Maintaining Student E-Mail Addresses

Description
Several types of e-mail addresses can be stored in a student’s bio-demo data. This Guide covers how to add or update an e-mail address. E-mail address types used by the UMS are: Business (UMS official e-mail address), Campus (for example, First Class at UM, Polaris at UMPI), Home and Other (any e-mail addresses the student wants to store). All official e-mail will be sent to the Business address, including communications assigned automatically to an applicant.

The applicant or student must activate his/her account before the Business e-mail address can be used. If the student or applicant does not want to check the Business e-mail account, he/she must forward that account to some other e-mail address that will be checked. Failure to do so may cause the person to miss important e-mail.

For more detailed coverage of this subject, see the Business Process: CC010 Electronic Addresses.

Navigation
Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Electronic Addresses
Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click **Search**

FYI

**Campus ID** is currently not used.
Step 2: The Electronic Addresses Page

In our example to the right, Charlotte has the Business e-mail address stored.

E-mail addresses are not effective dated, so to change an address, simply edit it and save.

To add a new type of e-mail address, click

The URL Information area is not used.
Step 3: Enter New Address and Email Type

Enter the new address. Use the pull-down menu to select the Email Type.

To delete an address, click

**Important:** don’t delete the Business e-mail address!

Step 4: Save

Click