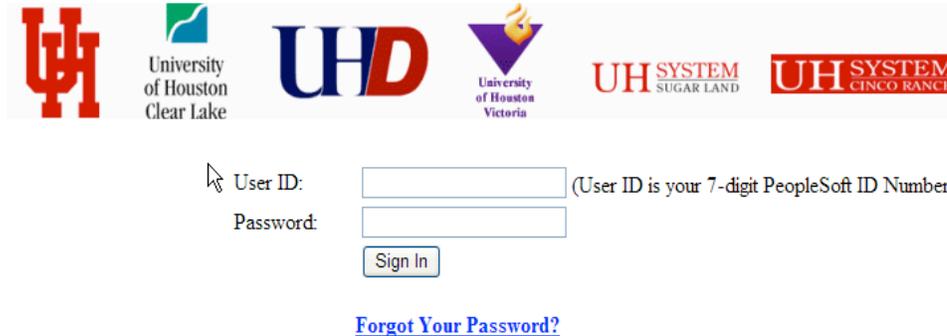


REDIRECTING YOUR EMAIL ALIAS - STUDENT

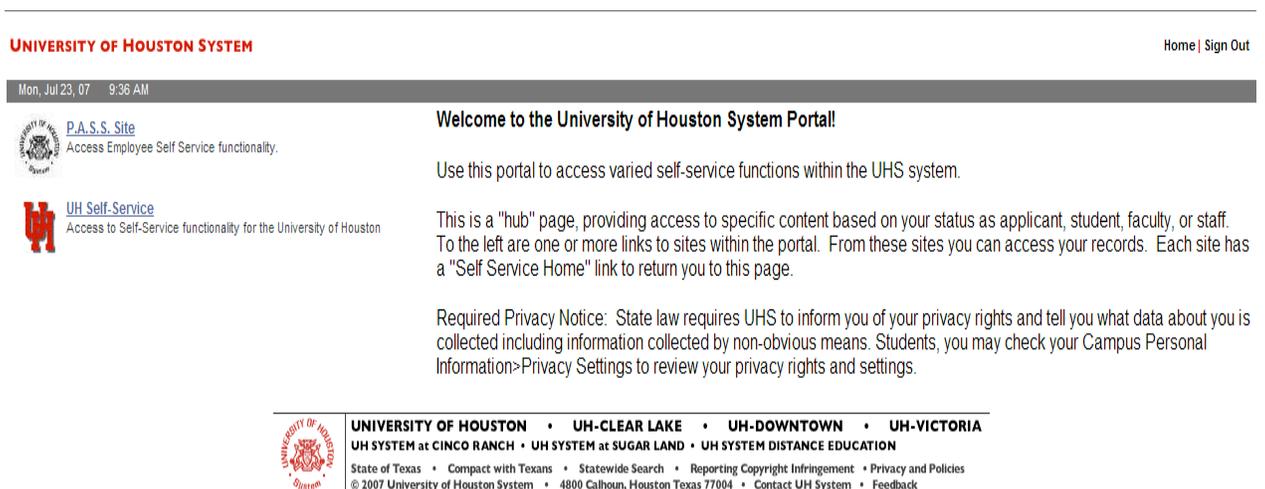
1. Go to the web site <http://my.uh.edu>.



The image shows the login interface for my.uh.edu. At the top, there is a navigation bar with logos for the University of Houston System, University of Houston Clear Lake, UH Downtown, University of Houston Victoria, UH System Sugar Land, and UH System Cinco Ranch. Below the logos is a login form with the following elements:

- User ID: (User ID is your 7-digit PeopleSoft ID Number)
- Password:
- Sign In button
- [Forgot Your Password?](#)

2. Log on with your Peoplesoft ID and password.



The image is a screenshot of the University of Houston System Portal. At the top left, it says "UNIVERSITY OF HOUSTON SYSTEM" and "Mon, Jul 23, 07 9:36 AM". At the top right, there are links for "Home" and "Sign Out". Below the date and time, there are two links: "P.A.S.S. Site" (Access Employee Self Service functionality) and "UH Self-Service" (Access to Self-Service functionality for the University of Houston). The main content area is titled "Welcome to the University of Houston System Portal" and contains the following text:

Use this portal to access varied self-service functions within the UHS system.

This is a "hub" page, providing access to specific content based on your status as applicant, student, faculty, or staff. To the left are one or more links to sites within the portal. From these sites you can access your records. Each site has a "Self Service Home" link to return you to this page.

Required Privacy Notice: State law requires UHS to inform you of your privacy rights and tell you what data about you is collected including information collected by non-obvious means. Students, you may check your Campus Personal Information>Privacy Settings to review your privacy rights and settings.

At the bottom, there is a navigation bar with logos for the University of Houston System, University of Houston Clear Lake, UH Downtown, University of Houston Victoria, UH System at Cinco Ranch, UH System at Sugar Land, and UH System Distance Education. Below the logos, there are links for "State of Texas", "Compact with Texans", "Statewide Search", "Reporting Copyright Infringement", "Privacy and Policies", "© 2007 University of Houston System", "4800 Calhoun, Houston Texas 77004", "Contact UH System", and "Feedback".

3. Click on UH Self Service.

UNIVERSITY of HOUSTON Home | Sign Out

Mon, Jul 23, 07 9:37 AM

Learner Services

- Academic Records
- Campus Personal Information
- Enrollment
- Financial Aid
- Student Admission
- Student Financials
- Transfer Credit
- Student Center
- My System Profile
- Self Service Home

Announcements

Students and Applicants:
Now use "Campus Personal Information" to update your mailing address, emergency contacts, email addresses and phone numbers.

Be sure to enter an up-to-date "destination" email address to receive official "@uh.edu" notifications.

If you need the following after July 2:

Transcript Requests*
www.uh.edu/enrollonline

Enrollment Verification*
www.uh.edu/enrollonline

Diploma mailing for SUMMER graduation*
www.uh.edu/enrollonline

*If you are also changing your address when you are making these requests, enter the changed address in PeopleSoft Campus Personal Information as well.

Welcome to UH Self-Service!

UH Self-Service will be your connection to managing your university services from anywhere!

The University of Houston may be using email to communicate to you as additional functionality becomes available.

Students, to ensure that you receive future communications, please verify that your forwarding email address is correct by navigating to Campus Personal Information.

Faculty, be sure that your email address is updated in P.A.S.S.

Learner Services

- Student Center**
Use the student center to manage school related activities.
- Academic Records**
View grades and advisors and request transcripts and verification reports.
- Campus Personal Information**
Maintain your personal information and review holds and to dos pending to your record.
- Enrollment**
View appointments, plan and enroll in classes, view student and exam schedules.
- Financial Aid**
Apply for financial aid, view to-do list, and accept or decline your financial aid award.
- Student Admission**
Check your application status or pay your application fee.
- Student Financials**
Select parking/alumni fees, view your account, select a payment plan, make a payment, and get your 1098T.
- Transfer Credit**
View your transfer credit report.

State of Texas | Compact with Texans | Stateside Search | Homeland Security | UH System | Privacy and Policies | Copyright | Site Map
© 2007 The University of Houston, 4800 Calhoun Rd., Houston, Texas 77004, (713) 749-2255
Contact UH | Feedback

4. Click the arrow next to Campus Personal Information and a drop down menu will appear. Click on Email Addresses. You will see the business address which should be your UH alias. Below that is the destination. Change the destination to the mailbox you want your alias to send mail to. Click Save. It could take up to 12 hours to go into effect.

UNIVERSITY of HOUSTON Home | Sign Out

Mon, Jul 23, 07 9:38 AM

Joe Cougar go to ...

Email Addresses

The University of Houston intends to use e-mail as the official medium for communication to its students. If you wish to add additional email address types for the University to have on file, you may add them here. Use email type of 'Destination' to indicate your preferred email address.

Reminder: It is the responsibility of the student to ensure the UH-e-mail alias points to a working e-mail address at all times.

Email Type	Email Address	Preferred	
Business	jcougar@uh.edu	<input checked="" type="checkbox"/>	delete
Destination	jcougar@hotmail.com	<input type="checkbox"/>	delete
UH - Houston	jcougar@uh.edu	<input type="checkbox"/>	delete

[ADD AN EMAIL ADDRESS](#)

[SAVE](#)

* Required Field

go to ...