

## Updating your E-mail Address

If you have a new e-mail address, there is no need to create a new my.uen account, simply follow these easy steps:

❶ Log into your my.uen account. <http://my.uen.org>



❷ Navigate to your Personal page or Edit Public page.

❸ Click on “Edit Name and Login” option at the top of the screen.

- Update your email address and click the “Save” button.
- The system will ask if you are sure you want to proceed with the change. Click the “Yes” button.

If you entered a valid email address you will receive a verification e-mail message from “UEN Resources”. Use the verification link in the message to complete the process.

Note: Changing your email address will temporarily put your my.uen account into “Pending Status” until you click the verification link in found in the verification e-mail message.

### **Unsure if you have a my.uen account?**

Visit <http://www.uen.org/educator/> and search for yourself.

### **Forgot your login information?**

Visit <http://my.uen.org>, click on the “Forgot Login” tab and enter your e-mail address. The system will email your login information. Or call (800) 866-5852.

### **Didn't receive the e-mail?**

First, check to make sure you typed your new email address correctly. Then, check your Junk or Spam folder. The verification e-mail message may be in there.

### **Have additional questions?**

Contact us at (800) 866-5852 or email [resources@uen.org](mailto:resources@uen.org)