Changing Your Secondary E-mail Using Account Monitor

1. Go to [https://portalapps.weber.edu/accountmonitor/default.aspx](https://portalapps.weber.edu/accountmonitor/default.aspx)
2. Go to “Update Existing Account” (this is underneath “Create New Account”)

3. In the textbox under “New Email,” type in the new, secondary e-mail you want to use.
4. Click “Update”

5. You will get a message saying your account was updated successfully.
6. You will get an e-mail to your secondary e-mail letting you know of the changes.