

Update Email in MySAIT



1. Log into MySAIT and ensure you are in the MySAIT tab

2. Select "Personal Information"

3. Below your SAIT Student email, select the 'Edit' icon

4. Check the box for 'Mark as Preferred'

5. Click 'Update'

The screenshot shows the MySAIT Home page. At the top, there is a blue header with the SAIT logo and the text "Southern Alberta Institute of Technology". Below the header is a navigation bar with tabs: "mySAIT", "myApplication", "myStudent", "myFaculty", "myEmployee", and "Account". The "mySAIT" tab is selected and highlighted with a red box and a yellow callout bubble with the number 1. Below the navigation bar is a "Home" section with a blue header and a list of links: "Change Password / Personal Info", "Change Your Password/PIN", "Security Question and Answer", and "Personal Information". The "Personal Information" link is highlighted with a red box and a yellow callout bubble with the number 2. Below the links is a section for "Personal Information" with the text "Update your personal contact information, security questions and password".

The screenshot shows the "Personal Details" section of the MySAIT interface. It contains fields for "First Name", "Middle Name", "Date of Birth", "Marital Status", "Preferred First Name", and "Personal Pronoun". Below these fields is an "Email" section. It lists two email addresses: "General Email (Preferred) fake_student@gmail.com" and "SAIT Student Email fake.student@edu.sait.ca". The "SAIT Student Email" is marked as "Added". Below the email addresses are icons for editing and deleting. The edit icon for the "SAIT Student Email" is highlighted with a red box and a yellow callout bubble with the number 3.

The screenshot shows the "Edit Email" modal window. It has a title bar with "Edit Email" and a close button. The modal contains two main sections: "Email Type" and "Email Address". The "Email Type" dropdown is set to "SAIT Student Email". The "Email Address" field contains "fake.student@edu.sait.ca". Below these fields is a "Comments" section with a text area containing the word "Added". At the bottom of the modal is a "Mark as Preferred" checkbox, which is checked and highlighted with a red box and a yellow callout bubble with the number 4. At the very bottom are "Cancel" and "Update" buttons. The "Update" button is highlighted with a red box and a yellow callout bubble with the number 5.