

9.2 User Profiles - Assigning Primary Email Address

Purpose: Use this document to assign an email address in ctcLink.

Audience: ERP Support & Institutional Security.

i NOTE: If you have received a message that states “An exception was generated by the system” to your personal email address, follow the navigation below to assign a different email address.

Assigning Primary Email Address

Navigation: NavBar > Navigator > PeopleTools > Security > User Profiles > Distributed User Profiles

- 1. The **Distributed User Profile** search page displays.
- 2. Enter **User ID**.
- 3. Select **Search**.

Distributed User Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by:

User ID

 begins with

CTC_BRAMIREZ

Search

 Advanced Search

Find an Existing Value

 |

Add a New Value

- The **General** page displays.
- Select **Edit Email Addresses**.

GeneralIDUser RolesWorkflowAuditLinksUser ID Queries

User IDCTC_BRAMIREZ

☐ Account Locked Out?

DescriptionBill Ramirez

Logon Information

Symbolic IDSYSADM1

☐ Change Password?

☐ Password Expired?

User ID Alias

Edit Email Addresses

Instant Messaging Information

General Attributes

LanguageEnglish

☐ Enable Expert Entry

Currency

Default Mobile Page

Permission Lists

Navigator Homepage

PrimaryCTC_PT_ALLDISTRICTS_R

Process ProfileCTC_PT_PRCSPRFL_STAFI

Row SecurityCTC_PT_ALLDISTRICTS_R

Save

Return to Search

Add

Update/Display

General

ID

User Roles

Workflow

Audit

Links

User ID Queries

- The **Email Addresses** page displays.
- Check **Primary Email Account** box.
- Enter **Email Type**.
- Enter primary **Email Address** (Institution email address).
- Select **OK**.

☐ Account Locked Out?

Email Addresses

User ID: CTC_BRAMIREZ

Personalize | Find | View All |

First 1 of 1 Last

Primary Email Account	Email Type	Email Address	
<input checked="" type="checkbox"/>	Business	101007903.BUS@test.com	

OK

Cancel

11. The **Email Addresses** page disappears.
12. Select **Save**.

General | ID | User Roles | Workflow | Audit | Links | User ID Queries

User ID CTC_BRAMIREZ

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13. Process complete.