How to Change Your Email in InfoEd



If you are changing from an @ucdenver.edu email address to an @cuanschutz.edu email address, there is <u>no</u> functional need to change your email address. Emails sent to an @ucdenver.edu email will automatically forward to the @cuanschutz.edu email.

- 1. Start from the InfoEd home screen.
- 2. Click on "My Profile."



3. In the "Email" field, input the correct email address. CAUTION: DOUBLE-CHECK SPELLING

University of Colorado	Denver Anschutz Medical Cam	pus		Administration Welcome N	Ars. Meghan Hoppe Logo
Home My Profile S	earch for Records My Messages	My Action Items			Quick Find
General Certifications and Trainings Current Research Appointments Collaborators Memberships Research Interests Resources	General Information	on / User Preferences Salutation Mrs. First Name Meghan Middle Initial Kaitlyn Last Name Hoppe Suffix	Incorrect email	Appointment 10-Aug-2015 Date Degree	Save Cancel
🗣 University of Colorado	Denver Anschutz Medical Cam	pus		Administration Welcome M	Irs. Meghan Hoppe Logou
Home My Profile S	Search for Records My Messages	My Action Items			Quick Find
Home My Profile S	earch for Records My Messages General Information	My Action Items on / User Preferences			Quick Find
Home My Profile S General Certifications and Trainings Current Research	iearch for Records My Messages General Informatio	My Action Items on / User Preferences Salutation Mrs.		Appointment 10-Aug-2015	Quick Find
Home My Profile S General Certifications and Trainings Current Research Appointments	earch for Records My Messages	My Action Items on / User Preferences Salutation Mrs. First Name Meghan	Corrected email	Appointment 10-Aug-2015 III	Quick Find
Home My Profile S General Certifications and Trainings Current Research Appointments Collaborators	earch for Records My Messages General Information	My Action Items On / User Preferences Salutation [Mrs. First Name Meghan Middle Initial Kaitlyn	Corrected email	Appointment 10-Aug-2015 💼 Date Degree Title COI Coordinator	Quick Find
Home My Profile S General Certifications and Trainings Current Research Appointments Collaborators Memberships Research Interests	earch for Records My Messages General Information	My Action Items On / User Preferences Salutation Mrs. First Name Meghan Middle Initial Kaitlyn Last Name Hoppe	Corrected email	Appointment 10-Aug-2015 Date Degree Title COI Coordinator Email meghan.hoppe@cuanschutz.edu	Quick Find

Questions? Email coi@cuanschutz.edu.

4. Scroll down to the "Addresses" section

Patents		I would like to receive an email when something is assigned to me.	
Reviewed Works		I would like to receive a notification when something that has been assigned to me no longer needs my attention.	
Publications			
Setups	Addresses		Add
Backups			
Delegates	Sort By 💌	2 Items	Page 1 of 1 🖂
MD Information	Primary Address		
Other Information	0	Edit Delete	
Portal Preferences	13001 E. 17th Place	Edit	
Browse Configuration			
Related Objects	Aurora CO 80045-2570		

5. Click the "Edit" button next to the primary address

Addres	ses		Add
Sort By			2 Items Page 1 of 1 🖂
Primary	Address		
0		Edit	Delete
۲	13001 E. 17th Place	Edit	

6. In the "Edit Address" window, input the correct email address. CAUTION: DOUBLE-CHECK SPELLING

Addresses		Add
Edit Address	Save Cancel	2 Items Page 1 of 1 💌
Address1 13001 E. 17th Place	Address2	Delete
Address3	Address4	
City Aurora	County Adams	
State Colorado V Incorrect	Zip [80045-2570]	
Mailstop email	Address Type Department Office 🗸	Add
Country United States	Phone 303/724-7404	1 Items Page 1 of 1 🖂
Fax	Email [MYEMAIL@GMAIL.COM	
		0
Addresses		Add
Addresses	Save Cancel	Add 2 Items Page 1 of 1 🖂
Addresses Edit Address Address1 13001 E. 17th Place	Save Cancel	Add 2 Items Page 1 of 1 🕑 Delete
Addresses Edit Address Address1 [13001 E: 17th Place Address3 []	Save Cancel	Add 2 Items Page 1 of 1 💌 Delete
Addresses Edit Address Address1 [13001 E. 17th Place Address3 [Save Cancel Address2 Address4 County (Adams	Add 2 Items Page 1 of 1 v Delete
Addresss Edit Address Address1 [13001 E. 17th Place Address3 City Aurora State Colorado V Correct	Save Cancel Address2 Address4 County Adams Zip 80045-2570	Add 2 Items Page 1 of 1 🕞 Delete
Addresses Edit Address Address1 13001 E. 17th Place Address3 City Aurora State Colorado Mailstop Correct email	Save Cancel Address2 Address4 County Adams Zip 80045-2570 Address Type Department Office	Add 2 Items Page 1 of 1 Delete Add
Addresses Edit Address Address1 13001 E. 17th Place Address3 City Aurora State Colorado Mailstop Correct email Country United States	Save Cancel Address2 Address4 County Adams Zip 80045-2570 Zip Department Office Phone 303/724-7404	Add 2 Items Page 1 of 1 Add 1 Items Page 1 of 1
Addresses Edit Address Address1 13001 E. 17th Place Address3 City Aurora State Colorado Maiistop Correct email Country United States Fax	Save Cancel Address2 Address4 County Adams Zip 80045-2570 Address Type Department Office Phone 303/724-7404 Email meghan.hoppe@cuanschutz.edu	Add 2 Items Page 1 of 1 Delete Add 1 Items Page 1 of 1

7. In the "Edit Address" window, click "Save"

Addresses	Add
Edit Address Save Cancel	2 Items Page 1 of 1 🖂
Address1 13001 E. 17th Place Address2	Delete
Address3 Address4	
City (Aurora County (Adams	
State Colorado V Zip (80045-2570	
Mailstop Address Type Department Office 🗸	Add
Country United States Phone 303/724-7404	1 Items Page 1 of 1 🖂
Fax Email [meghan.hoppe@cuanschutz.edu]	
	0

8. Scroll back to the top of the page

Gr University of Colora	University of Colorado Denver Anschutz Medical Campus Administration Welcome Mrs		
Home My Profile	Search for Records My Messages My Action Items	Quick Find	
Canacel	Conoral Information / Usor Proferences	Save Cancel	
Certifications and Training	Salutation Mrs.	Appointment 10-Aug-2015	
Current Research	First Name Meghan	Date Degree	
Collaborators	Middle Initial Kaitlyn	Title COI Coordinator	
Memberships Research Interests	Last Name Hoppe	Email (meghan.hoppe@cuanschutz.edu	
Resources	Validated Profile	Email Format MultiPart 🗸	
Sponsor Credentials Sponsored Funding	Publishing First Name	Phone (303/724-7404	

9. Click "Save"

University of Colorado I	Denver Anschutz Medical Campus	Administration Welcome Mrs. Meghan Hoppe Logout
Home My Profile Se	arch for Records My Messages My Action Items	Quick Find
General	General Information / User Preferences	Save
Current Research	Salutation Mrs.	Appointment 10-Aug-2015
Appointments	First Name Meghan Middle Initial Kaitlyn	Degree
Memberships Research Interests	Last Name Hoppe	Email (meghan.hoppe@cuanschutz.edu
Resources	Upload Suffix Validated Profile	Email Format MultiPart 🗸
Sponsor Credentials Sponsored Funding	Publishing First Name	Phone (303/724-7404
Biography	Publishing Last Name	Fax