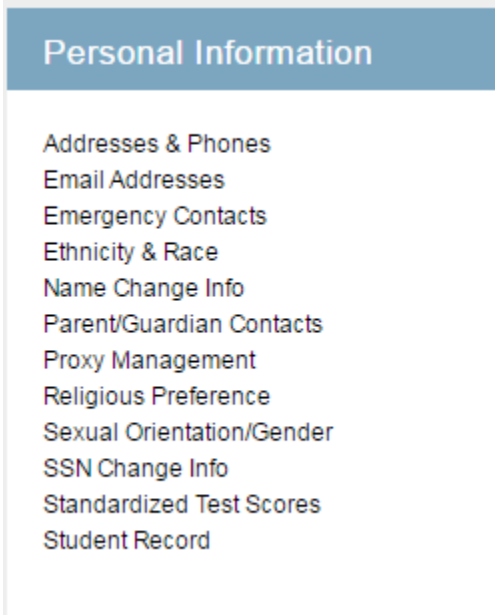


How to update your parent/guardian email address(es)

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.

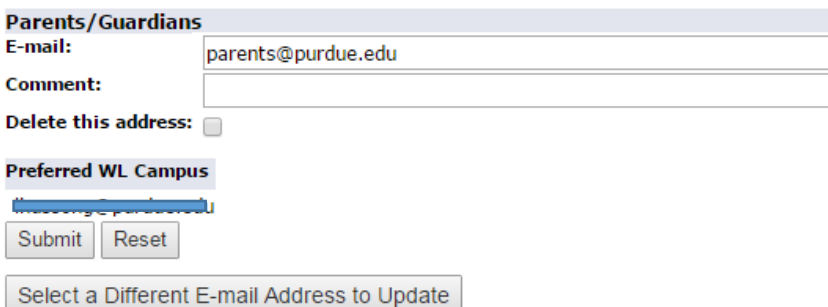


A screenshot of the 'Personal Information' menu in MyPurdue. The menu is titled 'Personal Information' in a blue header. Below the header, a list of options is displayed: Addresses & Phones, Email Addresses, Emergency Contacts, Ethnicity & Race, Name Change Info, Parent/Guardian Contacts, Proxy Management, 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.



A screenshot of the 'Parents/Guardians' update/insert form. The form has a light blue header with the title 'Parents/Guardians'. Below the header, there are three input fields: 'E-mail:' with the value 'parents@purdue.edu', 'Comment:', and 'Delete this address:' with a checkbox. Below these fields, there is a section for 'Preferred WL Campus' with a dropdown menu showing 'West Lafayette, IN'. At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. Below the buttons, there is a link that says '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 Insert: ▼

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.”