

# How to .....

## Edit your UAS Online! profile to change your email

### Go to UAS Online! and Login

1. Go to <http://www.uas.alaska.edu/online/>
2. In the upper right corner is the Login - enter your UAS username and password

### If you've forgotten your UAS username or password

- Go to: <http://www.uas.alaska.edu/elmo/>
- Enter your birthday and last digits of your SSN and you can retrieve your username and reset your password.

(At present only students can use the ELMO system – faculty will need to call the Helpdesk at 877-465-6400)

### After you've logged in

You'll be at your personalized UAS Online start page. On the left you'll see your "profile".

(You'll have a picture only if you previously uploaded one)



Click on the link labeled "Edit Options"

### Enter your preferred email address in the field labeled "Forward UAS email to"

(Change any other info or upload a picture if you feel like it too!)

### Click "Save"

This will not only update your email in your UAS Online profile but will also set a forwarding address on your UAS email account so all email sent to that account will be forwarded to your preferred account. The new information will appear in the "Class List" for all your classes.

### To learn more about using UAS Online - See the Student Tutorial

[http://www.uas.alaska.edu/faculty\\_support/UASOnlinev3/studentvideo/uasonline.html](http://www.uas.alaska.edu/faculty_support/UASOnlinev3/studentvideo/uasonline.html)

