

9.2 User Profiles - Assigning Primary Email Address

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

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: begins with

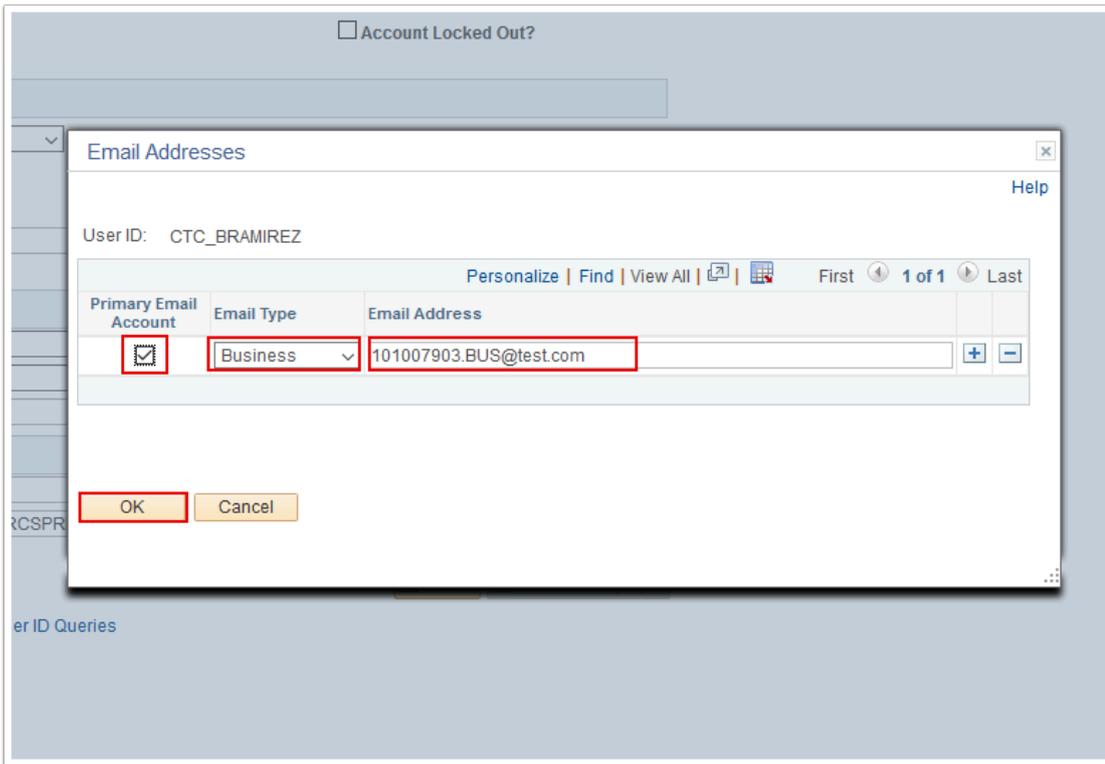
[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

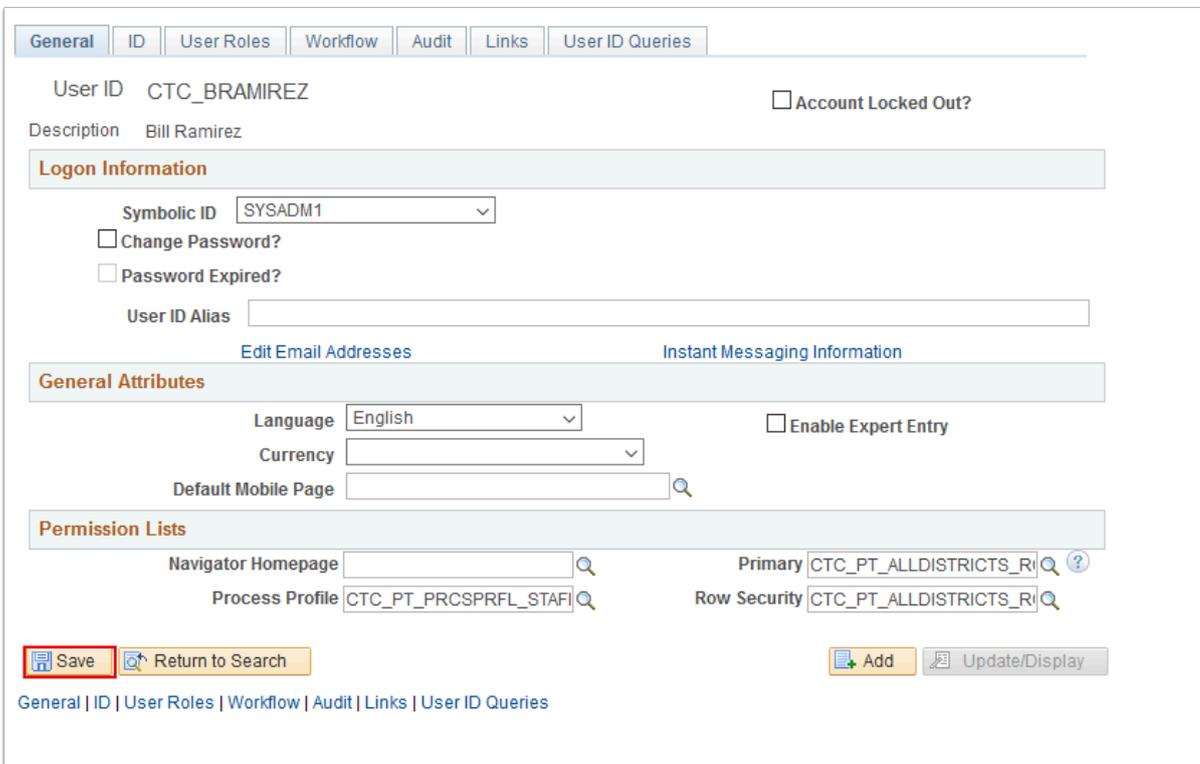
- The **General** page displays.
- Select **Edit Email Addresses**.

The screenshot shows a user profile configuration page for User ID CTC_BRAMIREZ. The page has a navigation bar with tabs: General, ID, User Roles, Workflow, Audit, Links, and User ID Queries. The 'General' tab is selected. The user's description is 'Bill Ramirez'. There is a checkbox for 'Account Locked Out?'. The 'Logon Information' section includes a dropdown for 'Symbolic ID' (SYSADM1), checkboxes for 'Change Password?' and 'Password Expired?', and a text field for 'User ID Alias'. A link 'Edit Email Addresses' is highlighted with a red box. The 'Instant Messaging Information' section has a checkbox for 'Enable Expert Entry'. The 'General Attributes' section includes dropdowns for 'Language' (English) and 'Currency', and a search field for 'Default Mobile Page'. The 'Permission Lists' section includes search fields for 'Navigator Homepage', 'Process Profile' (CTC_PT_PRCSPRFL_STAFI), 'Primary' (CTC_PT_ALLDISTRICTS_R), and 'Row Security' (CTC_PT_ALLDISTRICTS_R). At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: 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**.



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



13. Process complete.