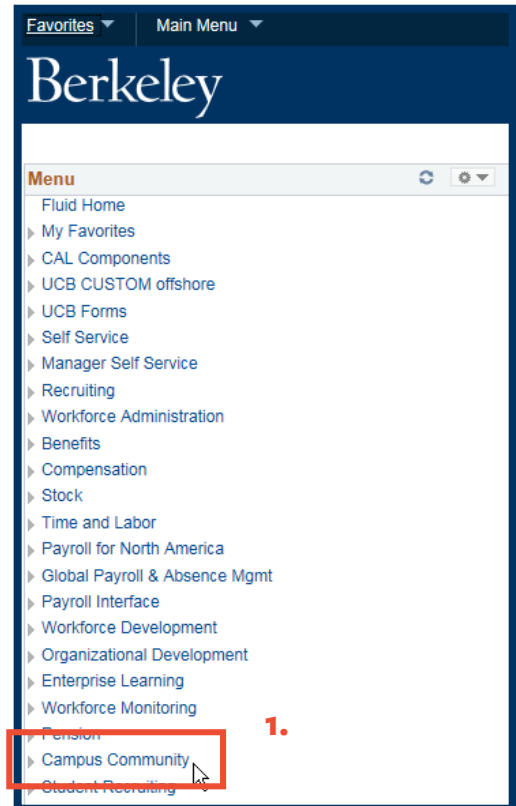


Updating or Adding an Electronic Address

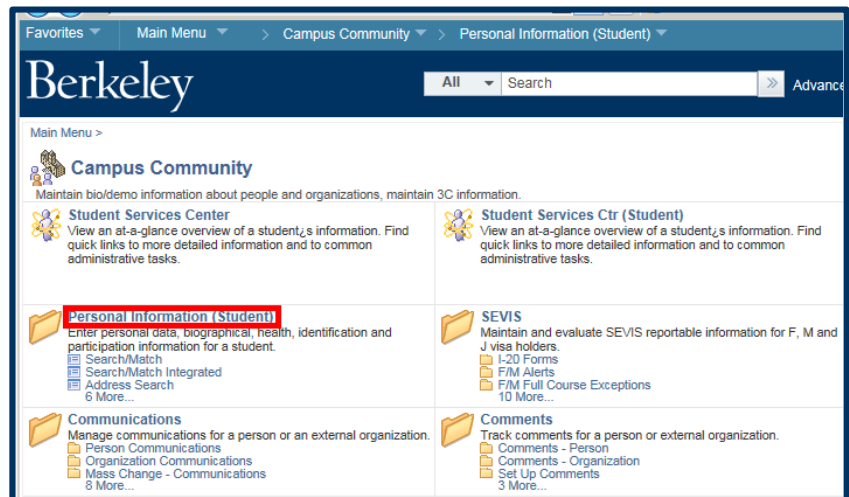
The menu options displayed in this step-by-step guide may vary from yours depending on your security access and functions.

1. After logging in to *Campus Solutions* using your CalNet ID and passphrase, click the **Campus Community** menu link to the left.

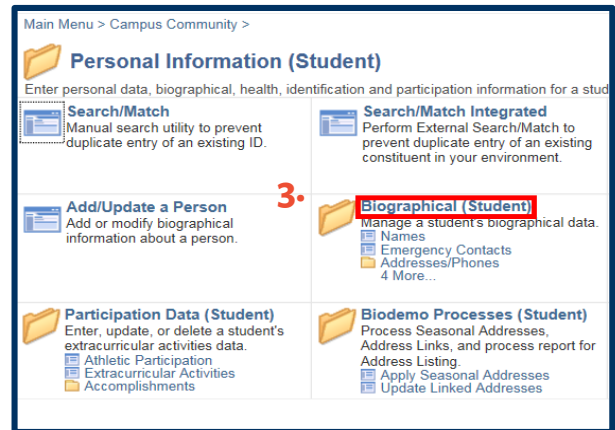


2. Click the **Personal Information (Student)** link.

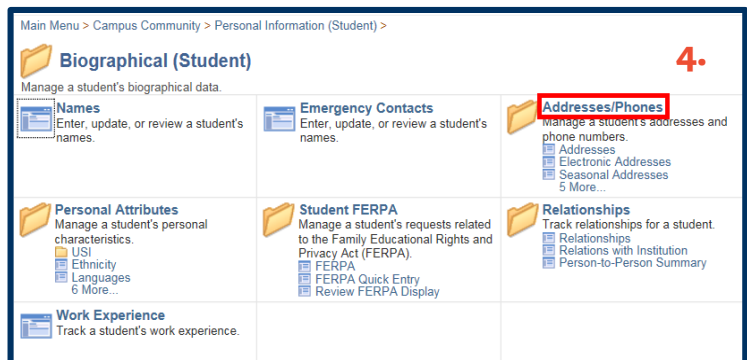
2.



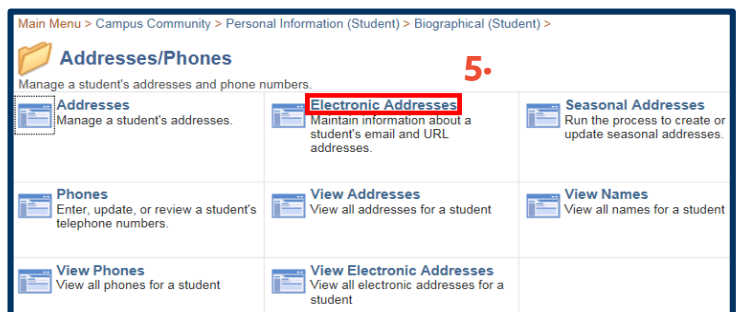
3. Click the **Biographical (Student)** link.



4. Click the **Addresses/Phone** folder.



5. Select the value you would like to update. In this case, click on the **Electronic Addresses** link.



6. Look up the student you wish to update. It is best to use a unique identifier such as **Student ID Number** (labelled **Empl ID**). You can also use **Social Security Number** (labelled **National Id**). Many students have the same name, so a name search should be done with care, to ensure the correct student is being updated.

7. The current email information for the student will display.

8. To update an email address, simply type in the new address. *Campus Solutions* does not keep a historical record of emails, so you can overwrite the previously existing email.

NOTE: The field is not case sensitive.

- To add a new type of address, click the yellow **Add** button.

The screenshot shows the 'Email Information' section of a form. It has two columns: '*Email Type' and '*Email Address'. The first row contains 'Other' in the type dropdown and 'student@BERKELEY.EDU' in the address field. To the right of the address field is a 'Preferred' checkbox which is checked. At the bottom right of the form is a yellow 'Add' button, which is highlighted with a red box.

9.

- Select the **Email Type**. Add the new **Email Address**.

The screenshot shows the 'Email Information' section with two rows. The first row is 'Other' with 'student@BERKELEY.EDU' and the 'Preferred' checkbox checked. The second row is 'FA Alternate Er' with 'random@gmail.com' and the 'Preferred' checkbox unchecked. The dropdown for the second row is highlighted with a red box and labeled '10.'. The 'Preferred' checkbox for the second row is highlighted with a red box and labeled '12.'. A yellow 'Add' button is at the bottom right.

- If the new email address is the **Preferred** address to send correspondence to, check the box next to the email (then uncheck the other **Preferred** box).

NOTE: Only one email address can be marked as **Preferred**.

- When you have finished, click the yellow **Save** button at the bottom of the page.

The screenshot shows the entire form. Below the 'Email Information' section is the 'URL Information' section with '*Type' and '*URL Address' fields. At the bottom of the page are three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box and labeled '12.'.