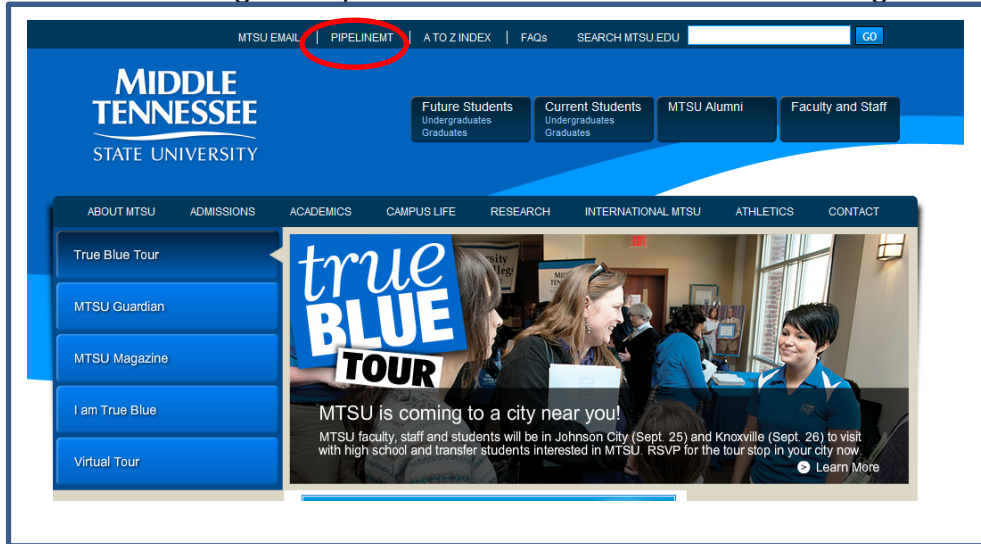
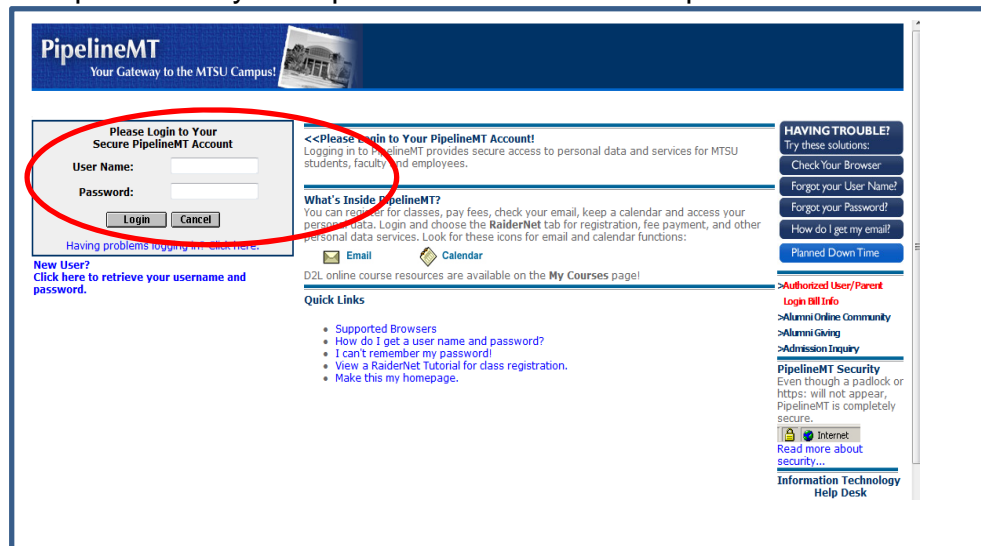


Registering a Personal E-Mail address

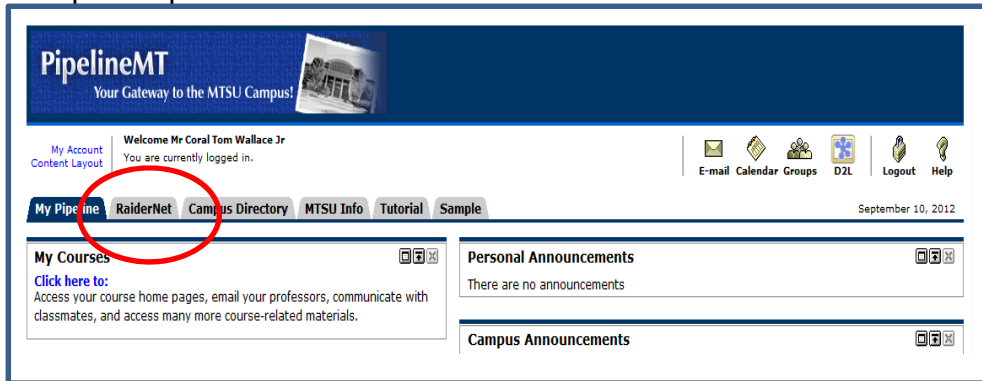
Step 1: To register a personal e-mail address with the university, access PipelineMT by clicking the PipelineMT link on the MTSU Home Page.



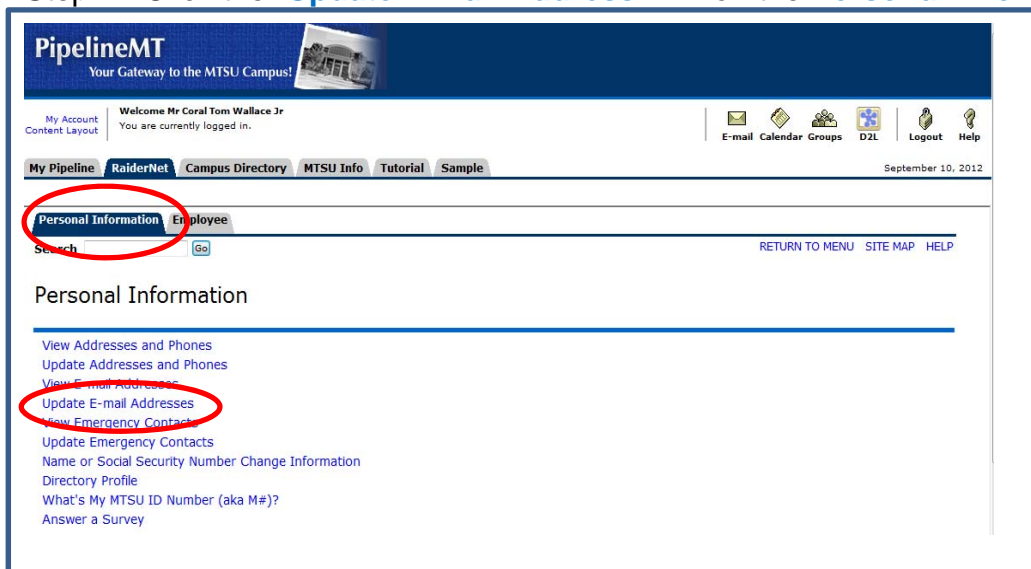
Step 2: Enter your PipelineMT username and password



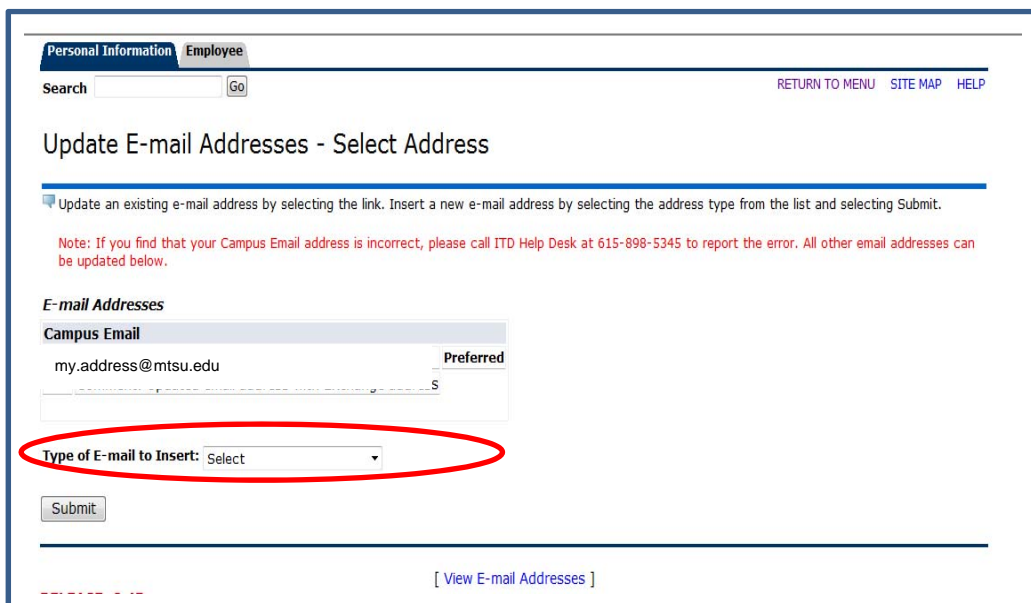
Step 3: Open the **RaiderNet** tab



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.

Personal Information Employee

Search Go RETURN TO MENU SITE MAP HELP

Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are optional. You may specify only one preferred e-mail address.

Please Note: The MTSU email address is not updateable via self-service. If it is incorrect please contact Human Resources at Ext. 2929.

Personal Email

E-mail:

Comment:

Delete this address:

Preferred Campus Email

my.address@mtsu.edu

[View E-mail Addresses]

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.

Personal Information Employee

Search Go RETURN TO MENU SITE MAP HELP

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 ITD Help Desk at 615-898-5345 to report the error. All other email addresses can be updated below.

E-mail Addresses

Campus Email

my.address@mtsu.edu

Personal Email

my.personal.address@hotmail.com

Type of E-mail to Insert: Select

[View E-mail Addresses]

Step 8: Click the [Logout](#) button at the top of page

The screenshot shows the PipelineMT web application interface. At the top, the logo reads "PipelineMT Your Gateway to the MTSU Campus!". Below the logo, there is a navigation bar with links for "My Account", "Content Layout", "E-mail", "Calendar", "Groups", "D2L", "Logout", and "Help". The "Logout" button is circled in red. Below the navigation bar, there is a secondary navigation bar with links for "My Pipeline", "RaiderNet", "Campus Directory", "MTSU Info", "Tutorial", and "Sample". The date "September 10, 2012" is displayed on the right side of this bar.

The main content area is titled "Update E-mail Addresses - Select Address". It contains a search bar and a "Go" button. Below the search bar, there is a section for "E-mail Addresses" with two sub-sections: "Campus Email" and "Personal Email". The "Campus Email" section contains the entry "my.address@mtsu.edu" with a "deleted" status. The "Personal Email" section contains the entry "my.personal.address@hotmail.com". Both entries are circled in red. Below the "Personal Email" section, there is a dropdown menu labeled "Type of E-mail to Insert" with a "Select" option. A "Submit" button is located below the dropdown menu.

At the bottom of the page, there is a link: "[View E-mail Addresses]".