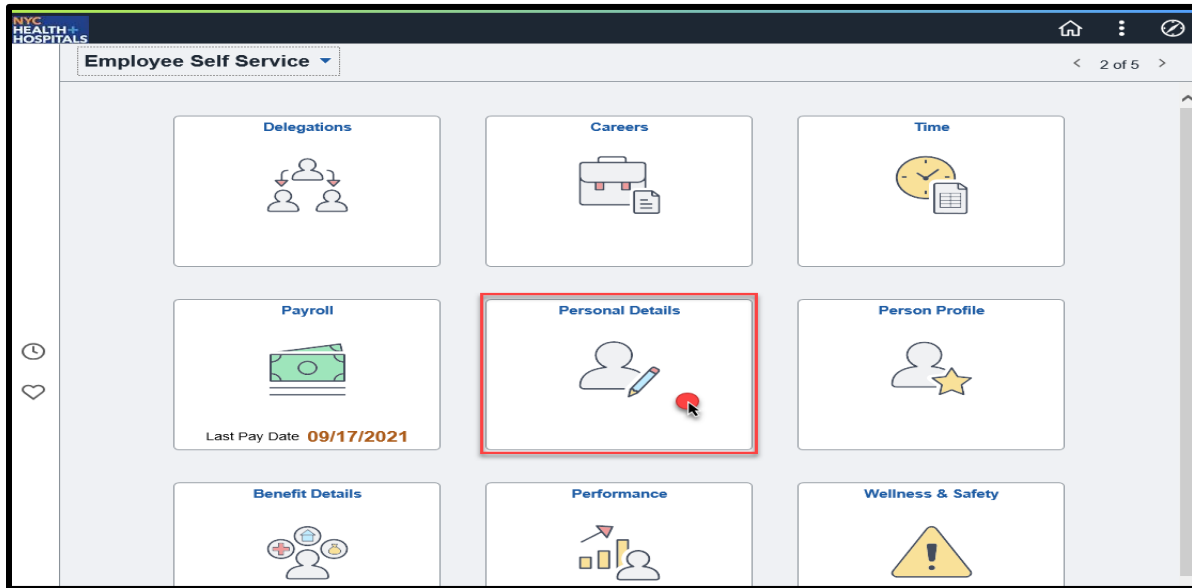
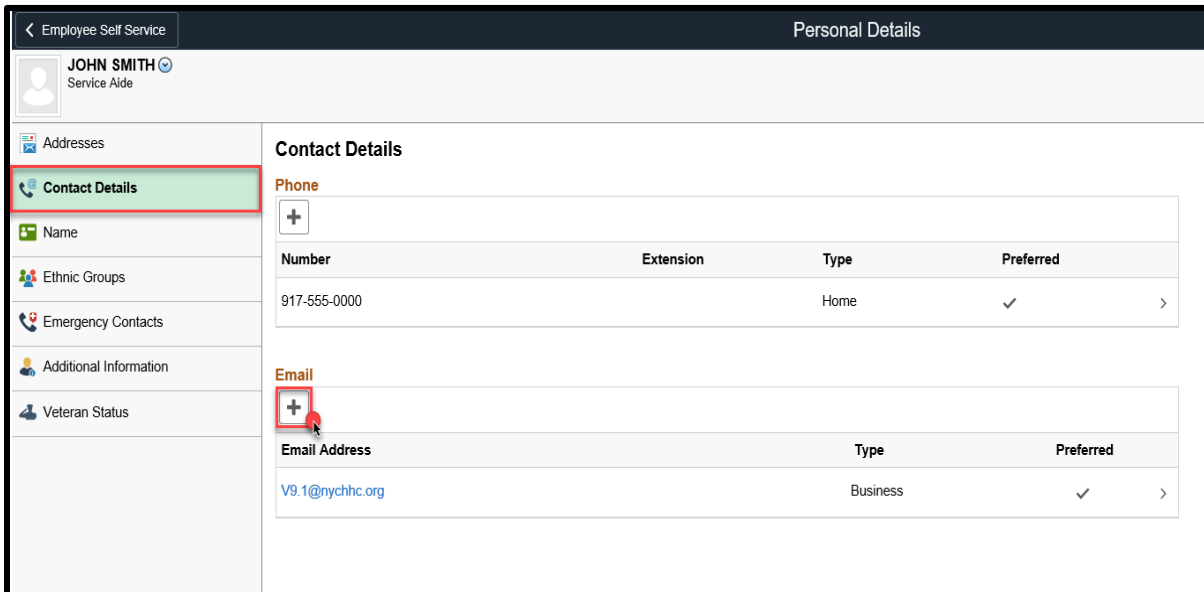


How to Add Your Email Address via Employee Self Service

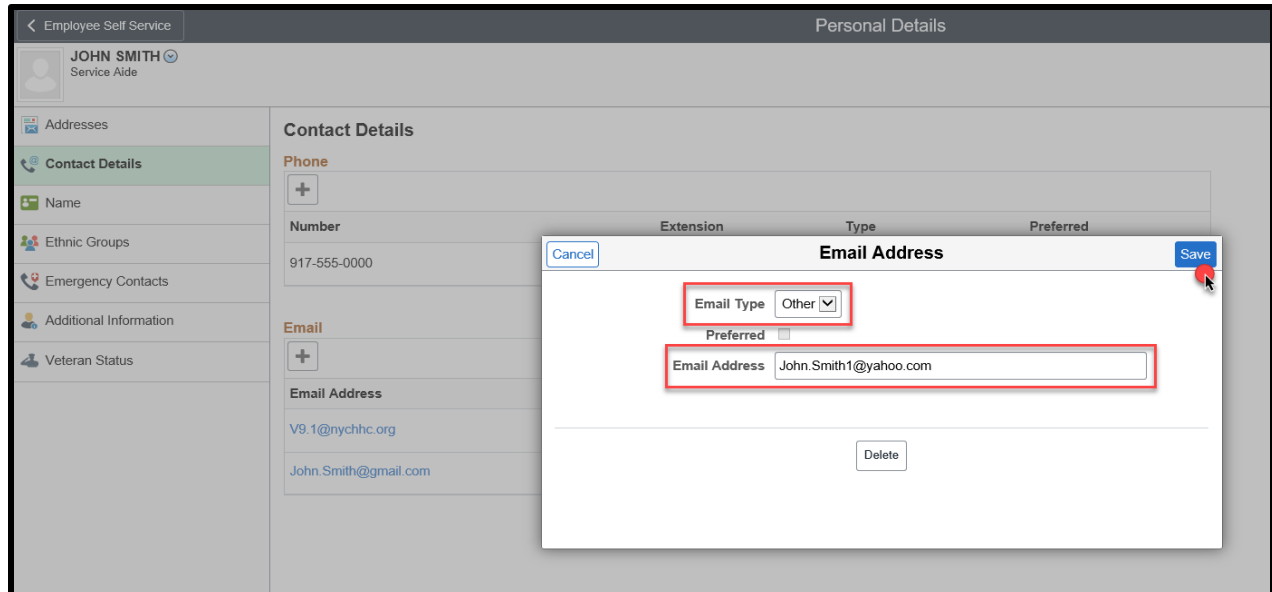
1. After successfully logging into PeopleSoft, click on the **“Personal Details”** tile on your homepage.



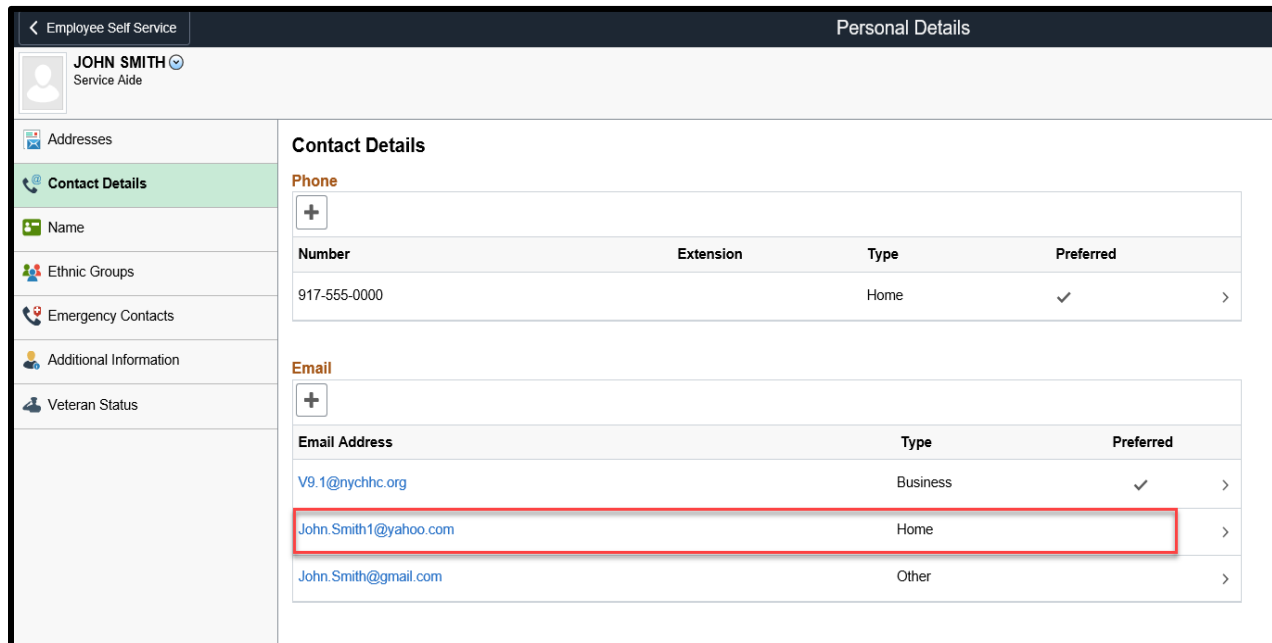
2. On the left side of the **“Personal Details”** page, click on the **Contact Details** tab. Under **Email**, click on the **Plus Sign** to add a new email address.



3. A Pop-Up window will appear. Add the **type** of email you are entering and the **email address**. Click the **Save** button once you are finished.



4. Your email address will appear on the page under the **Email** section.



Please note you cannot update your “Business” email.