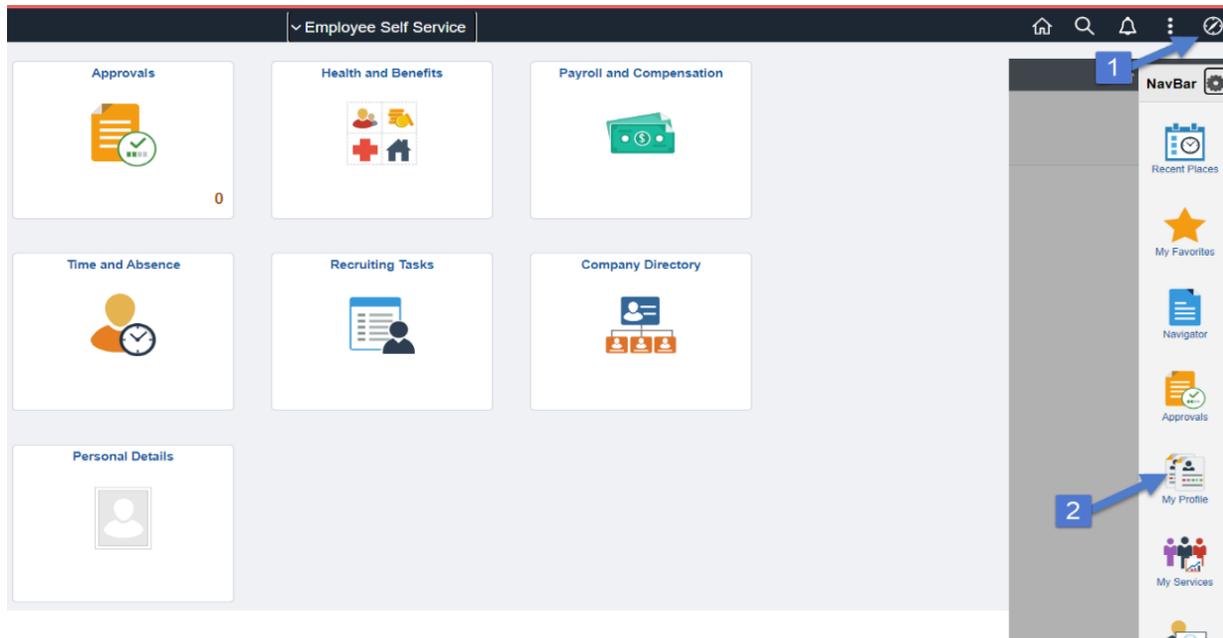


## How to validate/enter your Primary Email Account for receiving change notifications

Login to [PeopleSoft Employee Self-Service \(ESS\)](#) .

On the ESS Home Page, click on the NavBar Icon  located at the top right-hand corner of the page. Click on My Profile to open the General Profile Information page:



To validate you have a Primary Email Account, go to the Email section of the General Profile Information page. The Primary Email Account box should be check marked. The Email Address field should be populated with a valid email:

< Contact Details
General Profile Information

**Personalizations**

My preferred language for PIA web pages is: English  
 My preferred language for reports and email is: English  
 Currency Code:   
 Default Mobile Page:

**Alternate User**

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:   
 From Date:  (example: 12/31/2000)  
 To Date:  (example: 12/31/2000)

**Workflow Attributes**

Email User     Worklist User

**Miscellaneous User Links**

**Email**

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Work	atticus.fnch@sdcoe.net

**IM Information**

Protocol	XMPP Domain	UserID	Password
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>

To set up your Primary Email Account, check the Primary Email Account box to identify the email as primary, select an Email Type, enter a valid Email Address, and click Save.

- You may only need to check the Primary Email Account box or enter a valid email in the Email Address field. Remember to click on Save to save your changes.

< Employee Self Service General Profile Information

### General Profile Information

**Password**  
[Change password](#)  
Change or set up forgotten password help

**Personalizations**  
My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
Currency Code: [input]  
Default Mobile Page: [input]

**Alternate User**  
If you will be temporarily unavailable, you can select an alternate user to receive your routings.  
Alternate User ID: [input]  
From Date: [calendar] (example:12/31/2000)  
To Date: [calendar] (example:12/31/2000)

**Workflow Attributes**  
 Email User  Worklist User

Miscellaneous User Links

**Email**

Primary Email Account	Email Type	Email Address		
<input type="checkbox"/>	[dropdown]	[input]	[+]	[-]

**IM Information**

Protocol	XMPP Domain	UserID	Password		
XMPP	[input]	[input]	[input]	[+]	[-]

