Registering a Personal E-Mail address

Step 1: To register a personal e-mail address with the university, access PipelineMT by clicking the PipelineMT link on the MTSU Home Page.

Step 2: Enter your PipelineMT username and password
Step 3: Open the **Raidernet** tab

Step 4: Click the “**Update E-mail Address**” link on the **Personal Information** tab.

Step 5: In the “**Type of E-mail to Insert**” drop-down box, select ‘**Personal**’
Step 6: In the *E-mail* address field – enter a current **non-MTSU** related e-mail address. Then click the **Submit** button.

Step 7: The form will be redisplay showing all current registered e-mail addresses. If these are not correct, you may update any listed except the Campus E-mail address.

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Step 6: In the E-mail address field – enter a current non-MTSU related e-mail address. Then click the Submit button.

Step 7: The form will be redisplay showing all current registered e-mail addresses. If these are not correct, you may update any listed except the Campus E-mail address.
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Step 8: Click the **Logout** button at the top of page

![PipelineMT Screen](image)

**Update E-mail Addresses - Select Address**

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

Note: If you find that your Campus Email address is incorrect, please call ITO Help Desk at 615-968-5345 to report the error. All other email addresses can be updated below.

<table>
<thead>
<tr>
<th>E-mail Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Email</strong></td>
</tr>
<tr>
<td><strong>Personal Email</strong></td>
</tr>
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[View E-mail Addresses]