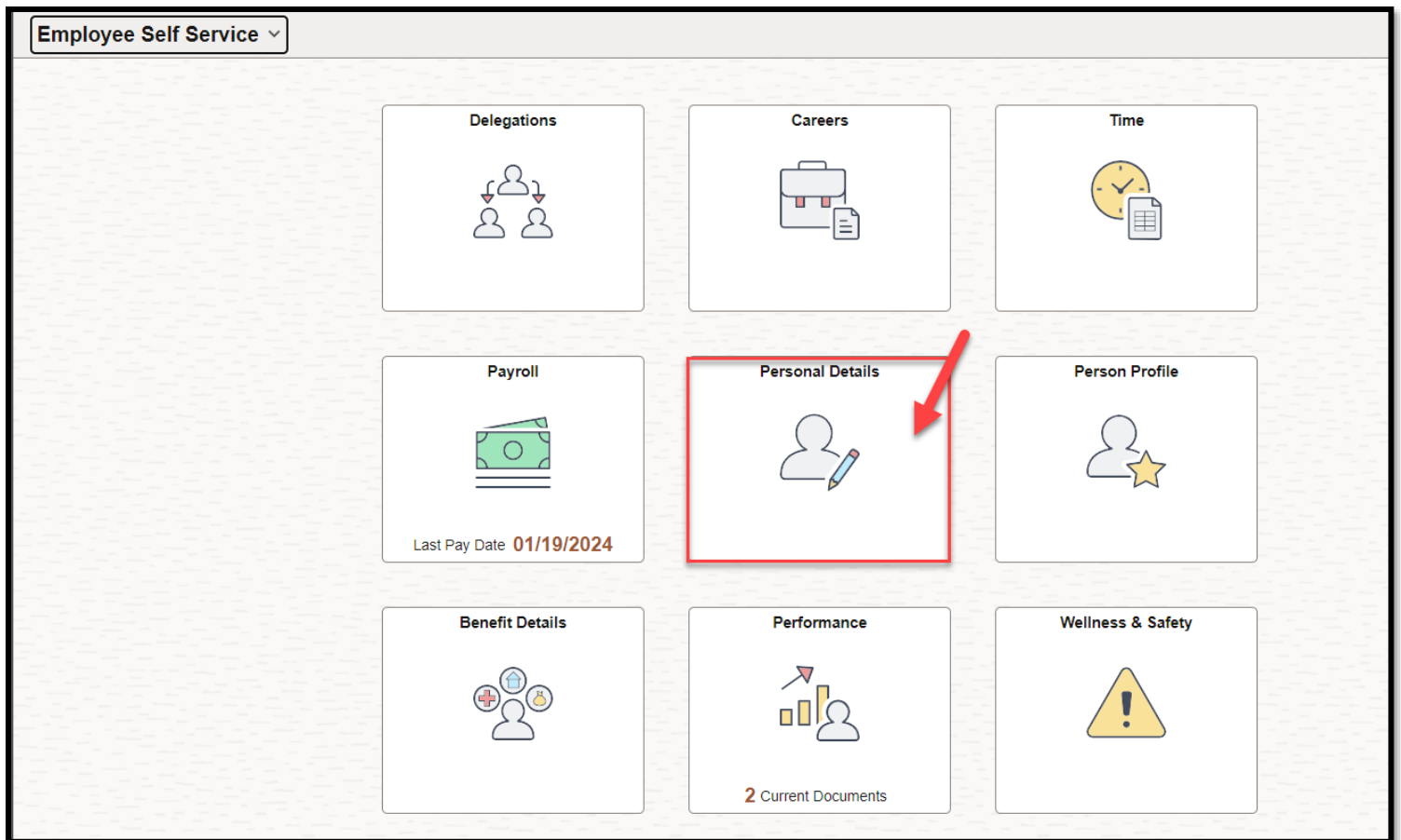
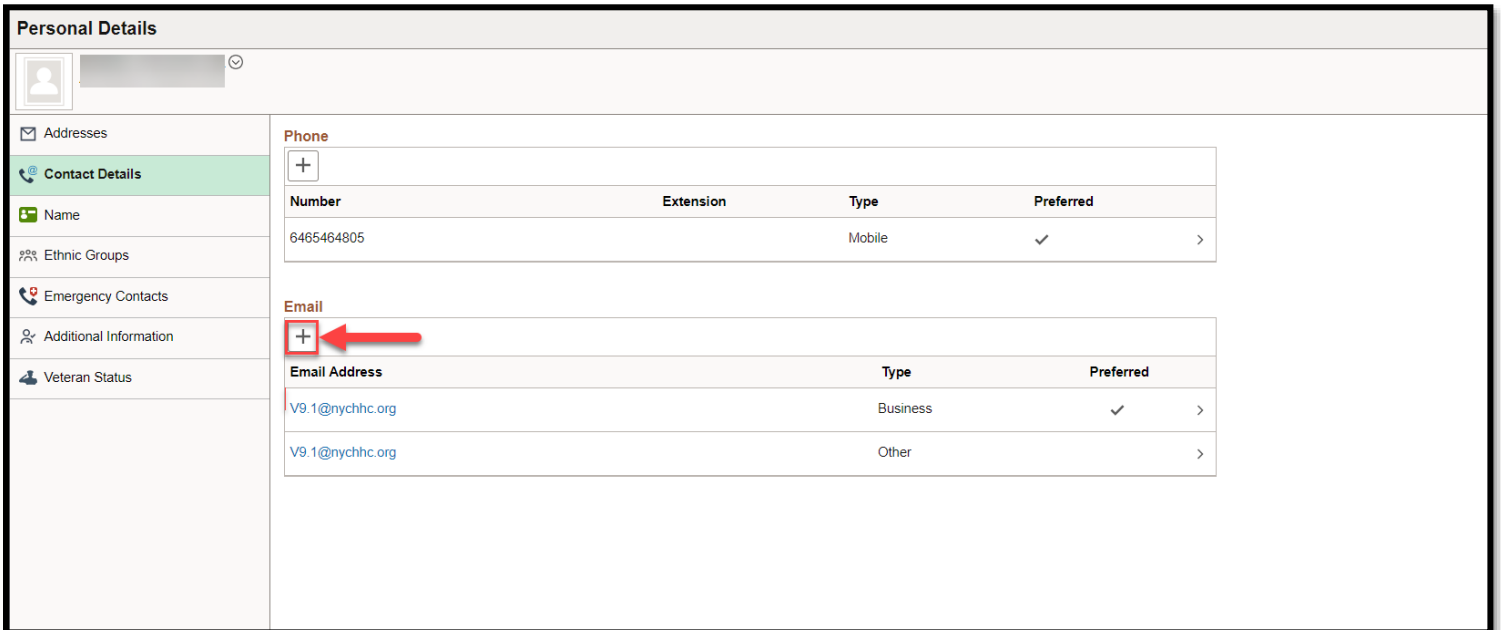
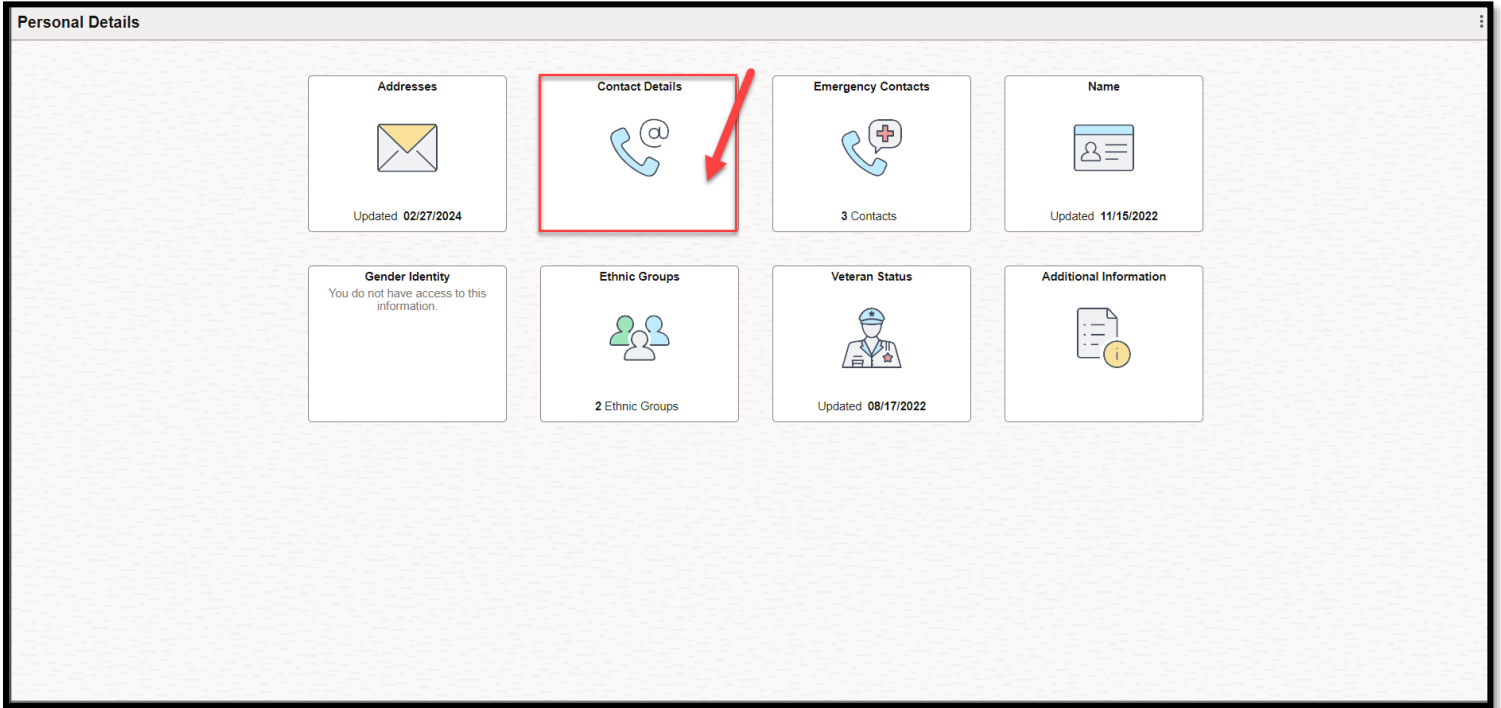


## How to Add Your Email Address via Employee Self Service

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



2. On “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.

The screenshot shows the 'Personal Details' page with a 'Contact Details' sidebar. A 'Phone' table is visible with one entry: 8259563345, Mobile, Preferred. A pop-up window titled 'Email Address' is open, showing a dropdown menu for 'Email Type' set to 'Home', a 'Preferred' checkbox, and an 'Email Address' field containing 'John.smith@yahoo.com'. 'Cancel' and 'Save' buttons are also present in the pop-up.

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

The screenshot shows the 'Personal Details' page after the email address has been added. The 'Phone' table now has two entries: 8259563345, Mobile, Preferred, and 8259563345, Home. The 'Email' section now has three entries: V9.1@nychhc.org, Business, Preferred; John.smith@yahoo.com, Home; and V9.1@nychhc.org, Other. The 'John.smith@yahoo.com' entry is highlighted with a red box.

**Please note you cannot update your “Business” email.**