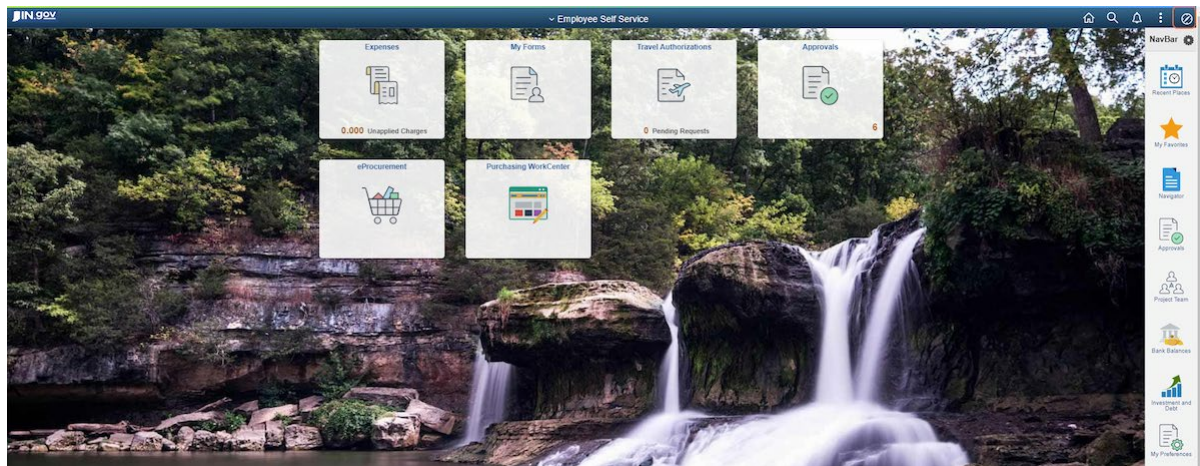


# Updating your email address in PeopleSoft Financials

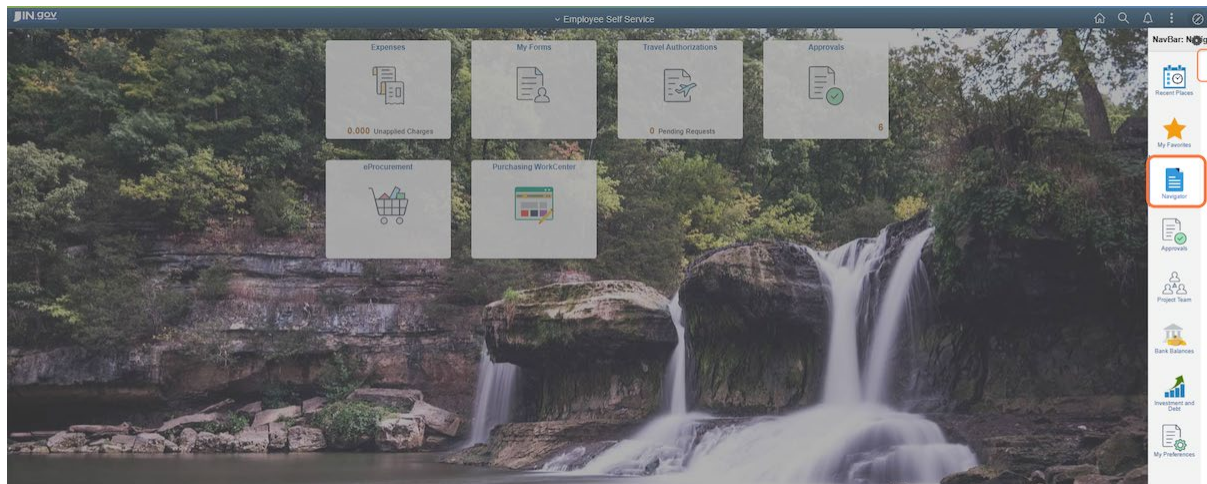
## 1. Click on the NavBar.

Click on the NavBar icon.



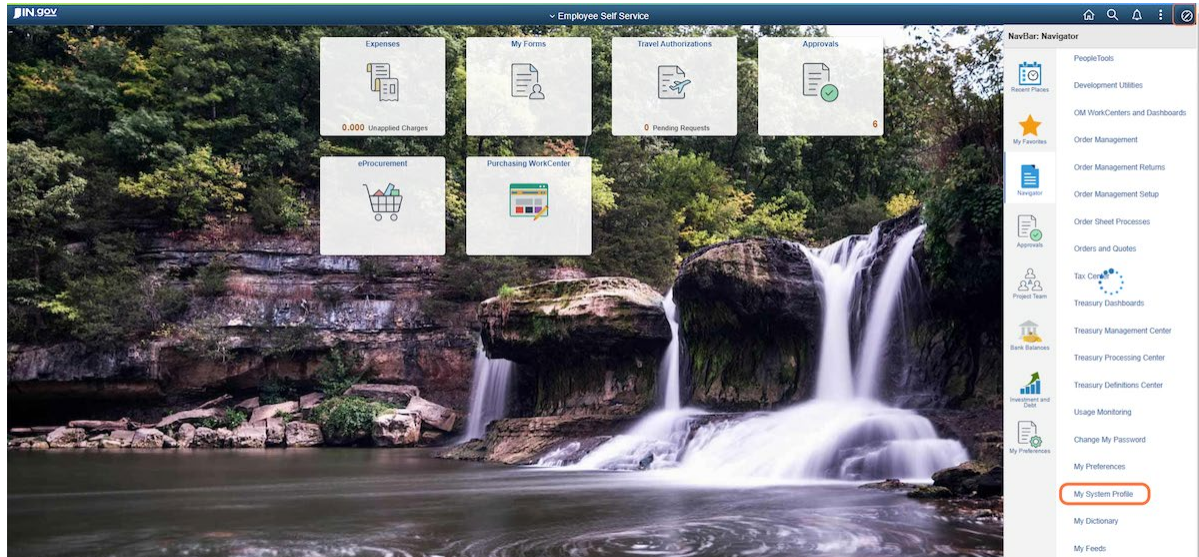
## 2. Click on Navigator.

Click the Navigator icon.



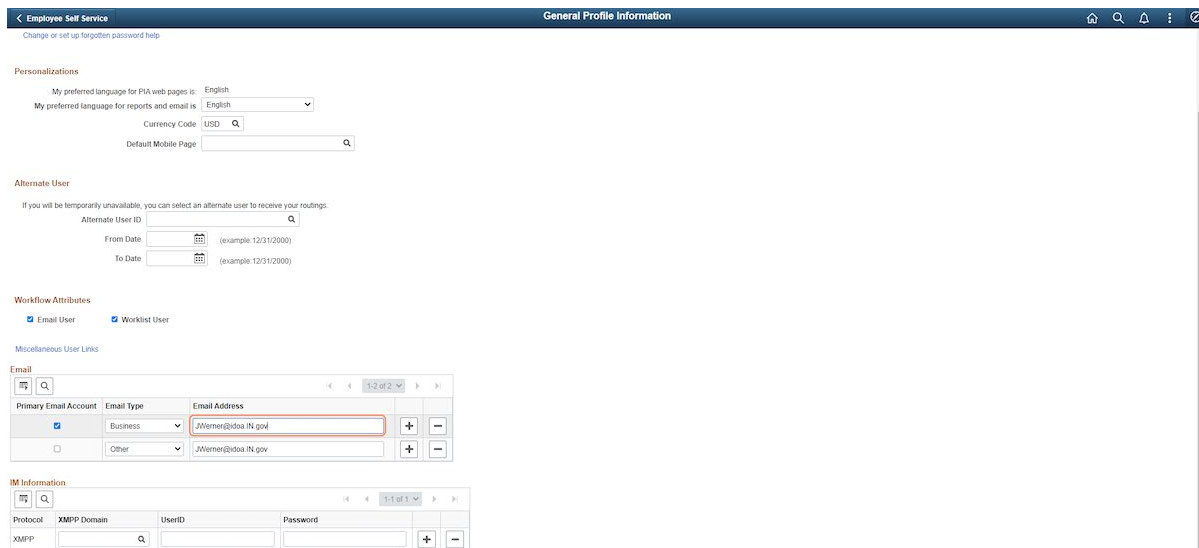
### 3. Click on My System Profile.

Click My System Profile near the bottom of the list.



### 4. Verify or update the Primary Email Account field.

Verify that the correct email address is listed on the Primary Email Account line to receive system generated emails. This is not automatically updated with your current State email address if you move from one agency to another.



## 5. Be sure Primary Email Account is selected.

Be sure there is a checkmark in the Primary Email Address column.

**Employee Self Service** | **General Profile Information**

Change or set up forgotten password help

**Personalizations**

My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
Currency Code: USD  
Default Mobile Page:

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:  
From Date: (example: 12/31/2000)  
To Date: (example: 12/31/2000)

**Workflow Attributes**

Email User  Worklist User

**Miscellaneous User Links**

**Email**

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	JWerner@doia.IN.gov	+	-
<input type="checkbox"/>	Other	JWerner@doia.IN.gov	+	-

**IM Information**

Protocol	XMPP Domain	UserID	Password	
XMPP				+

## 6. Click Save.

If any changes are made on the page, click Save.

**Employee Self Service** | **General Profile Information**

Werner, Jeania 001

**Personalizations**

My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
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**Workflow Attributes**

Email User  Worklist User

**Miscellaneous User Links**

**Email**

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	JWerner@doia.IN.gov	+	-
<input type="checkbox"/>	Other	JWerner@doia.IN.gov	+	-

**IM Information**

Protocol	XMPP Domain	UserID	Password	
XMPP				+

**Save**