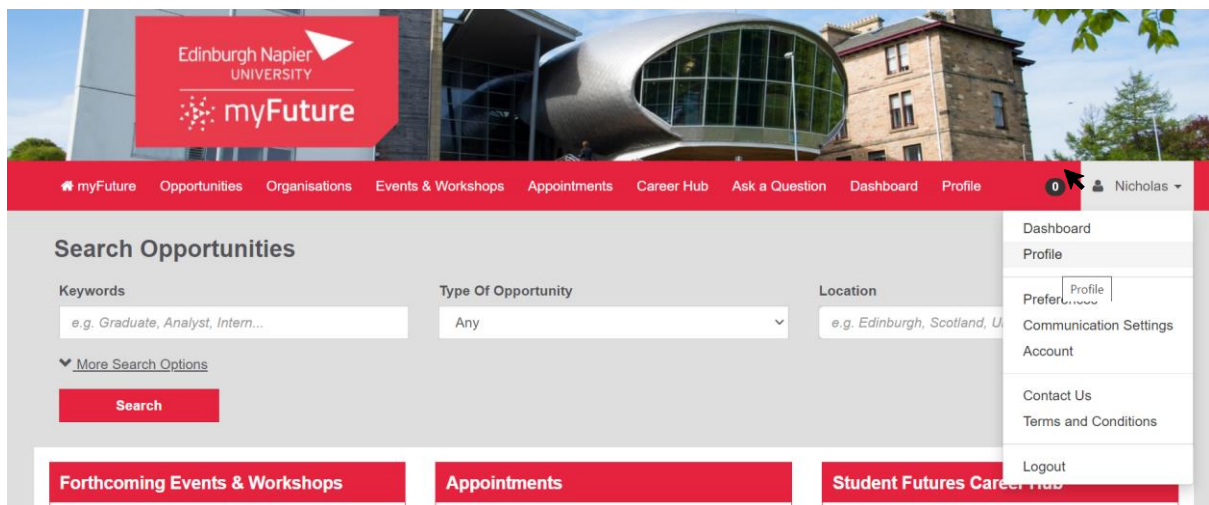


Update myFuture email address.

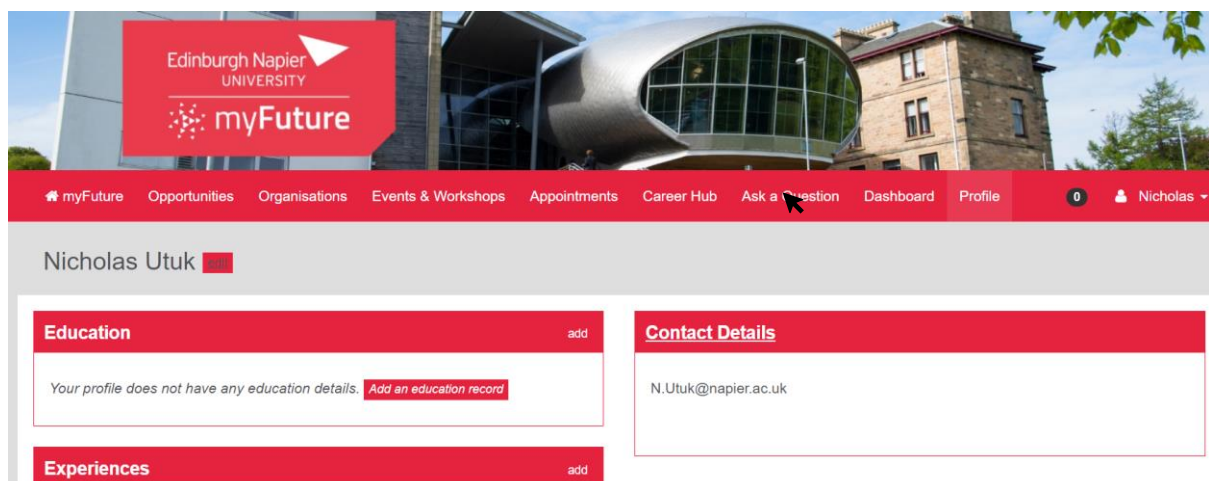
As a current student your myFuture account is tied to your student email address and remains so even after you graduate. In order to retain access to myFuture to be able to book appointments with our Careers advisers, your account needs to be updated with a personal email address.

Steps to update myFuture with your personal email address are below (**Homepage > Profile > Contact Details > Update Your Details**):

1. Homepage/Profile

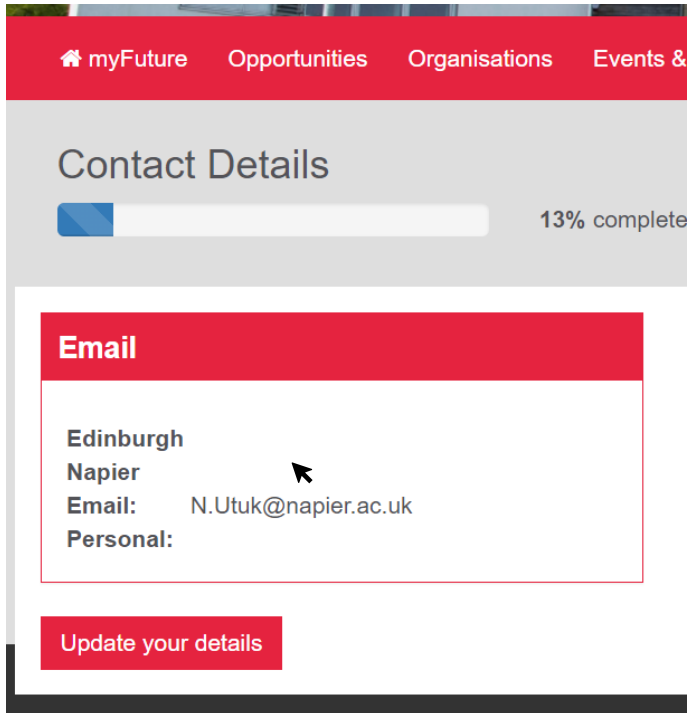


2. Contact Details



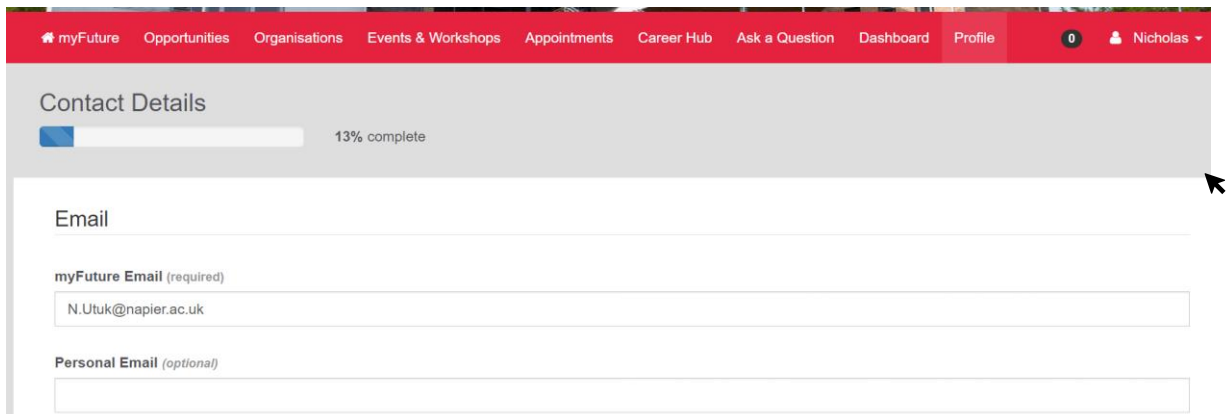
Further Steps below:

3. Update your Details.



The screenshot shows the 'Contact Details' section of the myFuture system. At the top, there is a red navigation bar with links: myFuture, Opportunities, Organisations, and Events &. Below this, the 'Contact Details' section has a grey header with a progress bar indicating '13% complete'. The main content area is titled 'Email' in a red box. Below this, there is a white box containing the following text: 'Edinburgh', 'Napier', 'Email: N.Utuk@napier.ac.uk', and 'Personal:'. A red button labeled 'Update your details' is located at the bottom of the form.

4. Contact Details



The screenshot shows the 'Contact Details' section of the myFuture system. At the top, there is a red navigation bar with links: myFuture, Opportunities, Organisations, Events & Workshops, Appointments, Career Hub, Ask a Question, Dashboard, Profile, and a user profile icon for 'Nicholas'. Below this, the 'Contact Details' section has a grey header with a progress bar indicating '13% complete'. The main content area is titled 'Email'. Below this, there are two input fields: 'myFuture Email (required)' with the value 'N.Utuk@napier.ac.uk' and 'Personal Email (optional)' which is empty. A red button labeled 'Save' is located at the bottom of the form.

Fill in the personal email field with the email address you would like to use to maintain access and then click **“Save”** at the bottom of the screen. This would allow you to maintain access to myFuture after your graduate and no longer have access to your student email.

If you encounter any issues updating your email address please email directly to myfuture@napier.ac.uk and we will be able to help.