

SHARE HCM—System Profile Email Address

JOB AID



Target Audience: Helpdesk Admins, SHARE Users

Use this Job Aid to update a user's system profile email address for an **Active** user in SHARE.

NavBar: Navigator > My System Profile

The screenshot shows the 'General Profile Information' page in SHARE HCM. The page is divided into several sections: Password, Personalizations, Alternate User, Workflow Attributes, and IM Information. The 'Email' section is highlighted with a red circle 'A' around the 'Primary Email Account' checkbox. The 'Email Type' dropdown menu is highlighted with a red circle 'B'. The 'Email Address' input field is highlighted with a red circle 'C'. The 'Save' button at the bottom left is highlighted with a red circle 'D'.

- Check the **Primary Email Account** checkbox
- Select the **Work** email type
- Type in the user's email address
(i.e. new.user@state.nm.us)
- Click on the Save button



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