Updating Personal Email Address
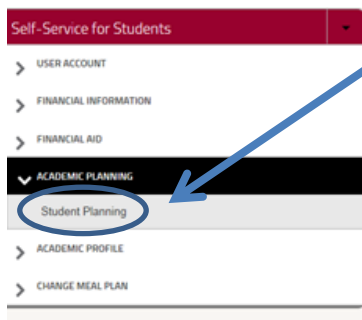
An active email address is required for continued access to your unofficial transcript.

Ursinus Email for all graduating students will be terminated weeks after graduation. As a graduating student you can retain your access to Student Self-Service (access to Unofficial Transcripts, Grades etc.) by verifying and updating your "**Personal Email**" on Student Self-Service.

Please follow instructions below to update your personal email address.

Under Self-Service for Students – Click on Student Planning

Once you are in Student Planning – Click on your Name – Click on User Profile

Under User Profile – Please add or make changes to your Personal email address if it is incorrect by clicking edit and then click **Confirm** (in the blue box) after adding/editing