## HOW TO: Verify/Update an Email Address in People First

- Go to <u>https://peoplefirst.myflorida.com/peoplefirst/index.html</u>
- Sign in with your People First ID and password.
- Click "Contact Information"



- Verify your email or update to your correct email address
- To edit, click on the "Notification Email" row and click the edit button.

🏌 People First						Log Off	
ployee		ROCKY	ROCKY D. BULL				
Employee / Contact Info	ormation						
<u>اگا</u>							
Address Type	Address	City	State	ZIP	Stop Ema	End Date	
Home Address	123 BULL AVENUE	ТАМРА	FL	33620	04/14/2023	12/31/9999	
Mailing Address	123 BULL AVENUE	TAMPA	FL	33620	04/14/2023	12/31/9999	
Notification Email	ROCKY@USF.EDU				04/14/2023	12/31/9999	

## • Update the email address and click "Save"



## • Confirmation will pop up

