

Update personal email address on file with Earlham.

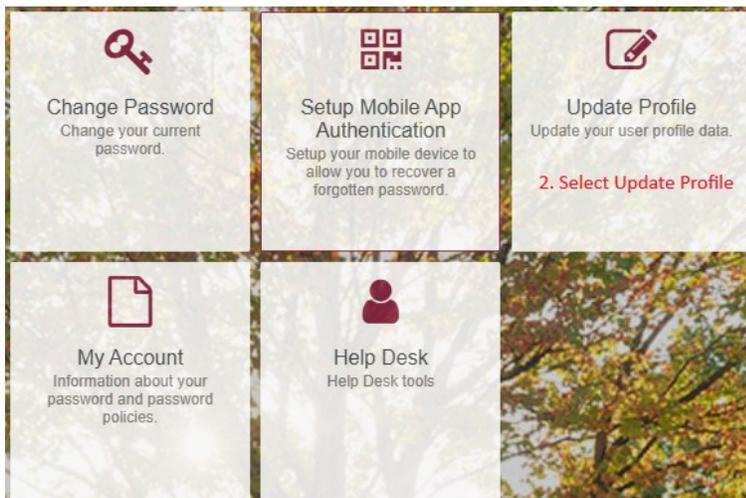
<https://password.earlham.edu/>

1. Log in with your current Earlham username and password.



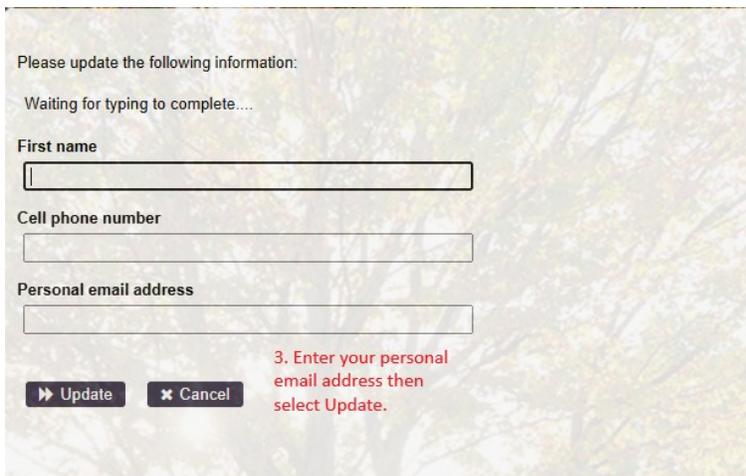
The login page features a light background with a faint image of trees. It contains two input fields: 'username' and 'password'. Below the password field is a 'Sign in' button. At the bottom, there is a link for 'Forgotten Password' with the text 'Regain access to your account if you have forgotten your password.'

2. Select Update Profile



The user profile menu is a grid of five options. The 'Update Profile' option is highlighted in red and includes the text '2. Select Update Profile'. The other options are: 'Change Password' (Change your current password), 'Setup Mobile App Authentication' (Setup your mobile device to allow you to recover a forgotten password), 'My Account' (Information about your password and password policies), and 'Help Desk' (Help Desk tools).

3. Enter your personal email address, then select update.



The update profile form has a light background with a faint image of trees. It starts with the text 'Please update the following information:' and 'Waiting for typing to complete...'. There are three input fields: 'First name', 'Cell phone number', and 'Personal email address'. At the bottom, there are two buttons: 'Update' and 'Cancel'. A red annotation '3. Enter your personal email address then select Update.' points to the 'Personal email address' field.