

Changing an Email Address in the User Profile

Navigation: Main Menu > PeopleTools > Security > User Profiles > User Profiles

User Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

▼ Search Criteria

Search by: begins with

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter the EMPLID and Click Search

[General](#)

[ID](#)

[Roles](#)

[Workflow](#)

[Audit](#)

[Links](#)

[User ID Queries](#)

User ID

Account Locked Out?

Description

Logon Information

Symbolic ID

Change Password?

Password Expired?

User ID Alias

[Edit Email Addresses](#)

[Instant Messaging Information](#)

General Attributes

Click the Edit Email Addresses link.

Email Addresses

User ID: 5162252

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	[REDACTED]	+	-

Ensure the Email Type is Business and the Primary Email Account box is checked.

Enter the user's business email address.

Click OK

User ID [REDACTED] Account Locked Out?
Description [REDACTED]

Logon Information

Symbolic ID

Change Password?
 Password Expired?

User ID Alias

[Edit Email Addresses](#) [Instant Messaging Information](#)

General Attributes

Language Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

Navigator Homepage

Process Profile

Click Save.