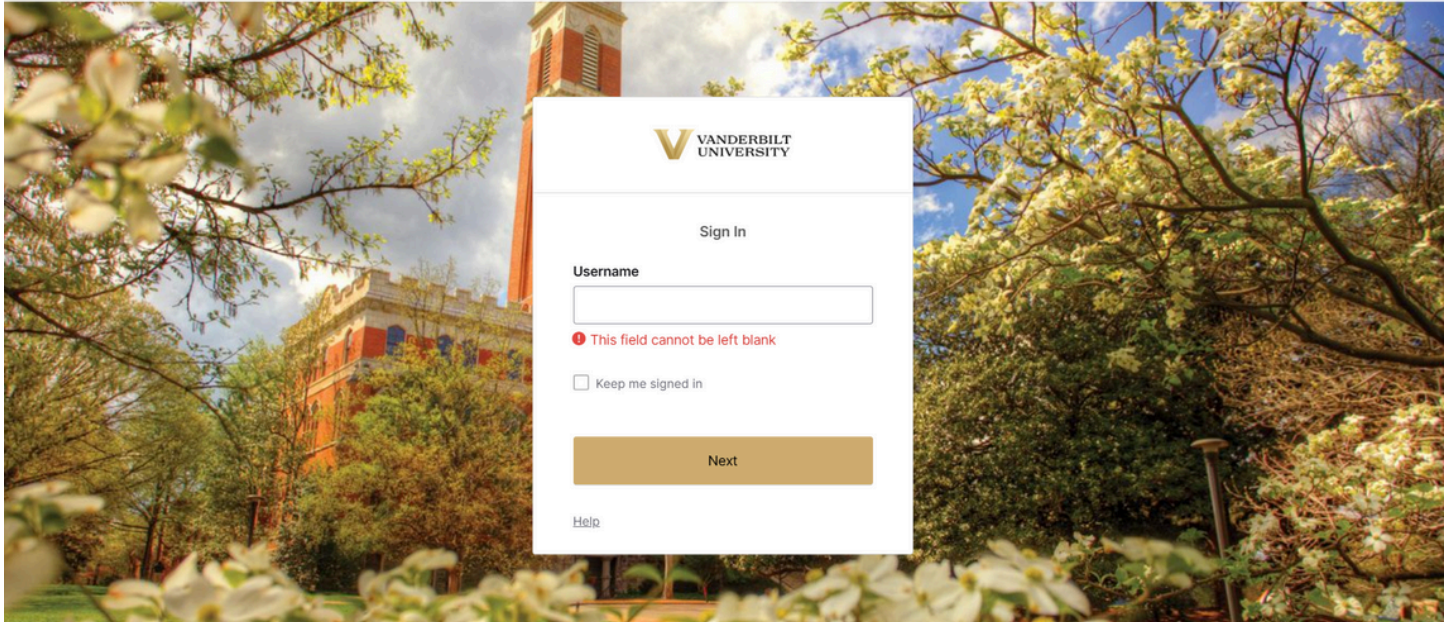


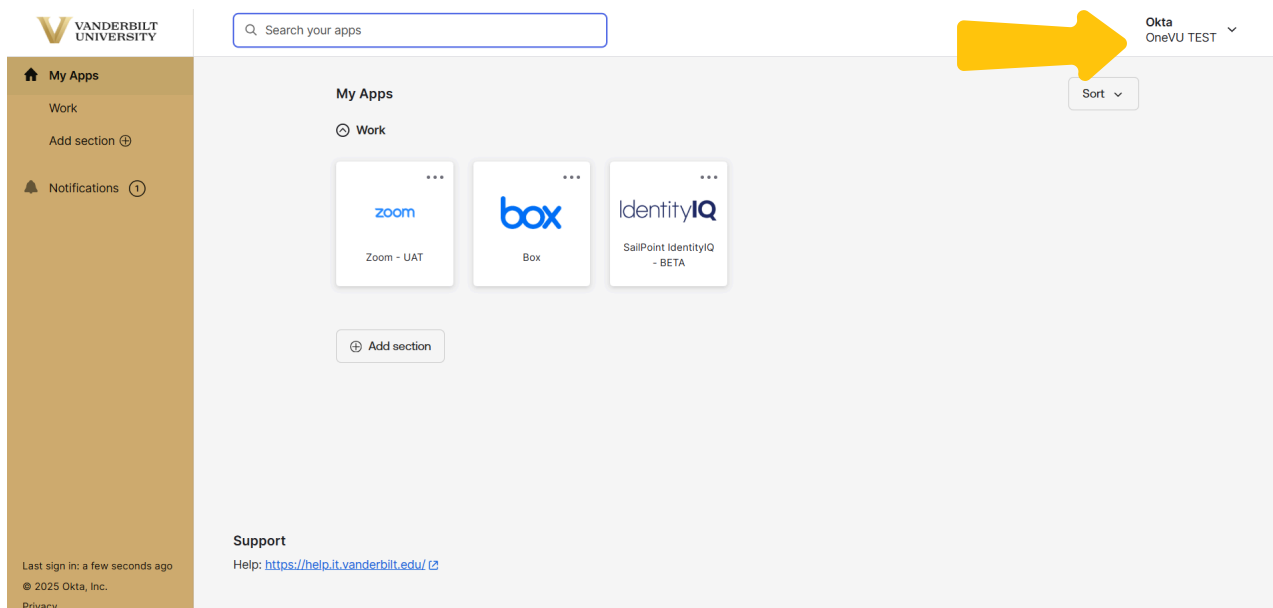
OneVU: Adding a Secondary Email

Navigate to <https://onevu.vanderbilt.edu> in your browser.

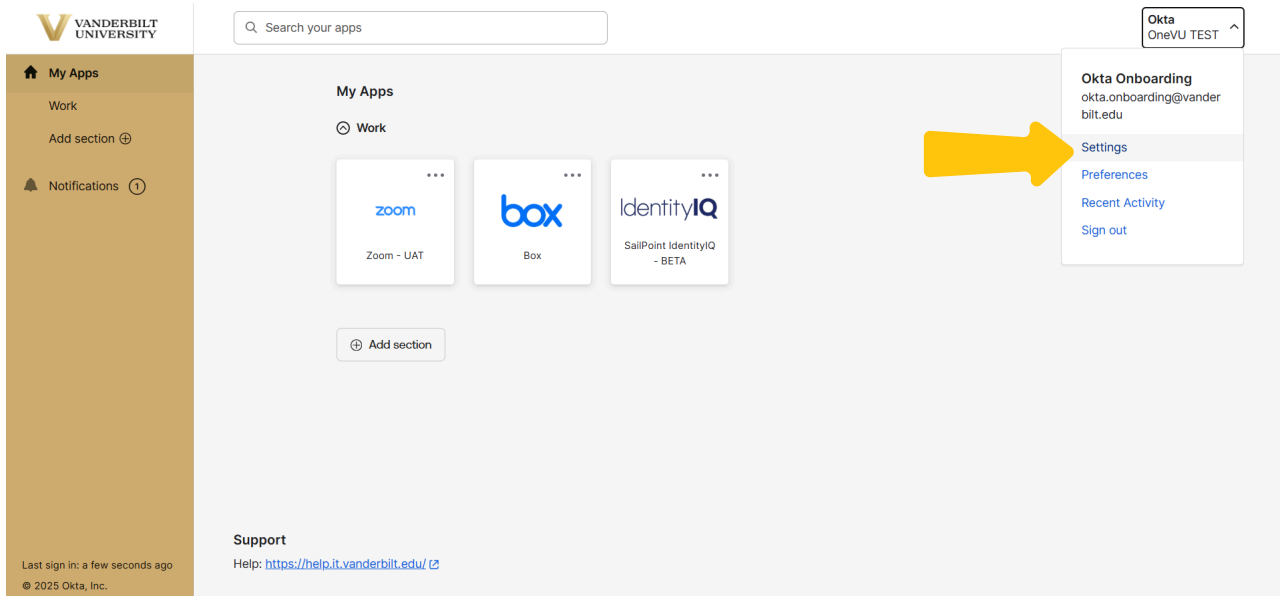


Login using your @vanderbilt.edu email & click Next. Then enter your password & click verify. **Note:** This password is the same one you use with your VUnetID.

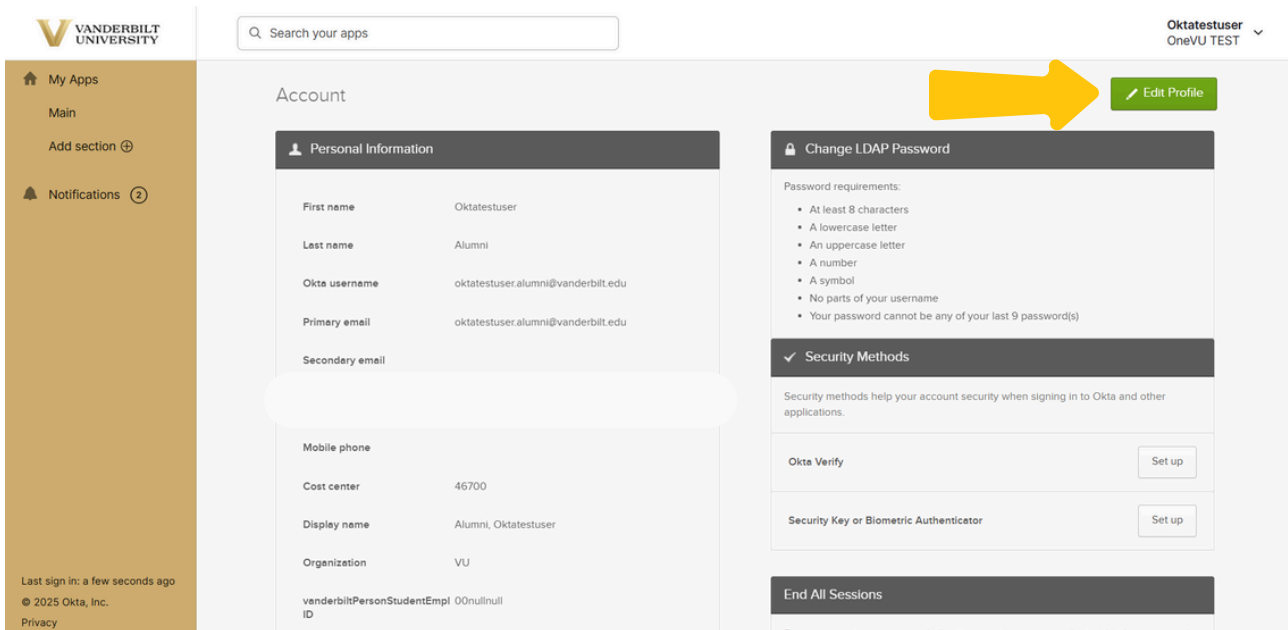
Once logged in to your OneVU dashboard (as seen below) you will click your name in the top right corner for a Menu to pop up.



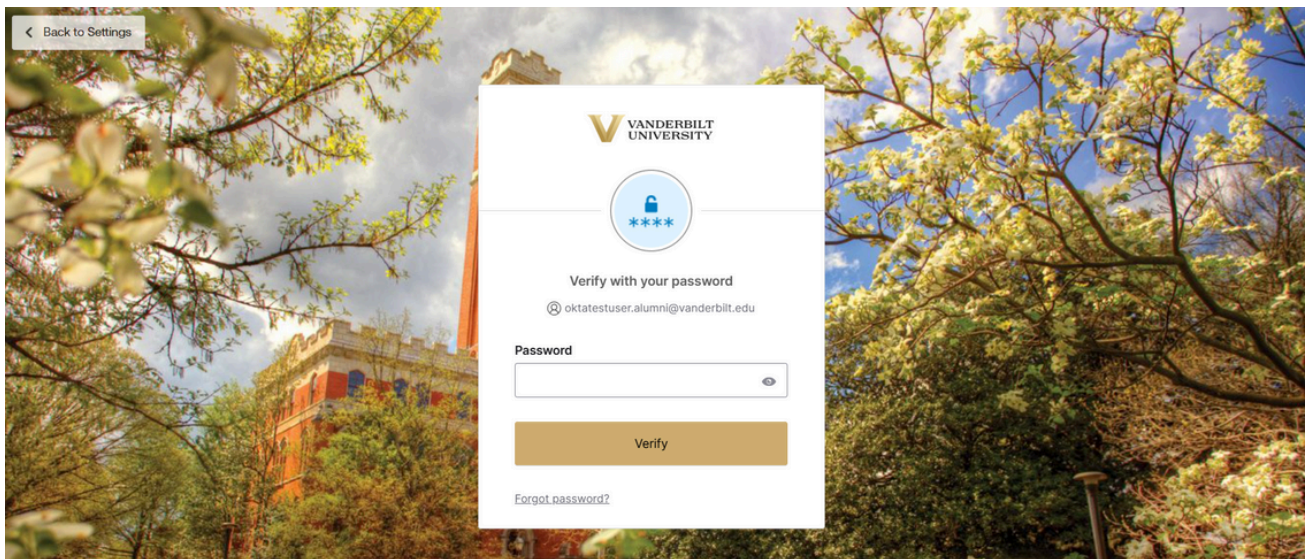
Then click settings from the drop down menu.



Click on the green button that says “Edit Profile”.



You will be prompted to enter your password again for authentication. Once you enter your password, click verify.




Now click the grey box to the right of the Profile Information section to edit the fields.

 A screenshot of the "Account" management dashboard in the Vanderbilt University mobile app. The interface includes a top navigation bar with the university logo, a search bar, and the user's name "Oktatestuser OneVU TEST". A left sidebar contains navigation options: "My Apps", "Main", "Add section", and "Notifications (2)". The main content area is titled "Account" and features two primary sections: "Personal Information" and "Change LDAP Password". The "Personal Information" section contains fields for First name, Last name, Okta username, Primary email, Secondary email, Mobile phone, Cost center, Display name, and Organization. A yellow arrow points to a grey "Edit" button located to the right of the "Personal Information" header. The "Change LDAP Password" section lists password requirements and provides input fields for Current password, New password, and Confirm new password. At the bottom, there is a "Security Methods" section.

Personal Information	
First name	Oktatestuser
Last name	Alumni
Okta username	oktatestuser.alumni@vanderbilt.edu
Primary email	oktatestuser.alumni@vanderbilt.edu
Secondary email	
Mobile phone	
Cost center	46700
Display name	Alumni, Oktatestuser
Organization	VU
vanderbiltPersonStudentEmpl 00nullnull ID	

Then enter your PERSONAL email that you would like to use in the event you need to recover your account. Note: This is not complete until you go to your personal email box & verify the email by following the instructions sent from the oneVU email you will receive .



My Apps

Main

Add section +

Notifications 2

Last sign in: a few seconds ago

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Privacy

Search your apps

Oktatestuser

OneVU TEST

Account

Personal Information

Cancel

First name

Oktatestuser

Last name

Alumni

Okta username

oktatestuser.alumni@vanderbilt.edu

Primary email

oktatestuser.alumni@vanderbilt.edu

Secondary email

Mobile phone

Cost center

46700

Display name

Alumni, Oktatestuser

Change LDAP Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 9 password(s)

Current password

New password

Confirm new password

☐ Sign me out of all other devices. [Learn more.](#)

Change Password

Security Methods

☐ Sign me out of all other devices. [Learn more.](#)

Change Password

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify

Set up

Security Key or Biometric Authenticator


Set up

End All Sessions

For your security, you can end all active sessions on every device that has accessed your account.

Sign out

Make sure you scroll to the bottom of the section & click Save.



My Apps

Main

Add section +

Notifications 2

Last sign in: a few seconds ago

© 2025 Okta, Inc.

Privacy

Search your apps

Oktatestuser

OneVU TEST

Mobile phone

Cost center

46700

Display name

Alumni, Oktatestuser

Organization

VU

vanderbiltPersonStudentEmplID

00nullnull

vunetid

alumnio

Save

Display Language

Edit

Language

English

Your default language has been automatically set

☐ Sign me out of all other devices. [Learn more.](#)

Change Password

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify

Set up

Security Key or Biometric Authenticator

Set up

End All Sessions

For your security, you can end all active sessions on every device that has accessed your account.

Sign out

Remember, this process is not complete until you navigate to your personal email inbox, find the email sent to you from OneVU & confirm the email address.

My Apps

Main

Add section +

Notifications 2

Last sign in: a few seconds ago

© 2025 Okta, Inc.

Privacy

Account

Personal Information

Edit

First name Oktatestuser

Last name Alumni

Okta username oktatestuser.alumni@vanderbilt.edu

Primary email oktatestuser.alumni@vanderbilt.edu

Secondary email

Check the email sent to onboarding@gmail.com to confirm it as your secondary email.

Mobile phone

Cost center 46700

Display name Alumni, Oktatestuser

Organization VU

vanderbiltPersonStudentEmpl 00nullnull
ID

Change LDAP Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 9 password(s)

Current password

New password

Confirm new password

☐ Sign me out of all other devices. [Learn more.](#)

Change Password

Security Methods