

How to Update Preferred E-mail Address

Navigate to this website to begin: <https://hr.gmis.in.gov/psp/hrprd/?cmd=login>

Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.

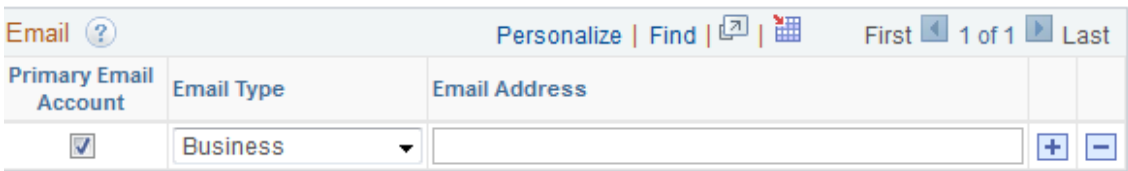
For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Learners may use their network password, also known as their computer login, as the PeopleSoft password.

You will need to update your email in two different places in PeopleSoft HR. Follow these steps below to update your preferences. These are in the same side of PeopleSoft so do not log out between these two areas. Any notification that is generated from PeopleSoft is sent to this preferred email address so select the best appropriate email address.

Personal Information page:

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| 1. | Click the link above . Then enter your User ID and Password. |
| 2. | Click the Main Menu link. |
| 3. | Click the Self Service link. |
| 4. | Click the Personal Information link. |
| 5. | Click the Personal Information Summary link. |
| 6. | Update preferred email address and make sure the box is checked next to this address. |

My System Profile:

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| 1. | Click the Main Menu link |
| 2. | Click the My System Profile link. |
| 3. | <p>Page Titled: General Profile Information. Scroll to the bottom of the page and look for your email box:</p>  <p>Under Primary E-mail account, you enter the email address you would like all notifications to be sent to. You may use your state email if you would like.</p> |
| 4. | Click Save . |