Use this task to update your email address in UCPath.

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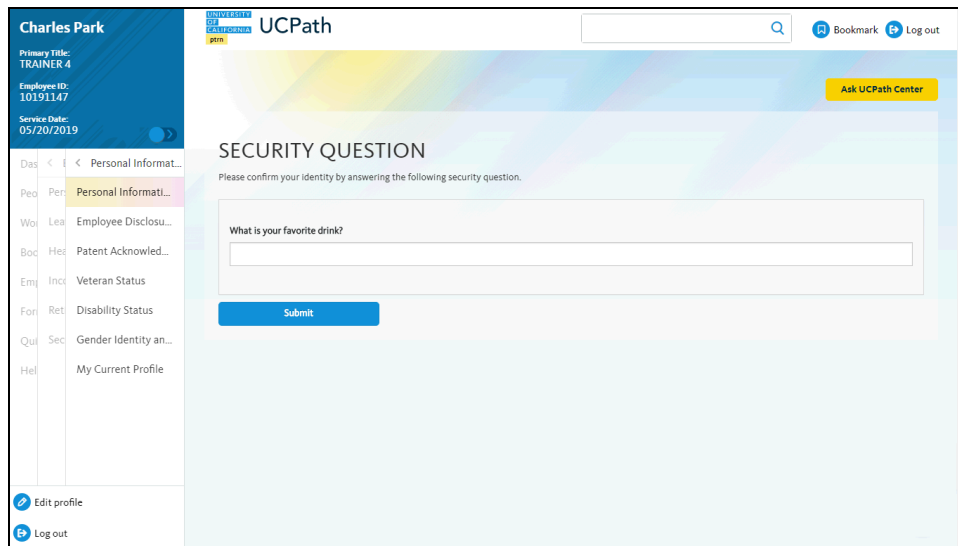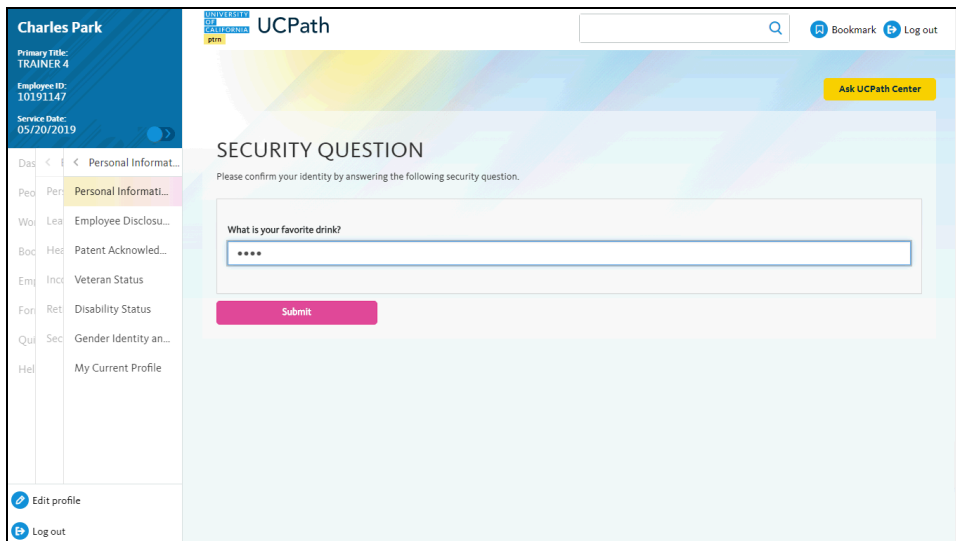Personal Information > **Personal Information Summary**
or
Menu Navigation:
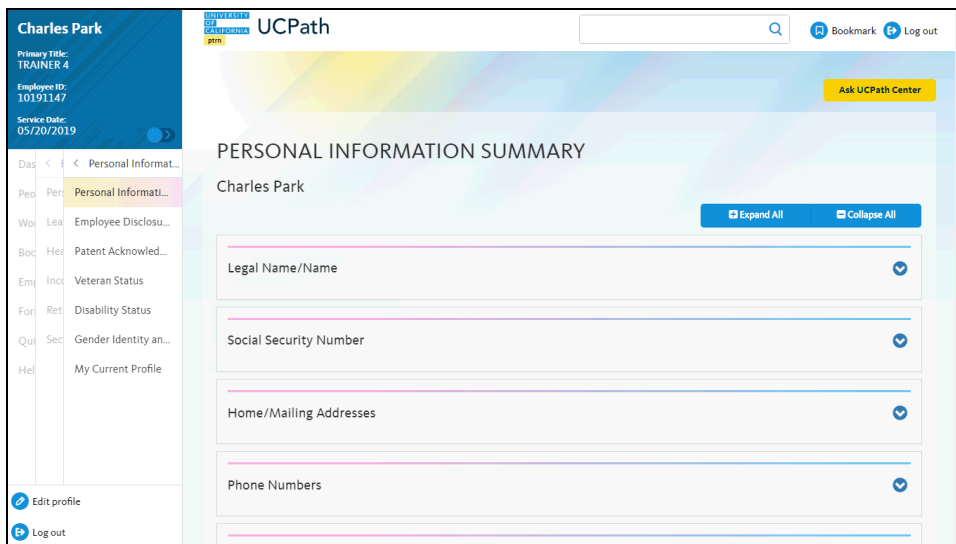Employee Actions > Personal Information > **Personal Information Summary**

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.
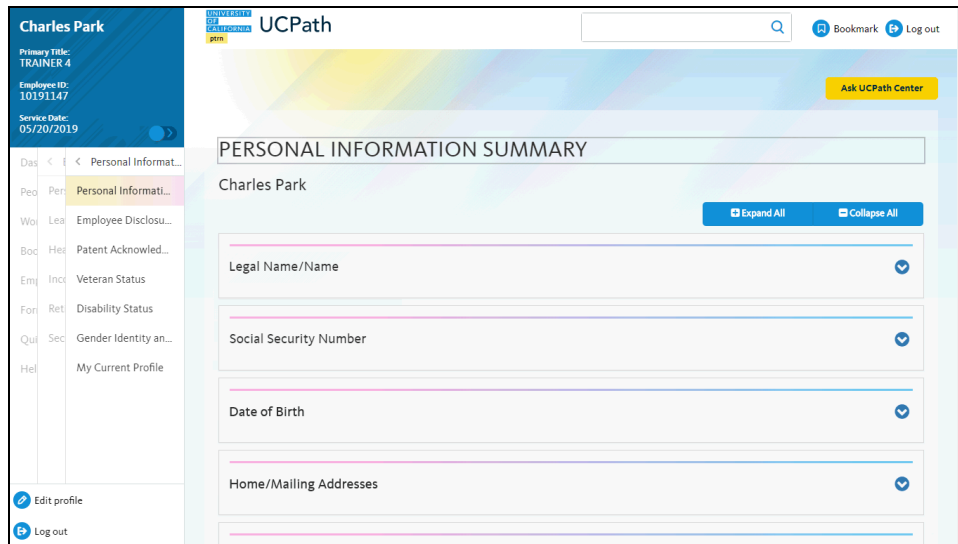

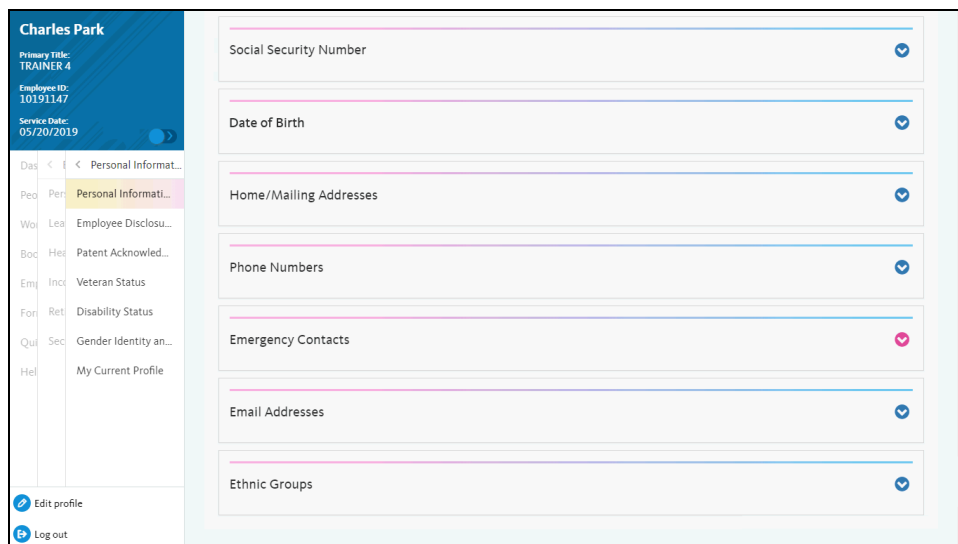| Step	Action
1.	Before you change personal information, you must validate your identity. UCPath randomly displays one of the security questions set up on your profile. For this example click in the **What is your favorite drink?** field.
2.	Enter the desired information into the **Security Question** field. For this example, enter **COKE**.

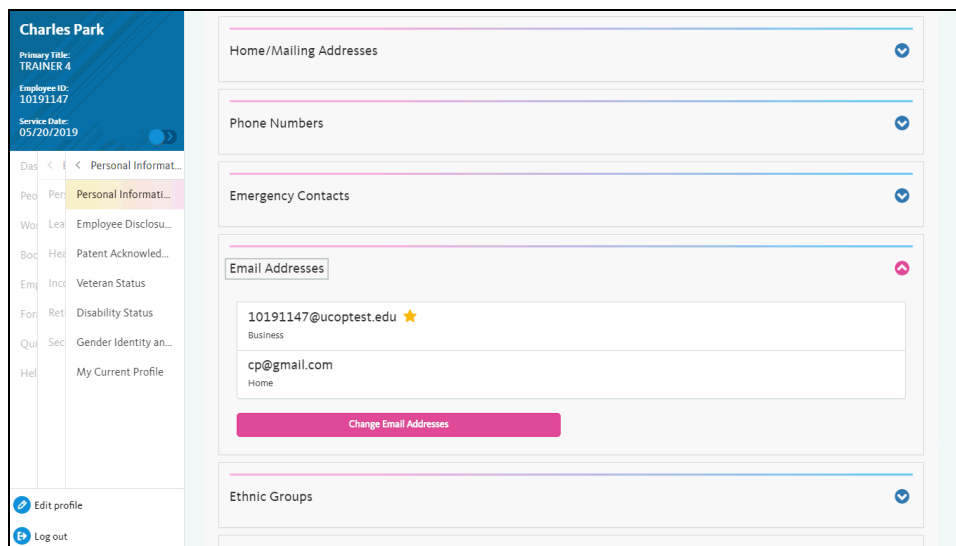| Step	Action
3.	Your answer appears as a series of dots. Click the **Submit** button.

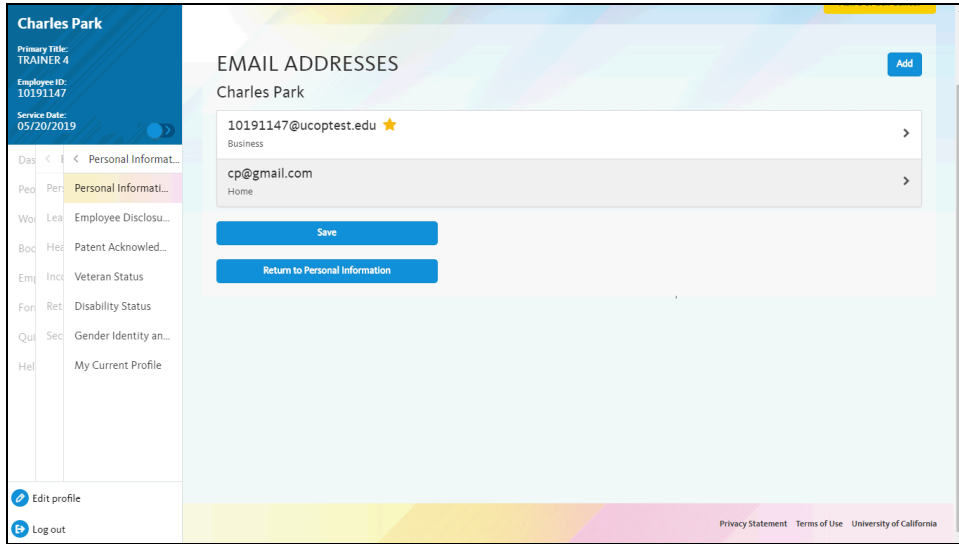| Step	Action
4.	If you answer the question correctly, UCPath displays the **Personal Information Summary** page, and you can make your changes.
	If you answer incorrectly, an error message appears. You have <u>three</u> attempts to answer this question correctly. After three incorrect answers, UCPath 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.

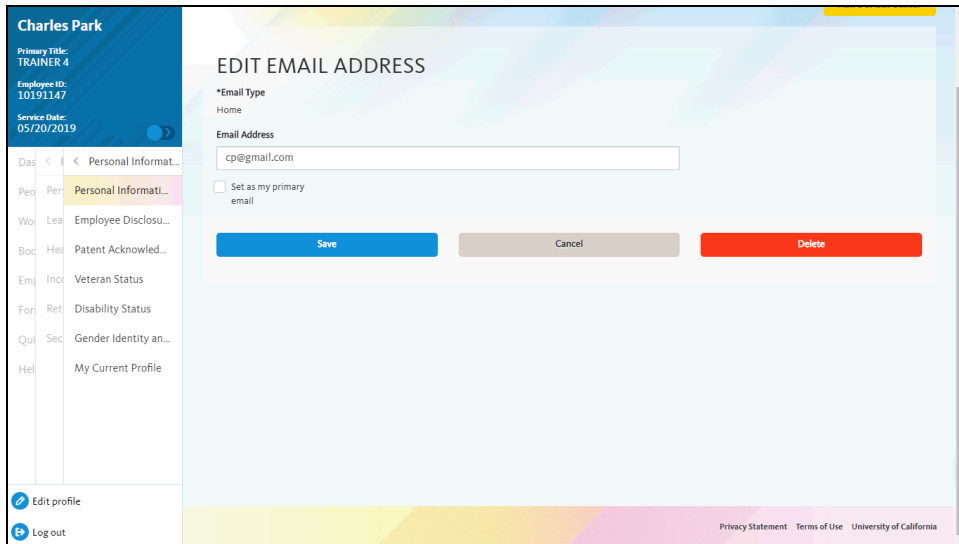| Step	Action
5.	Click the scroll bar.

Step	Action
6.	Click the **Expand Email Addresses** button.

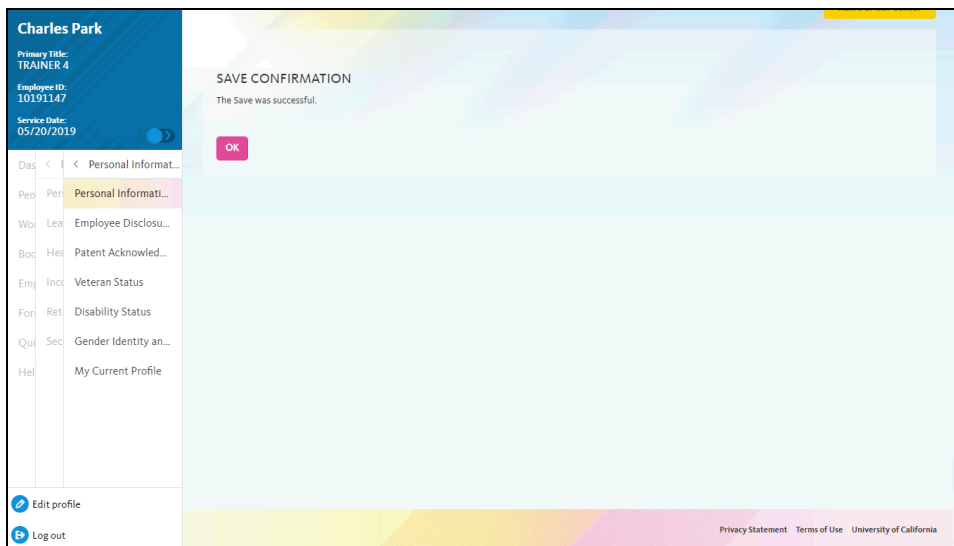| Step	Action
7.	All current email addresses display. The **Business** email address is view-only and cannot be changed or deleted. The gold star identifies your primary email address. You must select a primary email address.
8.	In this example, update your home email address. Click the **Change Email Addresses** button. **Change Email Addresses**

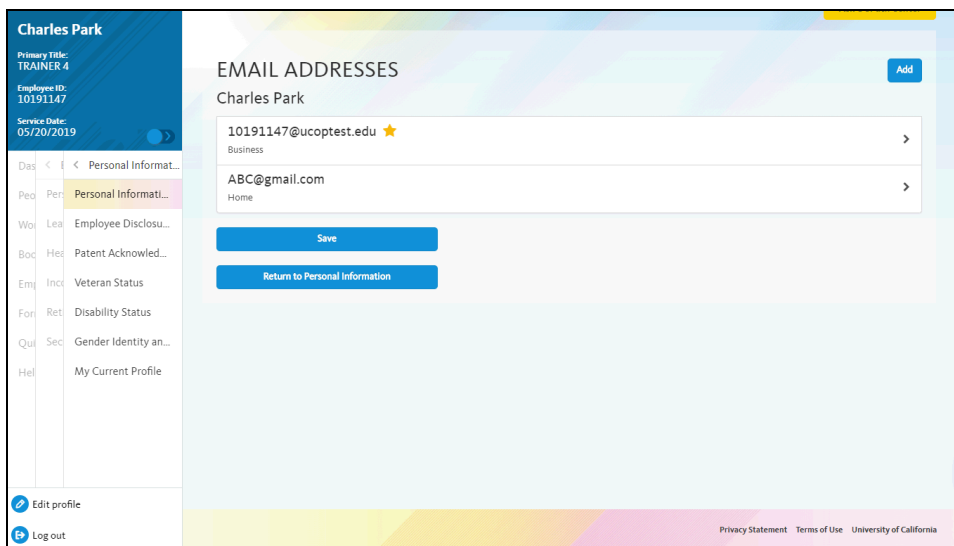| Step	Action
9.	Click the email address that you want to update. For this example, click the **Home** link.

Step	Action
10.	Use the **Edit Email Address** page to update or delete an existing email address.
11.	Click in the **Email Address** field.
12.	Enter the desired information into the **Email Address** field. For this example, enter **ABC@gmail.com**.
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.

Step	Action
15.	A confirmation message appears and an email is sent to the primary email address on your account. Click the **OK** button.

Step	Action
16.	The updated email address appears.
17.	If additional email addresses are needed, use the **Add** button.
18.	Click the **Return to Personal Information** button. Return to Personal Information
19.	You have updated your email address in UCPath. **End of Procedure.**