Accessing the Personal Information Menu
To access the Personal Information Menu, perform these steps:

Instructions

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.

Viewing and Updating E-mail Address Information
To View E-mail Addresses, perform these steps:

Instructions

1. On the Personal Information Menu, click View E-mail Address. The View E-mail Addresses page appears.

To Update E-mail Addresses (other than PVAMU assigned email address), perform these steps:
Instructions

1. On the View E-mail Addresses page, click the Update E-mail Addresses link at the bottom of the page. The Update E-mail Addresses-Select Address page appears.

2. Click on the E-mail Addresses link. The Update E-mail Addresses-Update/Insert page appears.

3. On the Update E-mail Addresses-Update/Insert page, in the corresponding fields, enter the New Address.

4. Click Submit. The Update E-mail Addresses-Update/Insert page appears, displaying the current information changes.
Update E-mail Addresses - Select Address

Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type from the list and selecting Submit.

**E-mail Addresses**
**Personal Email Address**
ChangeMe@hotmail.com

**University Email Address**
tmastudent@pviunu.edu Preferred

Type of E-mail to Insert: Select 3

Submit