

How to Change your Personal Email on MyKU

Kutztown University recently updated the KU Account Management application (KUAM) to provide you with an easier way to set, reset and recover your password for your Kutztown user account. To use the self-service KU Account Management application (KUAM) you must have a personal email address entered in MyKU.

The personal email address is used to send your personal Kutztown PIN (Personal Identification Number) should you forget it. The PIN is used to verify your identity as part of the Password Change/Recovery process provided by the KU Account Management (KUAM) system.

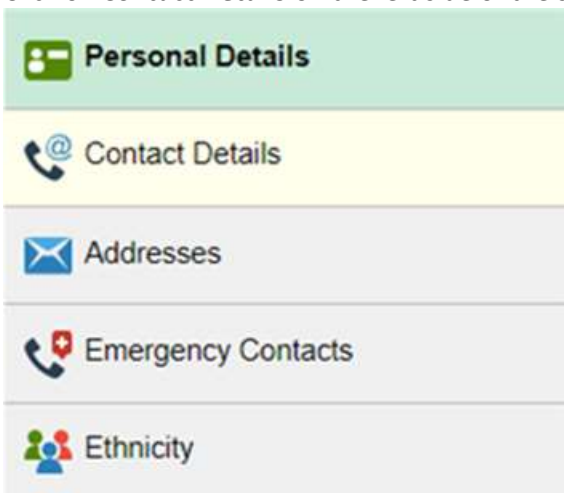
PLEASE NOTE: IF YOU DO NOT KNOW YOUR PIN AND YOU DON'T HAVE A PERSONAL EMAIL ADDRESS IN MyKu YOU WILL HAVE TO CONTACT THE IT HELP CENTER DURING WORKING HOURS TO SET, RESET OR RECOVERY YOUR PASSWORD.

To update your personal email address please follow the steps listed below.

- 1) Login to MyKU at myku.kutztown.edu
- 2) Locate and Click on the **KU Profile tile**:



- 3) Click on **Contact Details** on the left side of the screen:



- 4) Click on the row for Personal e-mail:

Contact Details

Email

Email	Type	Preferred	
test@live.kutztown.edu	Campus	✓	>
test@test.net	Personal		>

- 5) Update the email address as needed. Please note your personal email address should not be your @live.kutztown.edu:

Edit Email

Type Personal

*Email

Preferred

- 6) Click the **Save** button.

More information on the Kutztown University Account Management application (KUAM) can be found at [accounts/password](#) information.