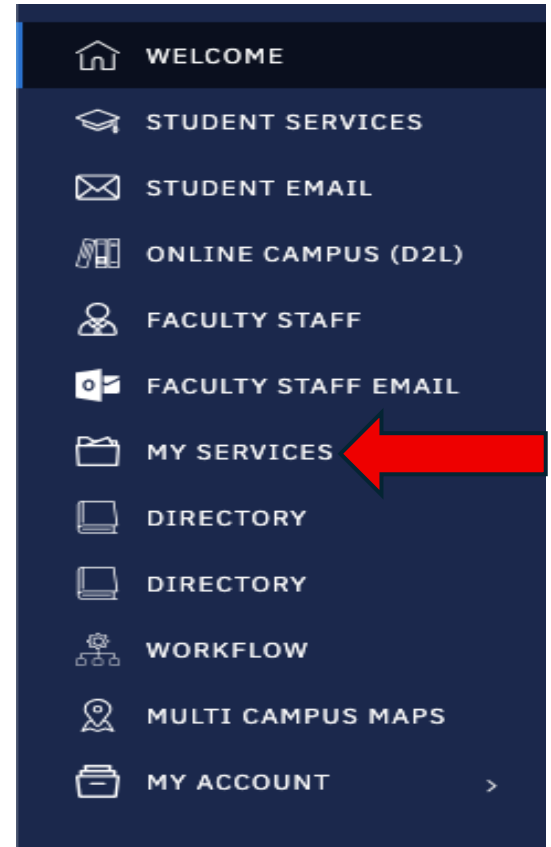
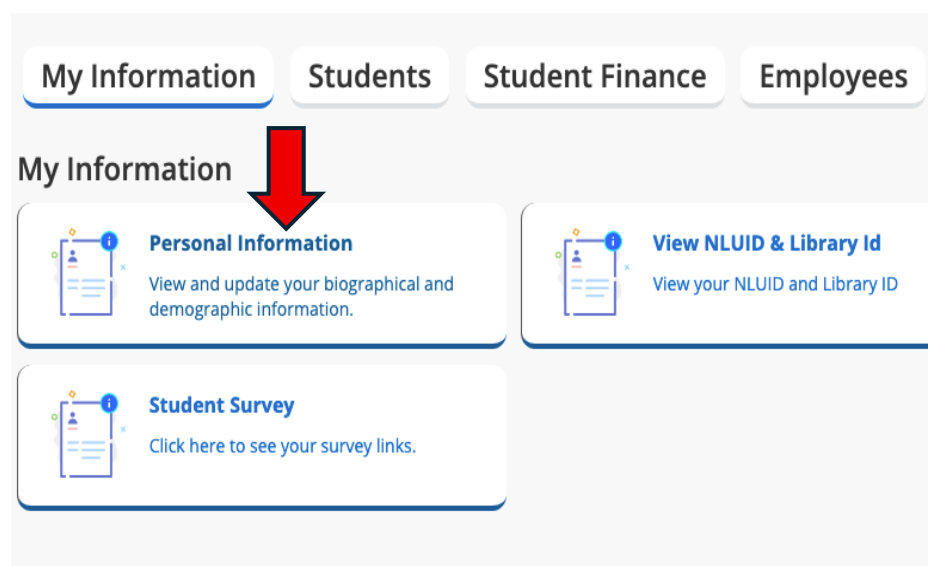


Updating Email Recovery Through My Services

- 1.) To update your email and phone number through my services, please log in to the portal and navigate to the “My services” page.



- 2.) You will then see a personal information category. Go ahead and click on that section.



3.) Under the Email category, you will see all the emails listed. In that section, you will see an “Add new” icon on the top right. Select that and add the desired email you would like, once as an alternate email, and then add the same email as a personal email.

Email	
Employee Email (Preferred) ttest@nl.edu (Not Updateable)	Alternate Email Test@gmail.com  
DO NOT USE - Integration System Use Only ttest@nl.edu (Not Updateable)	


4.) Afterward, the email you entered should take 2-5 hours to be reflected in our system. To check, please navigate to the NLU portal and select the forgot password option. After inputting your username, you should see the email you listed. If you have any issues, please contact helpdesk@nl.edu for further assistance.