CUNYfirst Employee Self Service:
Viewing/Updating Email Address

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser’s address bar to login to CUNYfirst.</td>
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<td>2.</td>
<td>Enter your CUNYfirst Username and Password and click the Submit button to login.</td>
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<td>3.</td>
<td>3. From the ENTERPRISE MENU, Click on the “HR/Campus Solutions” link (not “Self Service”). A new window will open. (Note: Depending on your account setup, you may see more items under your menu.)</td>
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<td>4.</td>
<td>In the new window, navigate to: &gt; Self Service &gt; Personal Information</td>
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**Note:** Due to the complexity of the system, you may see limited information or information not relevant to you in the Self Service menu.
You can view/update your email address by using either of the following two methods:

**Method 1:**
**Navigate to:** Self Service>Personal Information>Personal Information Summary

Then click on the **Change email addresses** tab

Or

**Method 2:**
**Navigate to:** Self Service>Personal Information>Email Addresses

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 email account. The Hunter College email account should always be set to the “Business” email type, and the “Preferred” box should be checked.

**To update your information follow the steps below:**
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| 6. | **Adding a new email address:**  
1. Click the [Add an Email Address] button  
2. Under the *Email Type* drop down menu select an email type that’s not already being used  
3. Enter a valid email address  
Click the [Save] button and then click [OK] on the Save Confirmation Page  |
| 7. | **Modify an existing email address:**  
1. Type over the existing email address you want to modify in the Email Address field  
2. Click the [Save] button and then click [OK] on the Save Confirmation Page.  |
| 8. | **Deleting an existing email address:**  
1. Click on the [Delete] button of the email address you wish to delete  
2. On the delete confirmation page click the [Yes - Delete] button  
3. Click the [Save] button and then click [OK] on the Save Confirmation Page  |