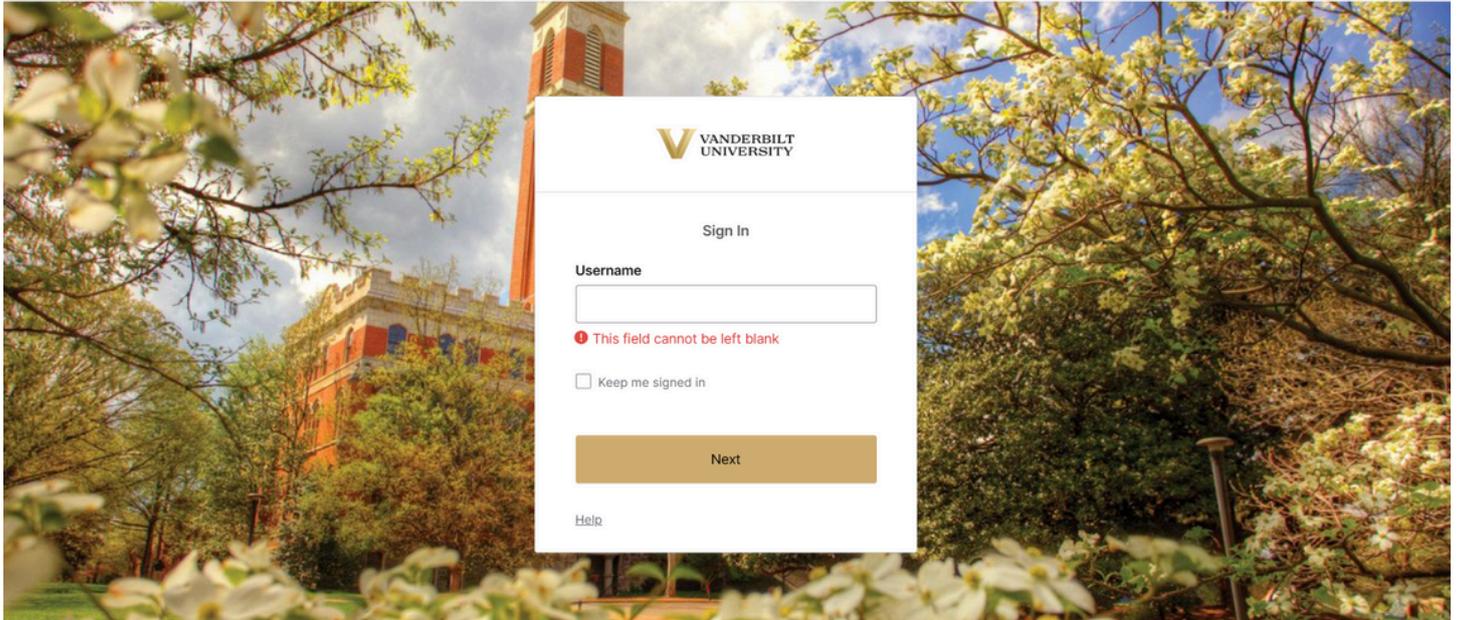


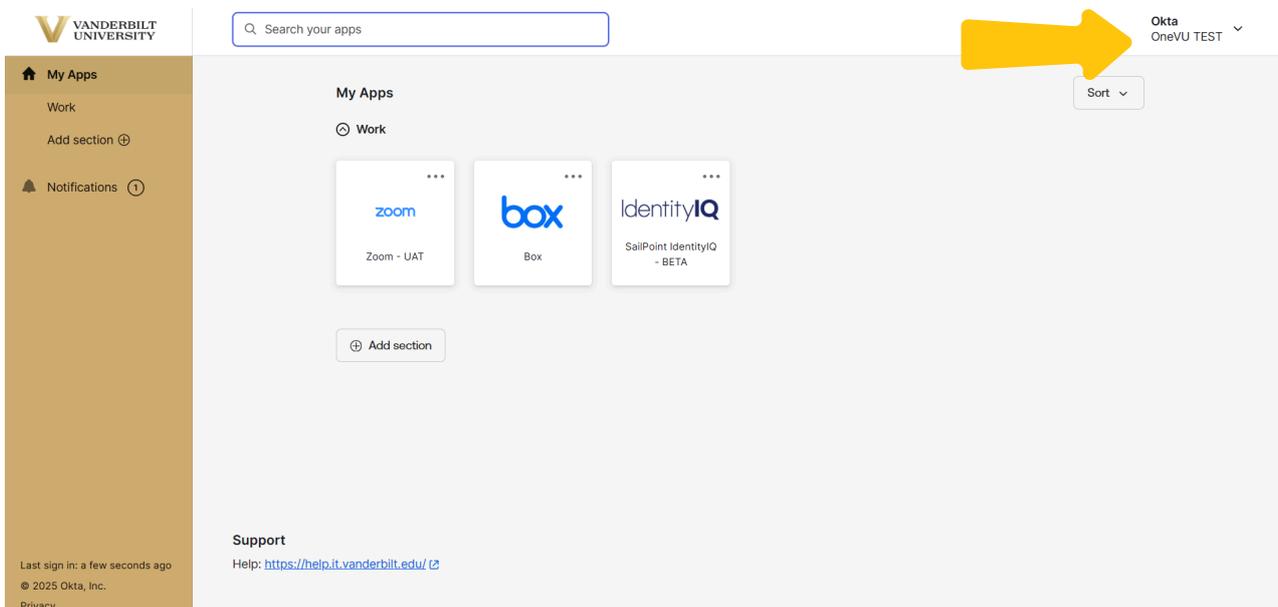
OneVU: Adding a Secondary Email

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.

The screenshot shows the Okta dashboard for a user named 'Okta Onboarding' (okta.onboarding@vanderbilt.edu). The left sidebar is titled 'My Apps' and includes 'Work' and 'Add section' options. The main content area is titled 'My Apps' and shows three app cards: 'Zoom - UAT', 'Box', and 'SailPoint IdentityIQ - BETA'. A yellow arrow points to the 'My Settings' option in the user profile dropdown menu, which also includes 'Preferences', 'Recent Activity', and 'Sign out'. The bottom of the page shows 'Support' information with a link to <https://help.it.vanderbilt.edu/>.

Select "Manage Personal Information".

The screenshot shows the 'Settings' page for the user. The left sidebar is titled 'Settings' and includes 'Personal Information', 'Display language', 'Security methods', and 'Recent activity'. The main content area is titled 'Welcome,' and includes a description: 'Manage your OneVU TEST information to perform tasks related to your account. For example, edit your information, view notifications from your admin, reset your password, and customize your display language.' There are three main sections: 'Personal information' (with a wrench icon), 'Security methods' (with a key icon), and 'Recent activity' (with a pulse icon). A yellow arrow points to the 'Manage personal information' button. The bottom of the page shows 'Support' information with a link to <https://tdx.vanderbilt.edu> and the 'Powered By Okta' logo.

Select Edit Details.

Settings

- Personal information
- Display language
- Security methods
- Recent activity

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Privacy

Personal information

Your human resources (HR) app may manage most of your information. Try your HR app or contact your admin if you can't change your details here.



First name

Last name

Secondary email Optional

Mobile phone Optional

Username **okta.onboarding@vanderbilt.edu**
Primary email **okta.onboarding@vanderbilt.edu**

OneVU will require you to re-authenticate for security purposes, and then you will see the screen below to change your secondary email. Enter your PERSONAL email that you would like to use in the event you need to recover your account.

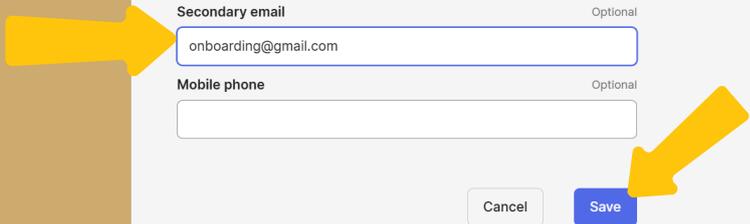
Settings

- Personal information
- Display language
- Security methods
- Recent activity

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Privacy

Personal information

Your human resources (HR) app may manage most of your information. Try your HR app or contact your admin if you can't change your details here.



First name

Last name

Secondary email Optional

Mobile phone Optional

Cancel Save

Username **okta.onboarding@vanderbilt.edu**
Primary email **okta.onboarding@vanderbilt.edu**

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 .