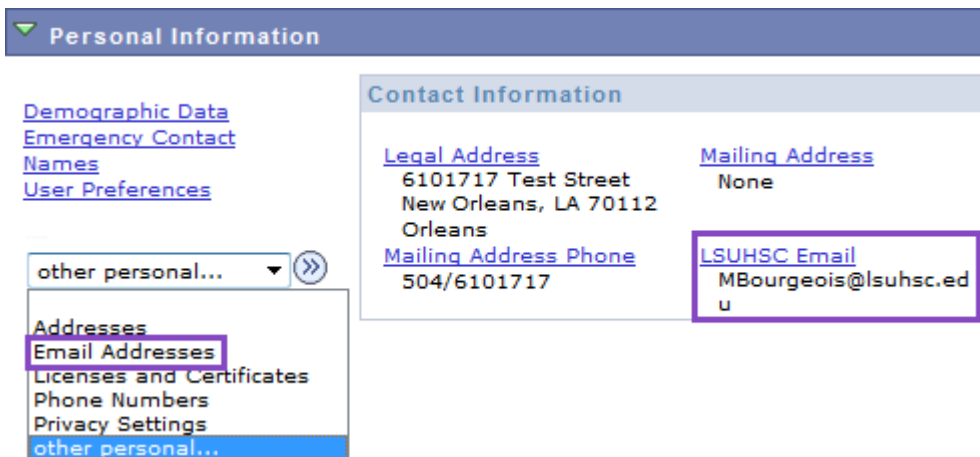


Modify Your Email Address

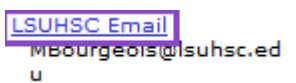
1. Click the **Main Menu** button.
Click the **Self Service** menu.
Click the **Student Center** menu.



2. Scroll to the Personal Information section of the Student Center page.
3. There are two methods for accessing your email information. Both are located in the Personal Information section of Student Center page. You may click the drop-down button to the right of the other personal field and select the Email Addresses option from the list. The second option is to click the LSUHSC Email link found in the Contact Information box.



4. Click the **LSUHSC Email** link.



Job Aid

5. Your email page displays with your Campus and personal email types. Your campus email is automatically selected as your preferred email and may not be modified or deleted.

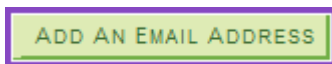
*Email Type	*Email Address	Preferred	
Home	MBourgeois@bama.ua.edu	<input type="checkbox"/>	delete
LSUHSC Email Address	MBourgeois@lsuhsc.edu	<input checked="" type="checkbox"/>	delete

6. Click into the Email address field to edit your personal email address.

7. To delete your personal email address, click the **Delete** button associated with the email address you wish to delete, and then click the **Yes-Delete** button.



8. To add an additional personal email, click the **Add an Email Address** button.



9. Select an Email type from the drop-down list.

A drop-down menu is shown with a blue header and a white body. The options listed are 'Campus', 'Dorm', 'Home', and 'Other'. The 'Campus' option is currently selected and highlighted in blue.

10. Enter a new Email address.

11. Click the **Save** button to save any changes made to your personal email information and then click the **OK** button.



12. Click the **Student Center** option from the **go to ...** drop-down list, and then click the **GO!** button, or click the Student Center link on your menu bar.

