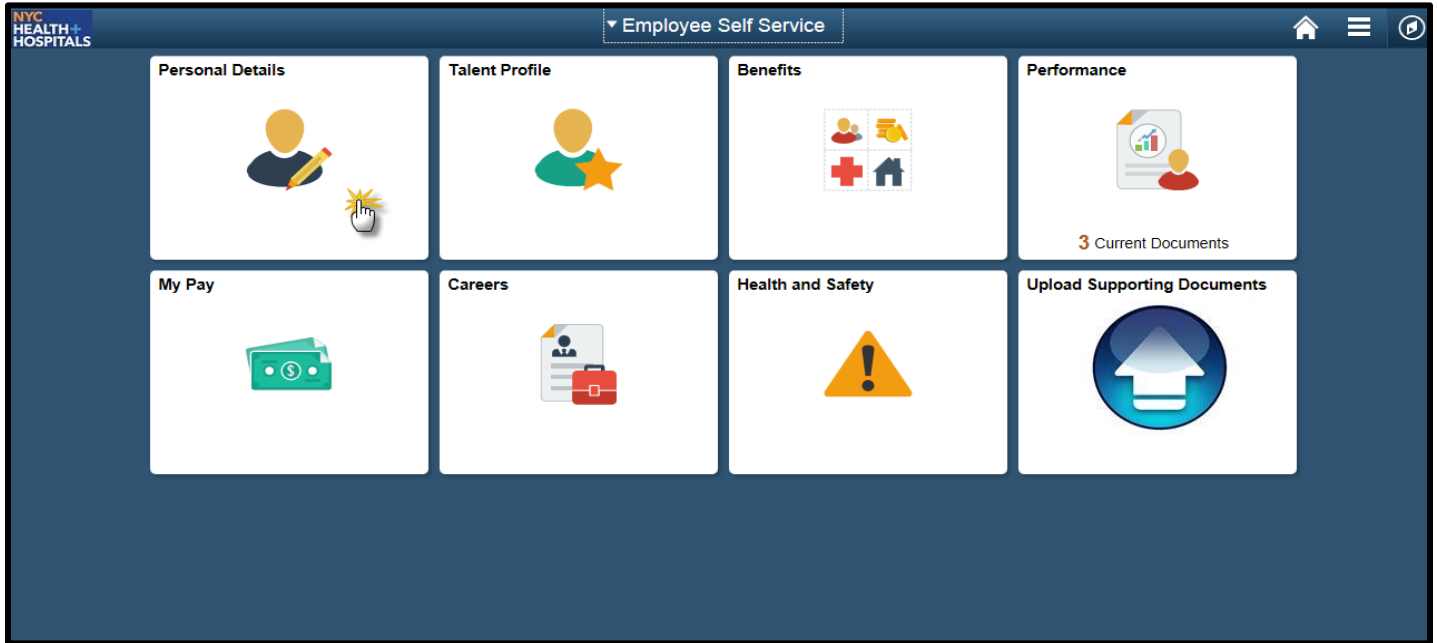


How to Add Your Email Address via Employee Self Service

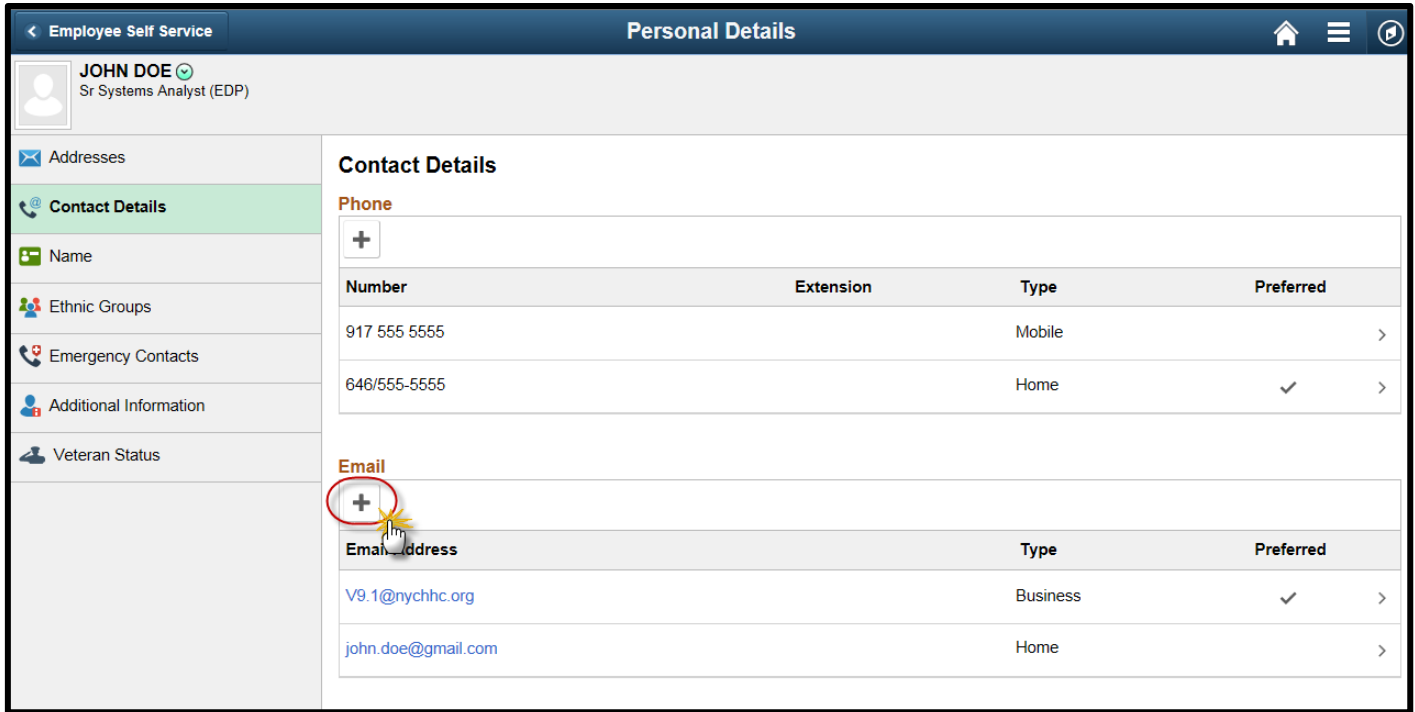
1. After successfully logging into **PeopleSoft**, click on the “**Personal Details**” tile on your homepage.



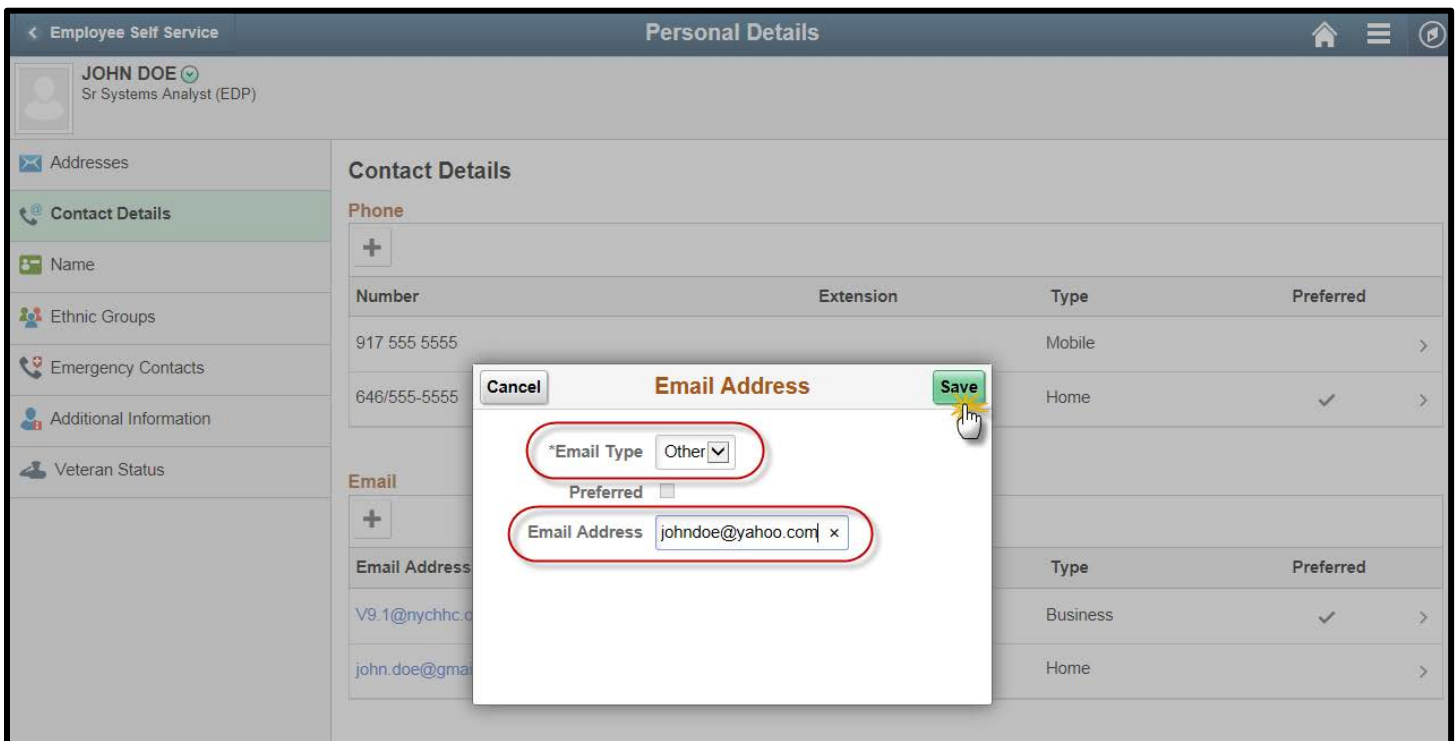
2. On the right side of the “Personal Details” page, click on the “**Contact Details**” tab.



3. Click on the **Plus Sign** under **Email** to add a new email address.



4. A Pop-Up window appears. Add the **type** of email you are entering and the **email address**. Hit the green **Save** button once you are finished.



5. A “You have successfully added your “EmailTypeHere” email address.” Message appears on the top of the screen. Your email address should now appear on the page under the **Email** section.

The screenshot shows the 'Personal Details' page in the Employee Self Service system. A green notification banner at the top states: "You have successfully added your 'Other' email address." The page is divided into a left sidebar with navigation options and a main content area. The main content area is titled 'Contact Details' and contains two sections: 'Phone' and 'Email'. The 'Phone' section has a table with columns: Number, Extension, Type, and Preferred. The 'Email' section has a table with columns: Email Address, Type, and Preferred. The email address 'johndoe@yahoo.com' is highlighted with a red circle.

Number	Extension	Type	Preferred
917 555 5555		Mobile	>
646/555-5555		Home	✓ >

Email Address	Type	Preferred
V9.1@nychhc.org	Business	✓ >
john.doe@gmail.com	Home	>
johndoe@yahoo.com	Other	>

You have successfully added your email address!