

## Updating your email address

- 1. Log into SAP Fiori using Username/Password.
- 2. Select the My Addresses Tile.



3. In My Addresses you can view/update your Permanent Residence, Work Address, Next of Kin Address and Email Address.

< 🏫 <u> </u>	My Addresses 🗸	
Lara Flynn (309	924083)	
Office of Head of Social	al Care	
Permanent Residence	Work Address Next of Kin Address	
Valid from 05.1	.11.1999 Ed	lit
Address	Communication	
c/o:	Telephone Number:	
Address Line 1:	5 Thornleigh Additional Telephone:	
Address Line 2:	Rush Email Address: laraflynn@gmail.com	
Address Line 3:		
County:	Co Dublin	
Postcode:		
Country:	Ireland	

4. To update your email address choose Edit and scroll down to Email Address.

NB: This email address is where passwords will be sent if reset and also where the passcode to log on from an external network/device will be sent

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My Addresses /						
Edit Permanent Residence						
Permanent Residence						
Address						
	c/o:					
Address Lin	e 1: 5 Thornleigh					
Address Lin	e 2:					
*Address Lir	e 3: Rush					
Cou	nty: Co Dublin			$\sim$		
Postc	ode:					
Cou	ntry: Ireland		Update Country			
O						
Communication						
Telephone Num	ber:					
Additional Teleph	one:					
Email Addr	ess: laraflynn@gmail.com		Save Email			
Validity Period						

5. Update the email address and select "Save Email" button (do not choose "Save" at the end of screen as it is not necessary for email updates).

Communication			
Telephone Number:			
Additional Telephone:			
Email Address:	laraflynn@yahoo.ie	S	ave Email
Validity Period		Email saved	
		<	ል
6. To exit My Addresses cho	ose the Back arrow	or Home Button	