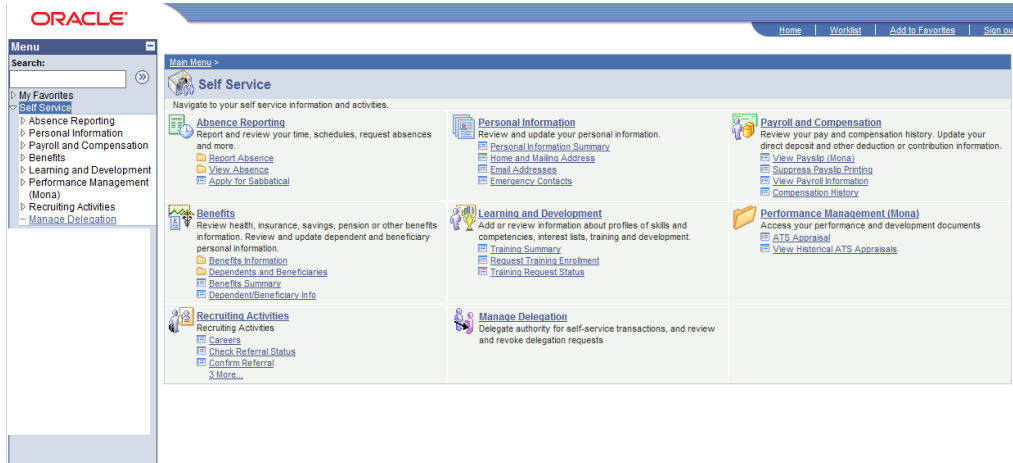


Adding or Changing Alternative Email in Peoplesoft

1) Login to Peoplesoft Application, and click on Self Service link



2) Click , Personal Information, Email Addresses



3. Click Change Email Addresses

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Email Addresses

Walter Rodney

Email Type	Email Address	Preferred	
Campus	jane.doe@uwimona.edu.jm	<input checked="" type="checkbox"/>	Delete

Add an Email Address

* Required Field

Save

[Return to Personal Information](#)

4. At this point you can change your Alternative Address(Non Campus Email address) in the **Other** field, by clicking the provided field and make the changes. **Do not change the Campus Address.**

If Only the **Campus** address is define click the **Add an email Address** link, Choose **Other** from the Drop Down Menu and type your non campus email address (eg jane.doe@gmail.com) in the provided field. Click the **Save** button and Confirmation screen will appear ,Click **OK** to continue.

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Email Addresses

Walter Rodney

Email Type	Email Address	Preferred	
Campus	jane.doe@uwimona.edu.jm	<input checked="" type="checkbox"/>	Delete
Other	jane.doe@gmail.com	<input type="checkbox"/>	Delete

Add an Email Address

* Required Field

Save

[Return to Personal Information](#)

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Email Addresses

Save Confirmation

The Save was successful.

5. You can go back and review your changes. Personal Information, Email Addresses.

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Email Addresses

Walter Rodney

Email Type	*Email Address	Preferred	
Campus	<input type="text" value="jane.doe@uwimona.edu.jm"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Other	<input type="text" value="jane.doe@gmail.com"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

* Required Field

[Return to Personal Information](#)