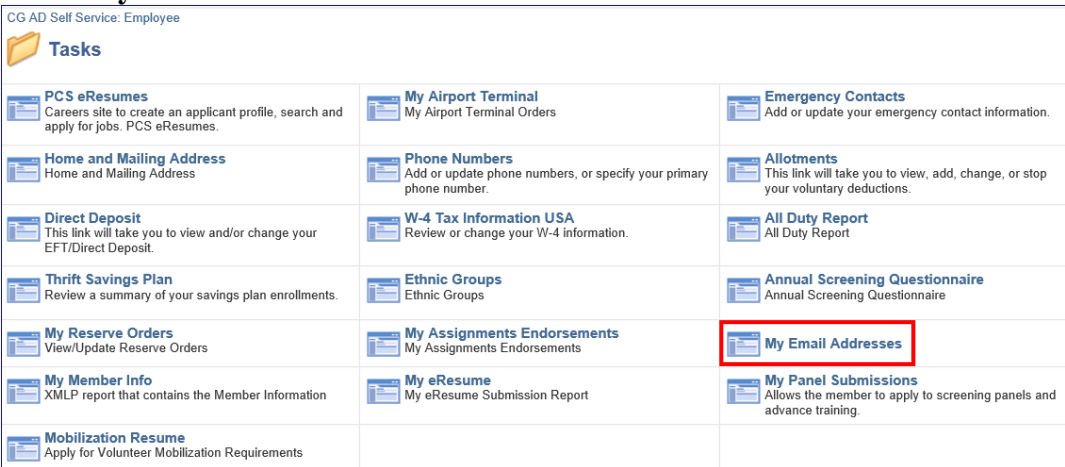


Self Service – Email Addresses

Introduction This guide provides the procedures for adding an Email Address in Direct Access (DA).

Information Email addresses are important to maintain in DA due to notifications for Orders and password resets. They are also used for eResumes and CGPAAS.

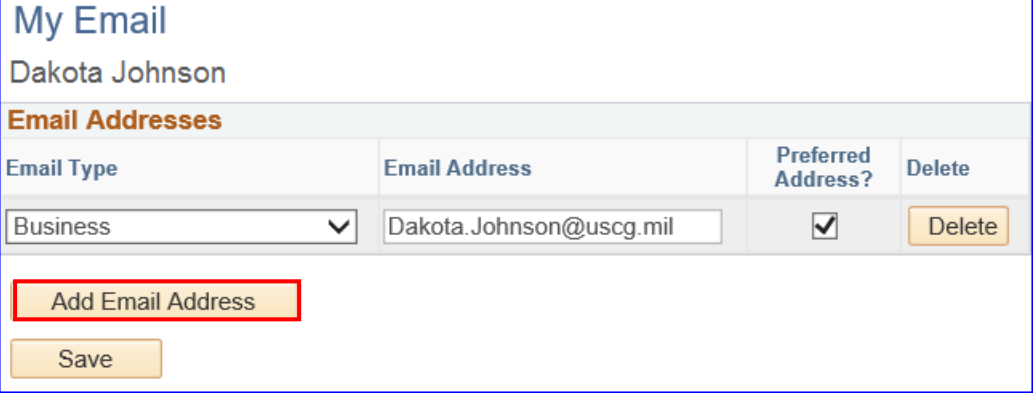
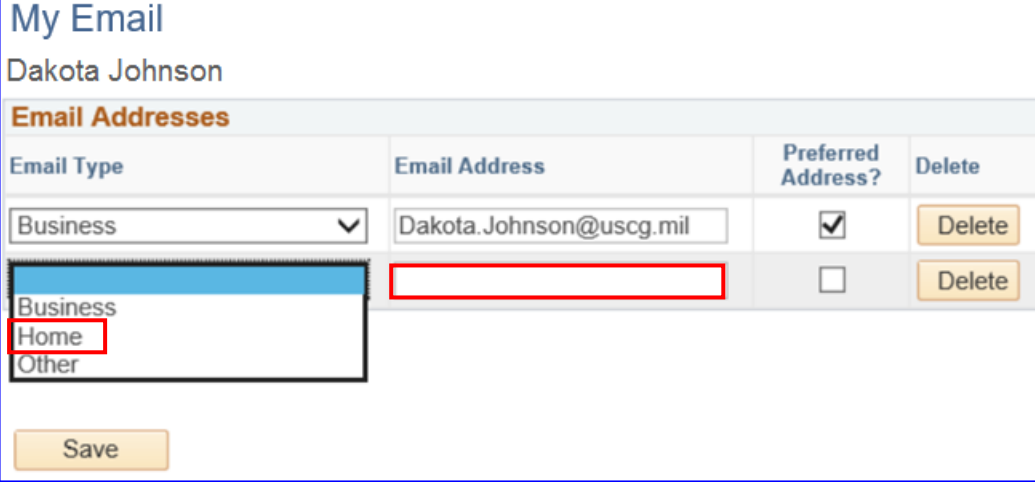
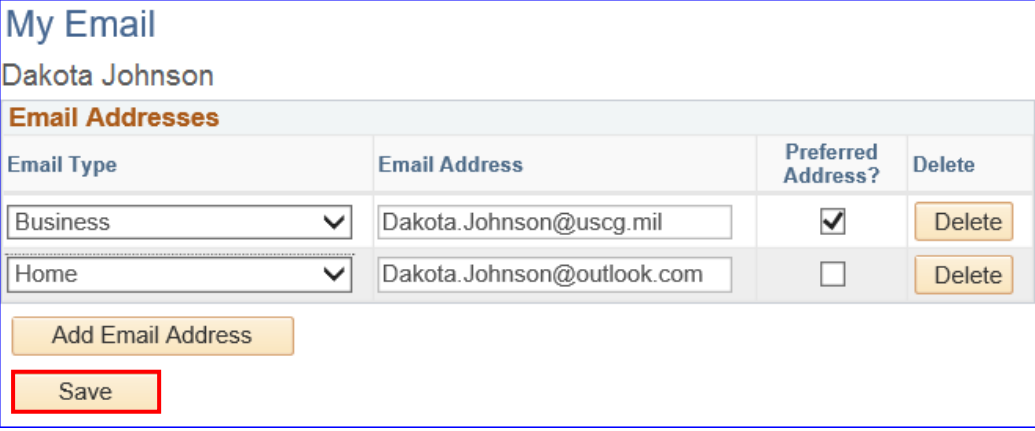
Procedures See below.

Step	Action
<p>1</p>	<p>Select the # More... link from the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks on the left and a 'View' column on the right. The '10 More...' link is highlighted with a red box.</p>
<p>2</p>	<p>Select My Email Addresses.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a grid of tasks. The 'My Email Addresses' task is highlighted with a red box.</p>

Continued on next page

Self Service – Email Addresses, Continued

Procedures,
continued

Step	Action												
3	<p>Current email addresses in the system will display (if any). To add an email address, click Add Email Address.</p>  <p>My Email Dakota Johnson</p> <p>Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Dakota.Johnson@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete				
Email Type	Email Address	Preferred Address?	Delete										
Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete										
4	<p>Select the Email Type from the drop-down and enter the new Email Address.</p>  <p>My Email Dakota Johnson</p> <p>Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Dakota.Johnson@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Business Home Other</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete			<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete										
		<input type="checkbox"/>	Delete										
5	<p>Click Save.</p>  <p>My Email Dakota Johnson</p> <p>Email Addresses</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>Dakota.Johnson@uscg.mil</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>Dakota.Johnson@outlook.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete	Home	Dakota.Johnson@outlook.com	<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	Dakota.Johnson@uscg.mil	<input checked="" type="checkbox"/>	Delete										
Home	Dakota.Johnson@outlook.com	<input type="checkbox"/>	Delete										