Updating e-Mail Address in Self-Service

This document outlines how to update and add email addresses in PeopleSoft Self-Service. If you have questions about this information, or, if after reviewing the self-service material you cannot find the information you need, please e-mail hrsinfo@uvm.edu

1. Navigate to the UVM PeopleSoft login screen.
2. Log in using your UVM NetID & Password. You should also have Duo Security setup.
3. Once logged in, go to: Main Menu > Self Service > Personal Information > Email Addresses
4. Your UVM email address has automatically been setup as your preferred email address. Employees are strongly encouraged to keep their UVM email address as the preferred address in PeopleSoft.

**Email Addresses**

**Donald Duck**

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td><a href="mailto:Donald.Duck@uvm.edu">Donald.Duck@uvm.edu</a></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

5. Select the “Add Email Address” button. Then select the drop down arrow under “Email Type” and select home. Type your personal email address into the “Email Address” text box and click “Save.”
6. If the information has been entered correctly, you will be routed to a confirmation screen. Select “OK.”

   **Email Addresses**

   **Save Confirmation**

   ✔️ The Save was successful.

   ![OK button]

7. Your personal email address has now been added to PeopleSoft Self-Service. You will be able to review, add or delete personal email addresses. Click the trash can icon to delete a personal email address. Note: You will not be able to delete your UVM address.

   **Email Addresses**

   ![Table with columns: Email Type, Email Address, Preferred, Delete.](table.png)

   - **Business**: Donald.Duck@uvm.edu
   - **Home**: DonnyDuck23@gmail.com

   ![Add Email Address and Save buttons]

   * Required Field