



Self-Service: Updating Your Home Email Address

Employees can use *PeopleSoft Self-Service* to update personal contact information including phone number, address, email, and name. Below are step-by-step instructions on how to update your home email address.

- **Changing** a non-district email address (from Step 5)
- **Adding** a non-district email address (from Step 8)
- **Deleting** a non-district email address (from Step 14)
- **Selecting** a preferred email address (Step 11)

After step 4, you may skip to the appropriate step depending on which of the four actions you are completing.


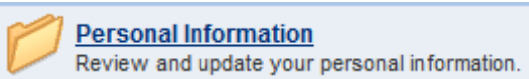
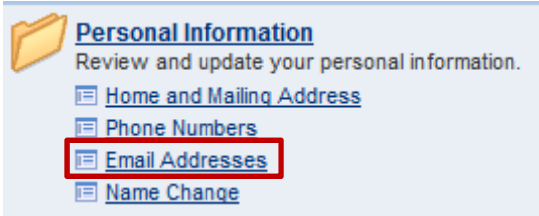


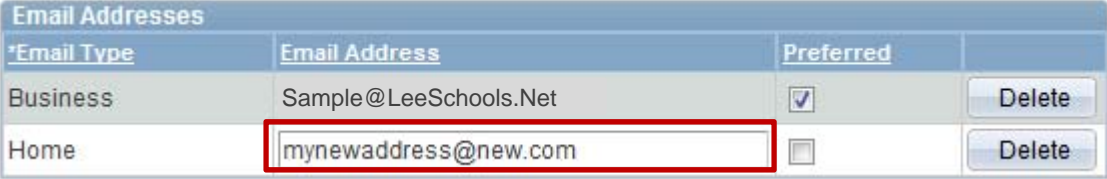
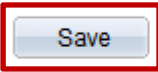


Your district email address cannot be changed through this process.

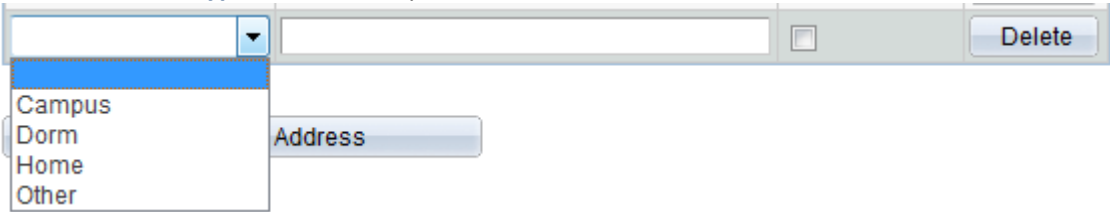
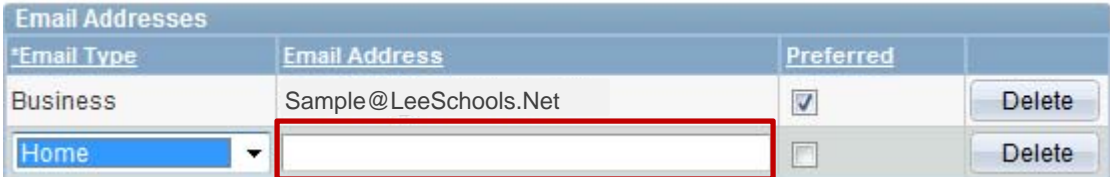
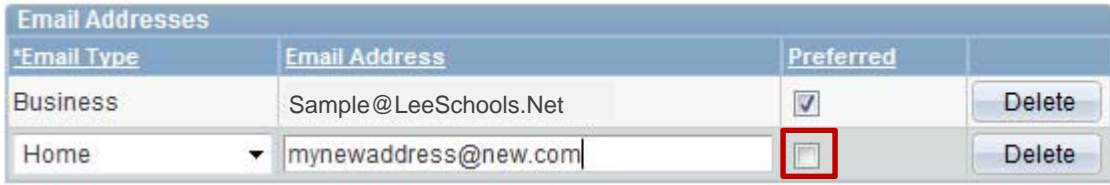
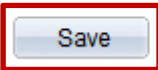
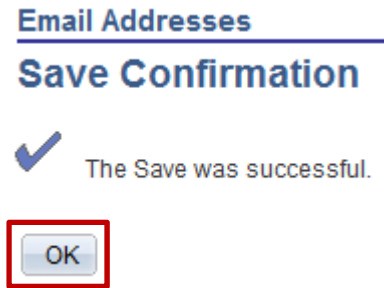
Navigation Snapshot

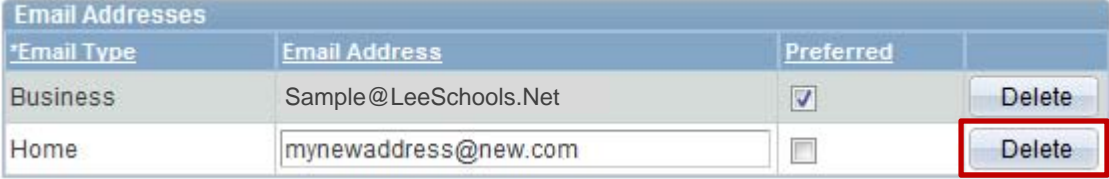
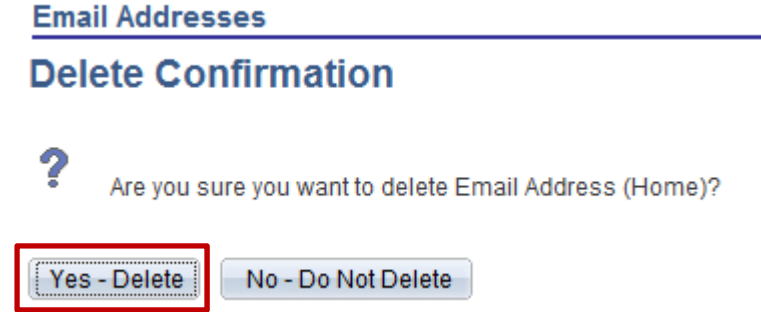
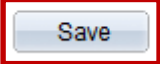
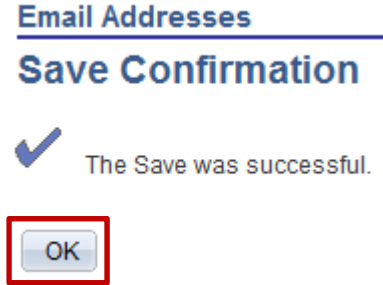
Main Menu > Self Service > Personal Information > Email Addresses

Step-by-Step Detail

Step	Action
1.	Log into PeopleSoft .
2.	From the Enterprise Menu, click the SelfService link. 
3.	Click on the Personal Information link. 
4.	Click on the Email Addresses link. 

Step	Action																
<p>To change your email address, continue to step 5. To add an email address, skip to step 8. To delete an email address, skip to step 14. To select a preferred email address, skip to step 11.</p>																	
5.	<p>To change your non-business email address, enter your new email under Email Address. <i>You may not change your business email address.</i></p>  <table border="1" data-bbox="261 590 1362 768"> <thead> <tr> <th colspan="4">Email Addresses</th> </tr> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Sample@LeeSchools.Net</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>mynewaddress@new.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table>	Email Addresses				*Email Type	Email Address	Preferred		Business	Sample@LeeSchools.Net	<input checked="" type="checkbox"/>	Delete	Home	mynewaddress@new.com	<input type="checkbox"/>	Delete
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6.	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p>  <p>Return to Self Service</p>																
7.	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p> <p>Email Addresses</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p>  <p style="text-align: center;"><i>This is the end of the instructions for changing your email address.</i></p>																
8.	<p>To add an email address, click on the button Add an Email Address to get a new row.</p>  <table border="1" data-bbox="261 1499 1365 1717"> <thead> <tr> <th colspan="4">Email Addresses</th> </tr> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Sample@LeeSchools.Net</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Add an Email Address</p>	Email Addresses				*Email Type	Email Address	Preferred		Business	Sample@LeeSchools.Net	<input checked="" type="checkbox"/>	Delete				
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Step	Action
9.	Select the Email Type from the drop down menu. 
10.	Enter the new email address under Email Address . 
11.	<p><i>OPTIONAL: You may choose to make the new email address your preferred email, by checking the box next to the email address you just entered. You must have one and only one preferred email address.</i></p> 
12.	Click Save at the bottom of the page. <p>* Required Field</p> 
13.	You will receive a confirmation screen that the save was successful. Click OK to exit this message. <p>Email Addresses</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p>  <p><i>This is the end of the instructions for adding an email address and selecting a preferred address.</i></p>

Step	Action																
14.	<p>To delete a non-business email address, you must have at least one non-business address and the email address you wish to delete may not be your preferred email. <i>To change your preferred address, go back to step 11.</i></p> <p>To delete an email address, click on the Delete button next to the email address you'd like to remove.</p>  <table border="1" data-bbox="266 474 1369 651"> <thead> <tr> <th colspan="4">Email Addresses</th> </tr> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Sample@LeeSchools.Net</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>mynewaddress@new.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table>	Email Addresses				*Email Type	Email Address	Preferred		Business	Sample@LeeSchools.Net	<input checked="" type="checkbox"/>	Delete	Home	mynewaddress@new.com	<input type="checkbox"/>	Delete
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15.	<p>Confirm the deletion by clicking on Yes – Delete.</p>  <p>Email Addresses</p> <p>Delete Confirmation</p> <p>? Are you sure you want to delete Email Address (Home)?</p> <p>Yes - Delete No - Do Not Delete</p>																
16.	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p> 																
17.	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p>  <p>Email Addresses</p> <p>Save Confirmation</p> <p>✓ The Save was successful.</p> <p>OK</p> <p><i>This is the end of the instructions for deleting an email address.</i></p>																