## CUNYfirst Employee Self Service: Viewing/Updating Email Address Guide



Step	Action
1.	Enter <u>https://home.cunyfirst.cuny.edu</u> in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the Ď Submit button to login.
3.	Click on Self Service link under Enterprise Menu ENTERPRISE MENU E Self Service
4.	You can view/update your email address by using either of the following two methods:
	Method 1: Self Service   Navigate to: Self Service > Personal Information> Personal Information   Personal Information Summary - Home and Mailing Address   Then click on Change email addresses   Or - Email Addresses
	Method 2: - Name Change - Complete and Submit I-9 Form
	Navigate to: Self Service > Personal Information> Email Addresses - Ethnic Groups
The email addresses page is displayed. Please review and verify your information.Note: CUNYfirst will only send email communication and email notifications to your College emailaccount. The Lehman College email account should always be set to the "Business" email type.	
	John Doe    Email Addresses Preferred   *tmail Type Email Address   Business John.Doe@lehman.cuny.edu Delete   Other JD@.cuny.edu Delete   Add an Email Address Add an Email Address   * Required Field Save   Return to Personal Information
To update your email information follow the steps below:	
<b>M</b> c 1. 2.	<b>Ddifying an existing email address</b> Type over the existing email address you want to modify in the Email Address field Click the save button, then click ок оп the Save Confirmation Page
De 1. 2. 3.	leting an existing email address Click the Delete button of the email address you wish to delete On the delete confirmation page click Yes - Delete Next click the Save button and then click OK on the Save Confirmation Page
Ad 1. 2. 3.	ding a new email address Click the Add an Email Address Under the *Email Type drop down menu already being used Enter a valid email address
4.	Click the save button and then click OK on the Save Confirmation Page