CHANGING YOUR EMAIL ADDRESS

From the TC homepage click on the option, MyTC at the top of the page.
Click on the option, "Student Information System"

Enter your Teachers College ID and PIN number.

Click on Personal Information

Click on Update E-mail Address(es)

To add a new address, click on the pull down menu and select External

Click on the Submit button
Type your preferred e-mail address in the field box.

**DO NOT Check in the box to make this your preferred E-mail. YET**

Click on **Submit**.

NOTE: Columbia University

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Go back to the list of your email addresses. Click on the old address that has preferred next to it.

Uncheck where it says **Make this your Preferred address and click on SUBMIT**

Click on the new address and Check in the box to make the new address your preferred E-mail. Click on **SUBMIT**

Exit the Student Information System and close the browser.

NOTE
E-mail addresses cannot be deleted. You can only change the "Preferred" flag on or off or them.
Also note that the system accepts only one preferred account so you must uncheck the box on the current preferred E-mail if you want to enter a new one. The changes that you made to your preferred E-mail address will not reflect in ClassWeb until the next Business day.