eProfile: View/Modify Email Address

This document provides an overview of updating your email address using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the Software Training Services web site for a complete list of tutorials.

**Important Tips to Remember when working in My Akron**

- You will be logged out automatically after 20 minutes of inactivity.

- Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)

- If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: [http://www.uakron.edu/training/ie.dot](http://www.uakron.edu/training/ie.dot)

- ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session.

- Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links.
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”. 
View/Modify Email Address

Please note that changes to your Email Addresses can be made by using either of the following methods:

- Click the “Personal Information Summary” link from the main My Profile page and then select the “Change email addresses” button.
- Click the “Email Addresses” link from the main My Profile page.

![My Profile screenshot](image)
1. The **Email Addresses** page is displayed.

   Click the **Add an Email Address** button to add a new email address.

**NOTE:** Changes to your UA net and UA Directory email address must be made through the UAnet Services website – click the link titled “**Add/Update UA Directory Email Address**” if you need to update either of these addresses.

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**Email Addresses**

Joe Smith

Updates to your UAnet and UA Directory email address must be made through the UAnet Services website. The link for this is found below. Please allow 24 hours for updates made through UAnet Services to be effective.

[Add/Update UA Directory Email Address]

<table>
<thead>
<tr>
<th>Email Address Type</th>
<th><em>Email Address</em></th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>UA Directory</td>
<td><a href="mailto:joestaff@uakron.edu">joestaff@uakron.edu</a></td>
<td></td>
</tr>
<tr>
<td>UA Net ID</td>
<td><a href="mailto:joestaff@uakron.edu">joestaff@uakron.edu</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>

[Add an Email Address]

* Required Field

[Save]

[Return to Personal Information]
2. After selecting to add a new email address, a blank row will be inserted at the bottom of the list. Select the **Email Type** from the drop down list and then enter the new email address. Click the **Save** button when you are finished.

3. A confirmation is displayed. Click the **OK** button.