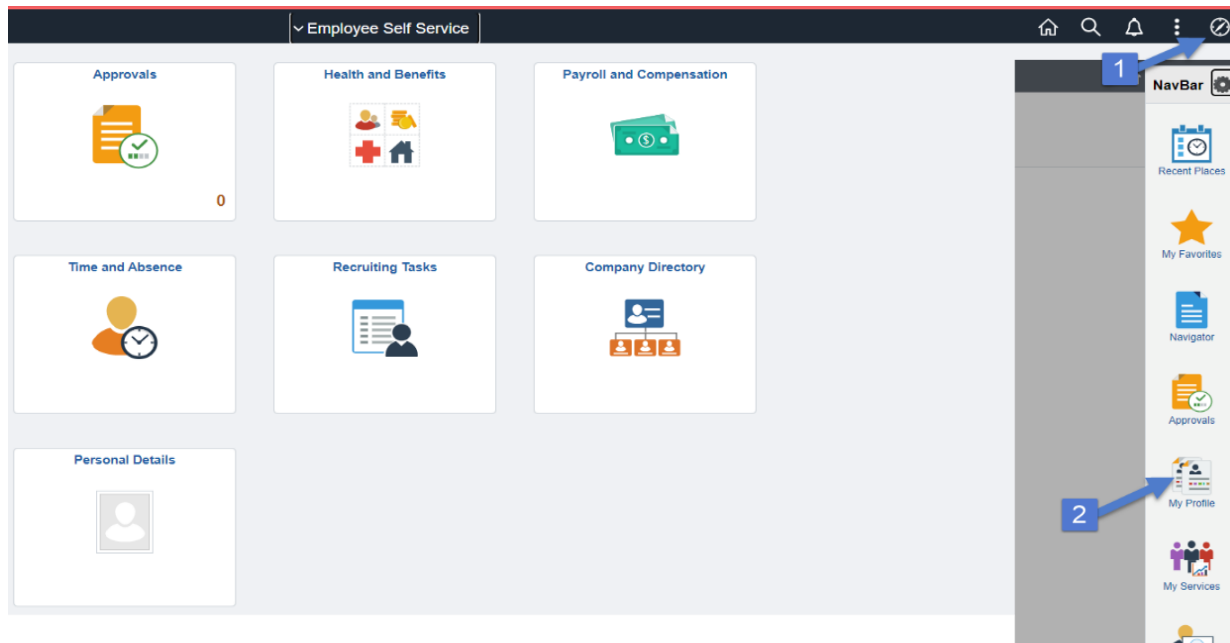


How to validate/enter your Primary Email Account for receiving change notifications

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:

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.finch@sdcoe.net

IM Information

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

