

How to Update your UShop Email in CIS

To modify the email displayed in your UShop profile, you must change the preferred email in your CIS Employee Profile

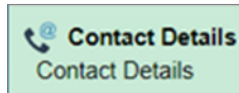
To update your preferred email address in CIS:

- Go to [CIS](#)

- Click on the Profile Icon



- Click on Contact Details



- Click on the arrow in the *Preferred* column to open this section.

Email		
Email Address	Type	Preferred
u0109782@utah.edu	UMail Email Address	
heather.holley@admin.utah.edu	UMail Alias	
u0109782@utah.edu	Email Address	✓ >

- Type in the new *Preferred* email address. Note that this should be a University email address.

- Click Save

Cancel**Email Address**Save

Email Type	Email Address
Preferred	Yes
Email Address	<input style="border: 1px solid red;" type="text" value="Type in the email address here"/>

- The new *Preferred* email address is now saved in CIS
- The email address will import into UShop overnight via integration and will become your Ushop profile email address in the morning