Use this task to update your email address in UCPath.

**Dashboard Navigation:**
Personal Information > Personal Information Summary

or

**Menu Navigation:**
Employee Actions > Personal Information > Personal Information Summary

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. For this example click in the <strong>What is your favorite drink?</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the desired information into the <strong>Security Question</strong> field. For this example, enter <strong>COKE</strong>.</td>
</tr>
</tbody>
</table>
**Step** | **Action**
--- | ---
3. | Your answer appears as a series of dots. Click the **Submit** button.

![Submit button](image)

![PERSONAL INFORMATION SUMMARY](image)
Step | Action
--- | ---
4. | **If you answer the question correctly, UCPath displays the Personal Information Summary page, and you can make your changes.**

If you answer incorrectly, an error message appears. You have **three** attempts to answer this question correctly. After three incorrect answers, UCPath displays the **Security Questions Setup** page. You must provide your date of birth and the last four digits of your Social Security number to validate your identity and then update your security questions and answers.

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Step | Action
--- | ---
5. | **Click the scroll bar.**
### UCPath Task: Update My Email Address

**Page 4**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>Expand Email Addresses</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Edited profile screenshot" /></td>
</tr>
</tbody>
</table>

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</tr>
</thead>
</table>
| 7.   | All current email addresses display.  

The **Business** email address is view-only and cannot be changed or deleted.  

The gold star identifies your primary email address. You must select a primary email address. |
| 8.   | In this example, update your home email address.  

Click the **Change Email Addresses** button. |
|      | ![Change Email Addresses button](image) |
### Step 9
Click the email address that you want to update.

For this example, click the **Home** link.

### Step 10
Use the **Edit Email Address** page to update or delete an existing email address.

### Step 11
Click in the **Email Address** field.

### Step 12
Enter the desired information into the **Email Address** field.

For this example, enter **ABC@gmail.com**.

### Step 13
If you wish to change your primary email setting, select the **Set as my primary email** checkbox.
Step | Action
--- | ---
14. | Click the **Save** button.

**Save**

Step | Action
--- | ---
15. | A confirmation message appears and an email is sent to the primary email address on your account.

Click the **OK** button.

**OK**
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>The updated email address appears.</td>
</tr>
<tr>
<td>17.</td>
<td>If additional email addresses are needed, use the Add button.</td>
</tr>
<tr>
<td>18.</td>
<td>Click the Return to Personal Information button.</td>
</tr>
<tr>
<td>19.</td>
<td>You have updated your email address in UCPath. End of Procedure.</td>
</tr>
</tbody>
</table>