

How to update your Personal Email to receive your Alabama.edu claim email

Everyone will need to verify their Personal Email address in the Self Service Banner Portal in order to receive your new alabama.edu email address.

because individual account login credentials for the new one-tenant will be emailed to the personal email address listed in SSB. If you do not have a personal email address, you will need to create one.

1. Your Personal email address cannot be your cacc.edu or caccmail.cacc.edu email address.
2. Your Personal email address will need to be one you currently have access to and check regularly.
3. If you do not have a personal email address, you can create a free email account using one of the free email providers like Google or Yahoo.

addresses listed on your Banner profile. The new Unified Authentication System will be emailed to your Personal email address.

request. If you have any questions, please contact the IT Department at help@cacc.edu.

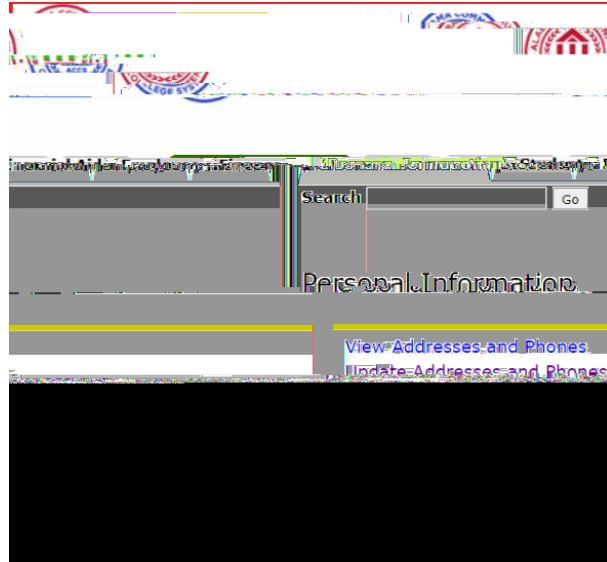
Included on the next two pages is information on how to update/add your personal email address in the Banner Self Service Web Portal.

INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN SSB

Updating your personal email in [Self Service Banner](#) only takes a minute. Follow the 3 steps below to update or verify your personal Email in the SSB Web Portal.

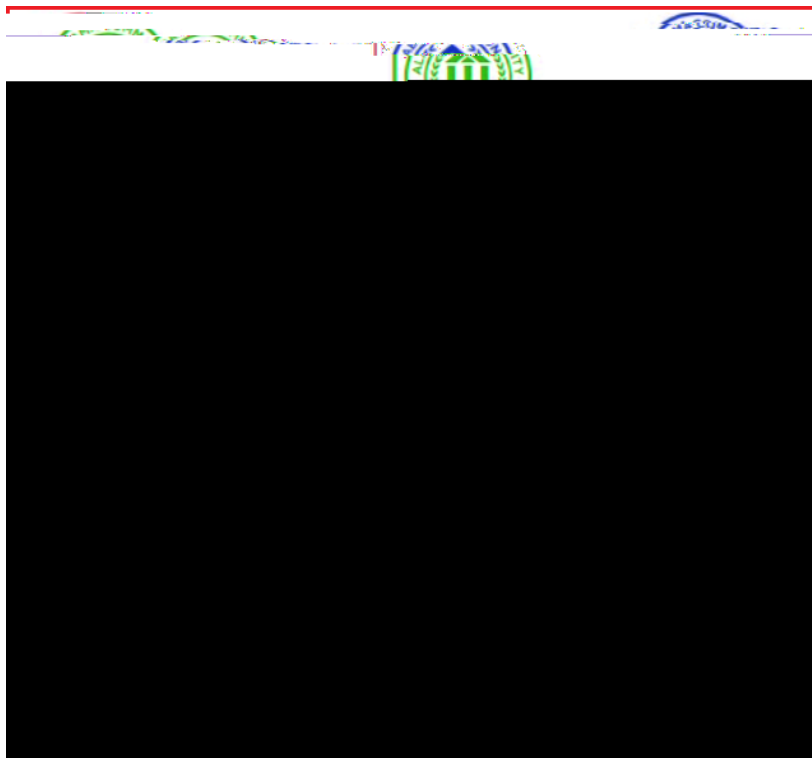
1

Login to your college's [Self Service Banner portal](#). Click on the Personal Information tab and select the option to "View E-mail Addresses".



2

Click on the [Update E-mail Addresses] located at the bottom of the screen.

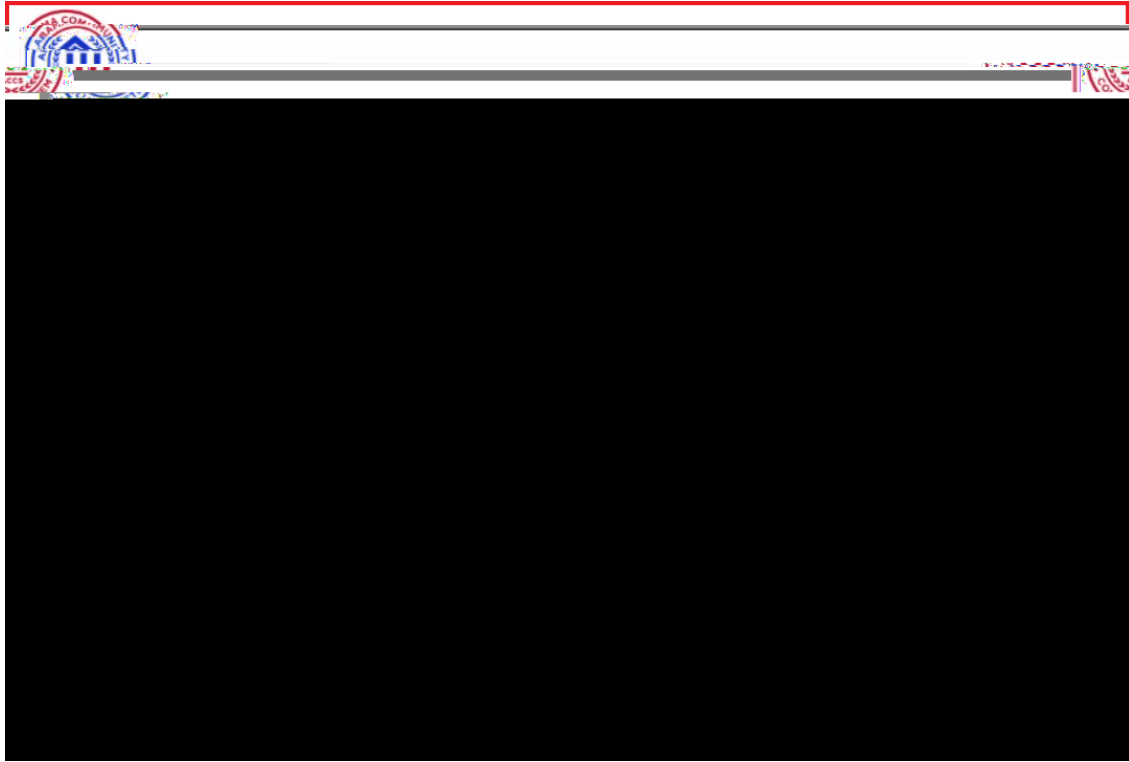


On the screen below you can edit an existing Email address or add a new Email.

To edit an existing Email address click on the Email address under the grey box labeled "Personal email". This will enable you to modify the Email address listed. Once updated click on the "Submit" button.

To add a new Email address, select Personal email from the drop-down box labeled "Type of E-mail to Insert" and click on submit. After you have entered the full personal Email ad-

When you choose to update or add an Email address you will see the screen below. Make sure once you update/add your Email address to click on the "Submit" button. After you click on submit, your email address will be updated.



You can verify your personal Email address is correct by choosing the "View E-mail Addresses" from the main menu under the Personal Information tab.