

Steps for Changing Preferred Email in GoArmyEd

Step 1: Log into your GoArmyEd account and click the "My Education Record" link.



Step 2: Select "Account Information" from the right hand side of the screen.



Step 3: Scroll to the bottom of the page and enter an “alternate email.” Due to the upcoming email migration in AKO we HIGHLY recommend changing your alternate email to a civilian email (Yahoo, Hotmail, Gmail or a school account). Once complete click the “Update Account Information” button.

Update Account Information

Where drop-down lists are shown, click the list and scroll to the correct choice. Click the correct choice to select it.
Note: Fields marked with an asterisk (*) are required.

Mailing Address

If you are using an APO address, make sure you have selected APO in the City field and USA in the Country field. To ensure accurate and timely delivery of eArmyU materials, any address containing a PO Box number must also include a valid street address. This restriction does not apply to individuals using the APO mail system.

Please do not include symbols or characters such as the pound sign (#), dashes (-), or any parentheses () in your mailing address as they may disrupt the shipping system and cause a delay in the delivery of your course materials.

Full Name
Amber Marie Manke

*Address Line 1
123 ANYWHERE DRIVE

Address Line 2

Address Line 3

Address Line 4

*City
YOU KNOW WHERE

*State
MN

*Country
USA

*Zip
12345

Contact Information

Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

*Primary Phone Number
123-456-7891

DSN

Alternate Phone 1

Alternate Phone 2

Alternate Email
me@yahoo.com

*Preferred Email
me@yahoo.com

Step 4: After submission, you will receive the confirmation page shown below. Click the “Return to Account Information” link.

GoArmyEd

Helpdesk Logout Search

Account Information

Your account information was successfully updated.

[Return To Account Information](#)

[Student Record](#)

[Home](#)

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Step 5: Select your preferred email address from the dropdown menu.

Money for College
GoArmyEd
College of the American Soldier
Help

and cause a delay in the delivery of your course materials.

Full Name
Amber Marie Manke

*Address Line 1
123 ANYWHERE DRIVE

Address Line 2

Address Line 3

Address Line 4

*City
YOU KNOW WHERE

*State
MN

*Country
USA

*Zip
12345

Contact Information
Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

*Primary Phone Number
123-456-7891

Alternate Phone 1

Alternate Email
me@yahoo.com

DSN

Alternate Phone 2

*Preferred Email
<SELECT>
me@vahon.com

Update Account Information

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Step 6: After you have selected your preferred email address from the dropdown menu you need to click the “Update Account Information” button.

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Full Name
Amber Marie Manke

*Address Line 1
123 ANYWHERE DRIVE

Address Line 2

Address Line 3

Address Line 4

*City
YOU KNOW WHERE

*State
MN

*Country
USA

*Zip
12345

Contact Information
Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

*Primary Phone Number
123-456-7891

Alternate Phone 1

Alternate Email
me@yahoo.com

DSN

Alternate Phone 2

*Preferred Email
<SELECT>
me@vahon.com

Update Account Information

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