

How to update your Personal Email to receive your Alabama.edu claim email

Everyone will need to verify their Personal Email address in the Self Service Banner Portal in order to receive your new alabama.edu email address.

As part of the new Unified Authentication System that is being implemented across all ACCS institutions, all employees must verify their "Personal" email address is correct in [Self Service Banner \(SSB\)](#). This is critical because individual account login credentials for the new one-tenant will be emailed to the personal email address listed in SSB. If you do not have a personal email address listed, you will need to add one.

There are some guidelines regarding the personal email address you can use.

1. Your Personal email address cannot be your cacc.edu or caccmail.cacc.edu email address.
2. Your Personal email address will need to be one you currently have access to and check regularly.
3. If you do not have a personal email address, you can create a free email account using one of the free email providers like Google or Yahoo.

It is of critical importance that you ensure your Personal email address is updated. **Important communications regarding the new Unified Authentication System will be emailed to your Personal email address only.** We greatly appreciate your prompt attention to this request. If you have any questions, please contact the IT Department at help@cacc.edu.

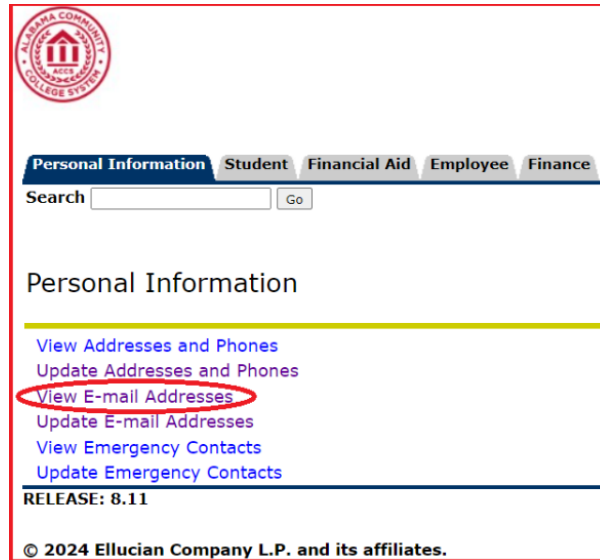
Included on the next two pages is information on how to update/add your personal email address in the Banner Self Service Web Portal.

INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN SSB

Updating your personal email in [Self Service Banner](#) only takes a minute. Follow the 3 steps below to update or verify your personal Email in the SSB Web Portal.

1

Login to your college's [Self Service Banner portal](#). Click on the **Personal Information** tab and select the option to "View E-mail Addresses".



2

Click on the [Update E-mail Addresses] located at the bottom of the screen.



3

On the screen below you can edit an existing Email address or add a new Email.

To edit an existing Email address click on the Email address under the grey box labeled “Personal email”. This will enable you to modify the Email address listed. Once updated click on the “Submit” button.

To add a new Email address, select Personal email from the drop-down box labeled “Type of E-mail to Insert” and click on submit. After you have entered the full personal Email address you want to add click on the “Submit” button.

Personal Information Faculty Services Employee

Search Go

Update E-mail Addresses - Select Address (Admin Secured)

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

E-mail Addresses

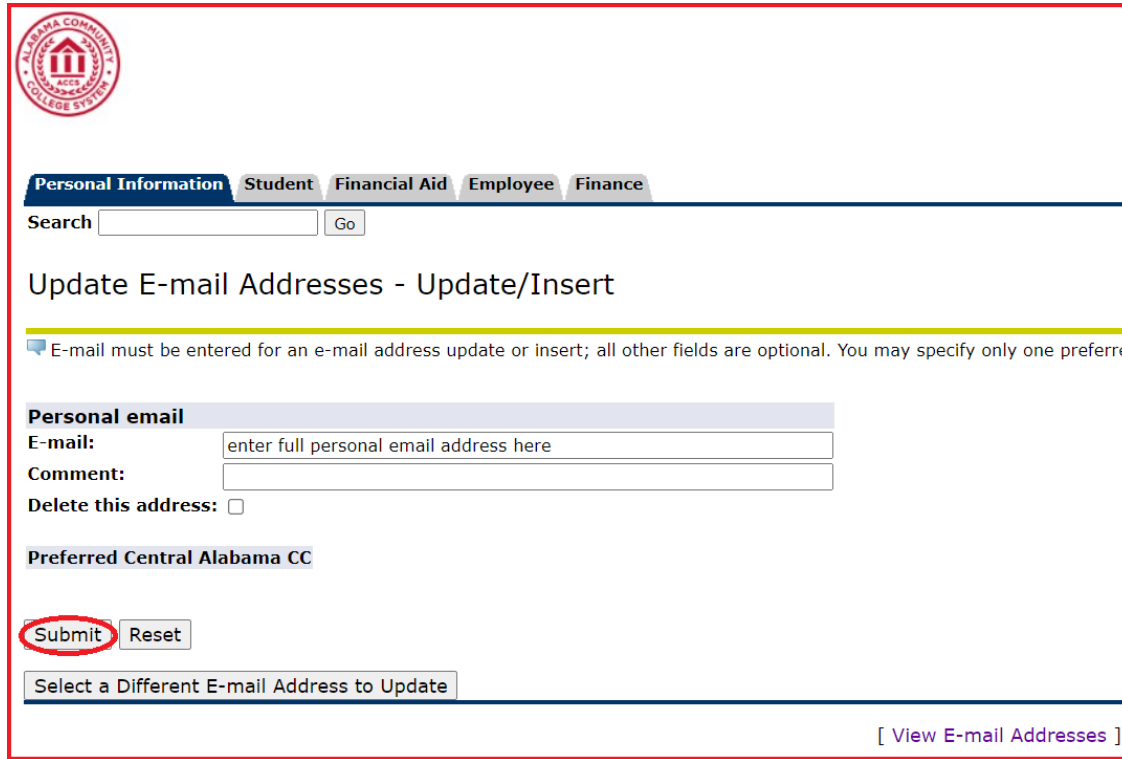
Personal email
sample@college.edu **Click on Email to edit**

Central Alabama CC (Non Updateable)
sample@college.edu Preferred

Type of E-mail to Insert: **Click on Personal email and Submit to add**

[View E-mail Addresses](#) | [Employee Profile](#)

When you choose to update or add an Email address you will see the screen below. Make sure once you update/add your Email address to click on the “Submit” button. After you click on submit, your email address will be updated.



The screenshot shows the ACCS (Alabama Community College System) website interface. At the top left is the ACCS logo. Below it is a navigation menu with tabs for "Personal Information", "Student", "Financial Aid", "Employee", and "Finance". The "Personal Information" tab is selected. Below the navigation is a search bar with a "Go" button. The main heading is "Update E-mail Addresses - Update/Insert". A yellow banner contains the instruction: "E-mail must be entered for an e-mail address update or insert; all other fields are optional. You may specify only one preferred email address." Below this is a section titled "Personal email" with a light blue background. It contains an "E-mail:" label and a text input field with the placeholder "enter full personal email address here". Below that is a "Comment:" label and another text input field. A "Delete this address:" label is followed by an unchecked checkbox. Below the "Personal email" section is a section titled "Preferred Central Alabama CC" with a light blue background. At the bottom of this section are two buttons: "Submit" (circled in red) and "Reset". Below the "Submit" button is a text input field with the placeholder "Select a Different E-mail Address to Update". In the bottom right corner, there is a link: "[View E-mail Addresses]".

You can verify your personal Email address is correct by choosing the “View E-mail Addresses” from the main menu under the Personal Information tab.