Changing Your Secondary E-mail Using Account Monitor

1. Go to https://portalapps.weber.edu/accountmonitor/default.aspx
2. Go to "Update Existing Account" (this is underneath "Create New Account")

Update Existing Account

You can update your email here. Please enter in your new email to update your account. Remember to enter in an email that's different from your weber email.

User:

Current Email:

New Email:

[Update]

3. In the textbox under "New Email," type in the new, secondary e-mail you want to use.
4. Click "Update"

Update Existing Account

You can update your email here. Please enter in your new email to update your account. Remember to enter in an email that's different from your weber email.

User: **sarahabing**

Current Email: **abingsa1@gmail.com**

New Email:

test@gmail.com

[Update]

5. You will get a message saying your account was updated successfully.
6. You will get an e-mail to your secondary e-mail letting you know of the changes