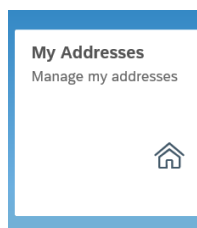


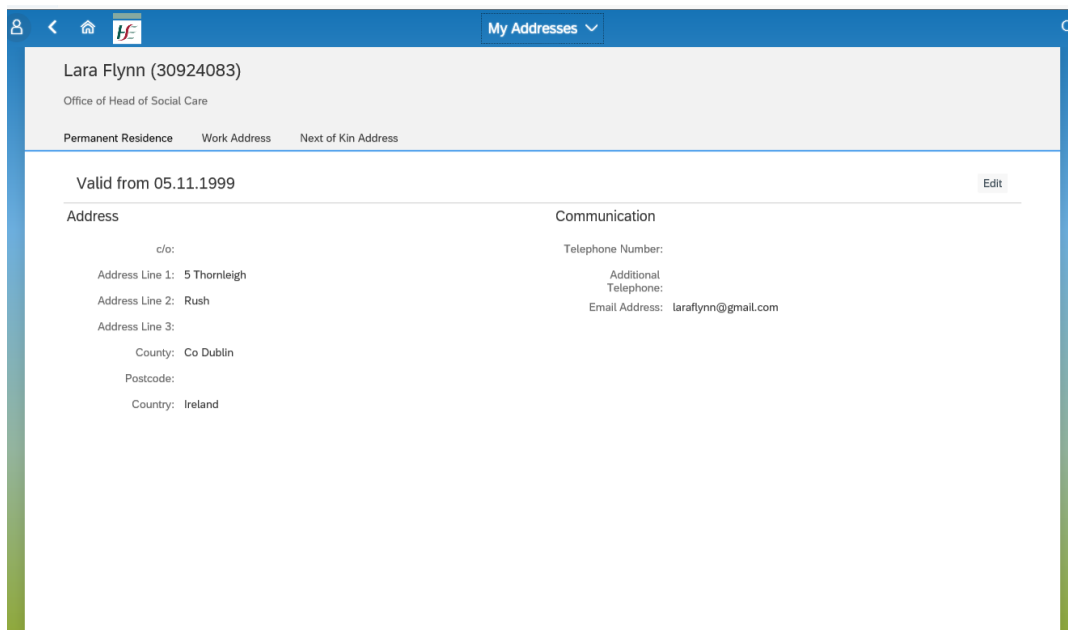


Updating your email address

1. Log into SAP Fiori using Username/Password.
2. Select the My Addresses Tile.



3. In My Addresses you can view/update your Permanent Residence, Work Address, Next of Kin Address and Email Address.



4. To update your email address choose Edit and scroll down to Email Address.

NB: This email address is where passwords will be sent if reset and also where the passcode to log on from an external network/device will be sent

- Update the email address and select “Save Email” button (do not choose “Save” at the end of screen as it is not necessary for email updates).

Communication



Telephone Number:

Additional Telephone:

Email Address:

Validity Period

Email saved

- To exit My Addresses choose the Back arrow  or Home Button .