Updating/Changing 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: Double click on the current e-mail address in the **Personal Email** field.
Middle Tennessee State University
Information Technology Division

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

![Image of the E-mail address field showing a non-MTSU related e-mail address.]

**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.

![Image of the E-mail address list showing a non-MTSU related e-mail address highlighted.]
Step 8: Click the **Logout** button at the top of page