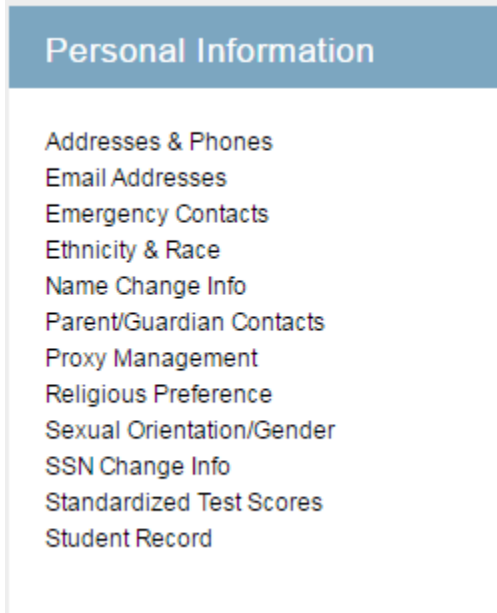


How to update your parent/guardian email address(es)

By updating this information, you will allow Parent & Family Connections to pull your parent's email address(es) for events hosted in their area. Colleges and scholarships may also access this information for invitations to events.


1. Log into MyPurdue and proceed to the "Academics" tab.
2. Click on "Email Addresses" under the Personal Information section.

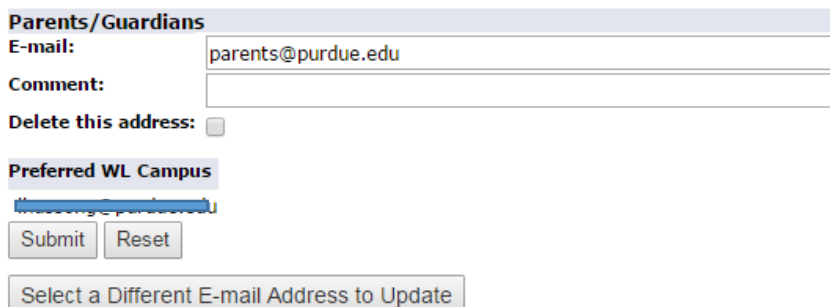


The image shows a screenshot of the 'Personal Information' section in MyPurdue. A blue header bar contains the text 'Personal Information'. Below this, a list of menu items is displayed: 'Addresses & Phones', 'Email Addresses', 'Emergency Contacts', 'Ethnicity & Race', 'Name Change Info', 'Parent/Guardian Contacts', 'Proxy Management', 'Religious Preference', 'Sexual Orientation/Gender', 'SSN Change Info', 'Standardized Test Scores', and 'Student Record'.

3. If you already have a parent email address listed that needs to be update, click on that email address and you will be taken to an editing screen. Edit the email accordingly and press "submit" to save your changes.

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.



The image shows a screenshot of the 'Update E-mail Addresses - Update/Insert' form. The form is titled 'Parents/Guardians' and contains the following fields and controls:

- E-mail:** A text input field containing 'parents@purdue.edu'.
- Comment:** A text input field.
- Delete this address:** A checkbox that is currently unchecked.
- Preferred WL Campus:** A dropdown menu with 'West Lafayette' selected.
- Submit** and **Reset** buttons.
- A button labeled **Select a Different E-mail Address to Update**.

4. If you wish to add a parent email address, you will see an option for “Type of E-mail to Inset:”

Type of E-mail to Inset: 

Select Parents/Guardians” then press “submit.” You will be taken to a screen similar to the one above and you will simply add your parent’s email address then press “Submit.”