

Updating your personal email address in the my.NWTC Portal (PeopleSoft)

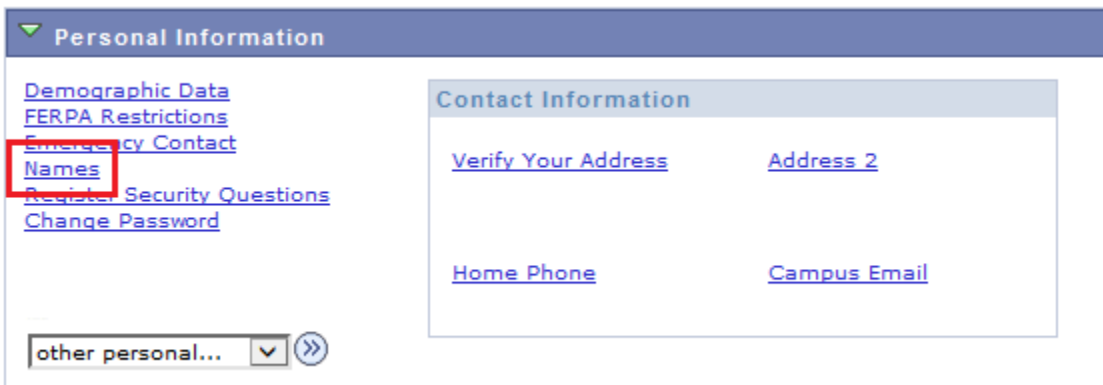
1. For Students and Employees, login to the my.NWTC Portal.
<https://my.nwtc.edu>

or

For Employees only, click the **Student Center** Tab while logged into PeopleSoft Campus Solutions.



2. From the Personal Information section, click on **Names**.



3. Click the **Email Addresses** Tab.



4. Confirm that your **Home** email address is up to date, then click the **Save** button.
5. If a home email address is not listed click the button **Add An Email Address**.
 - a. From the drop-down menu select **Home**



- b. Enter your personal email address in the box provided, then click the **Save** button.

Personal Information

Security

addresses || names || phone numbers || email addresses || emergency contacts || demographic information

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Campus	john.doe@mymail.nwtc.edu	<input type="checkbox"/>	
Home	john.doe@gmail.com	<input type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

Your personal email address can now be used to reset your password or retrieve your forgotten NWTC ID number.