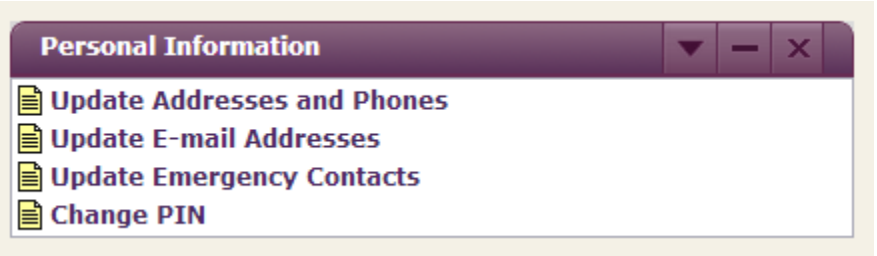


## Personal Information

This tutorial walks you through changing your personal information using TOWER.

- Log into myTAYLOR
- Move to the Student or Employee tab
- Select the option you want to change
- Follow the directions on subsequent screens.

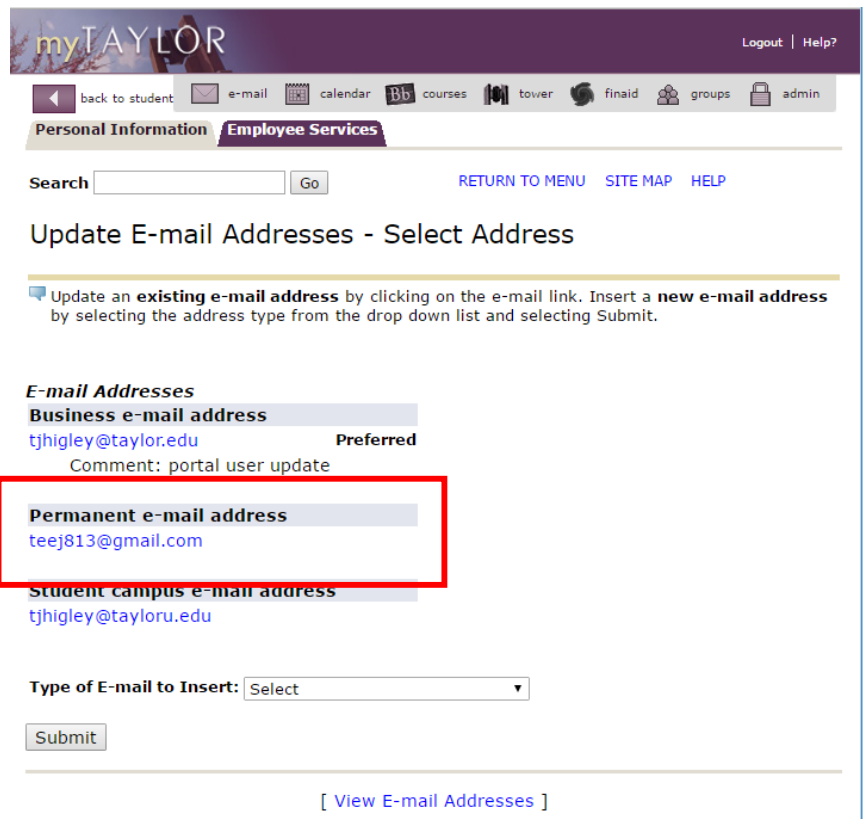


### Updating your non-Taylor email address:

- Click Update E-mail Addresses
- Select Permanent e-mail address
- Click Submit

### Delete existing email address

- Click Permanent email address you want to delete



- Select Delete this address
- Click Submit

myTAYLOR Logout | Help?

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Personal Information **Employee Services**

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### Update E-mail Addresses - Update/Insert

An E-mail address must be entered for an e-mail address update/insert; all other fields are optional. You may specify only one preferred e-mail address. To change this email, just type over the e-mail address.

**Permanent e-mail address**

E-mail:

Comment:

Delete this address:

**Preferred Business e-mail address**  
tjhigley@taylor.edu

[\[ View E-mail Addresses \]](#)

#### Add a new Permanent email address

- Select Permanent e-mail address
- Click Submit

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Personal Information **Employee Services**

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### Update E-mail Addresses - Select Address

Update an **existing e-mail address** by clicking on the e-mail link. Insert a **new e-mail address** by selecting the address type from the drop down list and selecting Submit.

**E-mail Addresses**

**Business e-mail address**  
tjhigley@taylor.edu Preferred  
Comment: portal user update

**Student campus e-mail address**  
tjhigley@tayloru.edu

Type of E-mail to Insert:

- Select
- Business e-mail address
- Parent e-mail address
- Permanent e-mail address
- Second Business e-mail address
- Student billing e-mail address

- Type new non-Taylor email address
- Click Submit

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Personal Information **Employee Services**

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### Update E-mail Addresses - Update/Insert

**An E-mail address must be entered for an e-mail address update/insert; all other fields are optional. You may specify only one preferred e-mail address. To change this email, just type over the e-mail address.**

**Permanent e-mail address**

**E-mail:**

**Comment:**

**Delete this address:**

**Preferred Business e-mail address**  
tjhigley@taylor.edu

[\[ View E-mail Addresses \]](#)

- Verify new address

myTAYLOR Logout | Help?

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Personal Information **Employee Services**

Search  Go RETURN TO MENU SITE MAP HELP

### Update E-mail Addresses - Select Address

**Update an existing e-mail address by clicking on the e-mail link. Insert a new e-mail address by selecting the address type from the drop down list and selecting Submit.**

**E-mail Addresses**

**Business e-mail address**  
tjhigley@taylor.edu Preferred  
Comment: portal user update

**Permanent e-mail address**  
teej813@gmail.com

**Student campus e-mail address**  
tjhigley@tayloru.edu

**Type of E-mail to Insert:**

[\[ View E-mail Addresses \]](#)