Changing MyAccess Email Address

WVU Parkersburg has migrated to Google Apps as our email provider. To ensure an employee receives all information, the email address inside of MyAccess will need to be manually updated by the employee from the previous GroupWise Email Address.

1. Go to [http://myaccess.wvu.edu](http://myaccess.wvu.edu)

2. Click the Login button at the top of the screen

3. Log into the system using your MyID/GroupWise Username and Password and click OK at the bottom of the window

4. At the bottom, click on the myHR tab.
5. Under the myHR tab, select **Personal Information**

![Personal Information Section]

6. Locate the **Basic Details** section and click on the **Update Basic Details**

![Basic Details Section]

7. In the next window, make sure **Enter new information because of a change** is selected and click **Next** at the bottom of the screen

![Basic Details Update Window]
8. Make sure your Official WVU e-mail address is your **WVUP email address** and click **Next** at the bottom of the window.

By changing your email address to your WVUP Email address, you will receive important information from WVU sent to the correct location.