



How to update account and email information in GoArmyEd

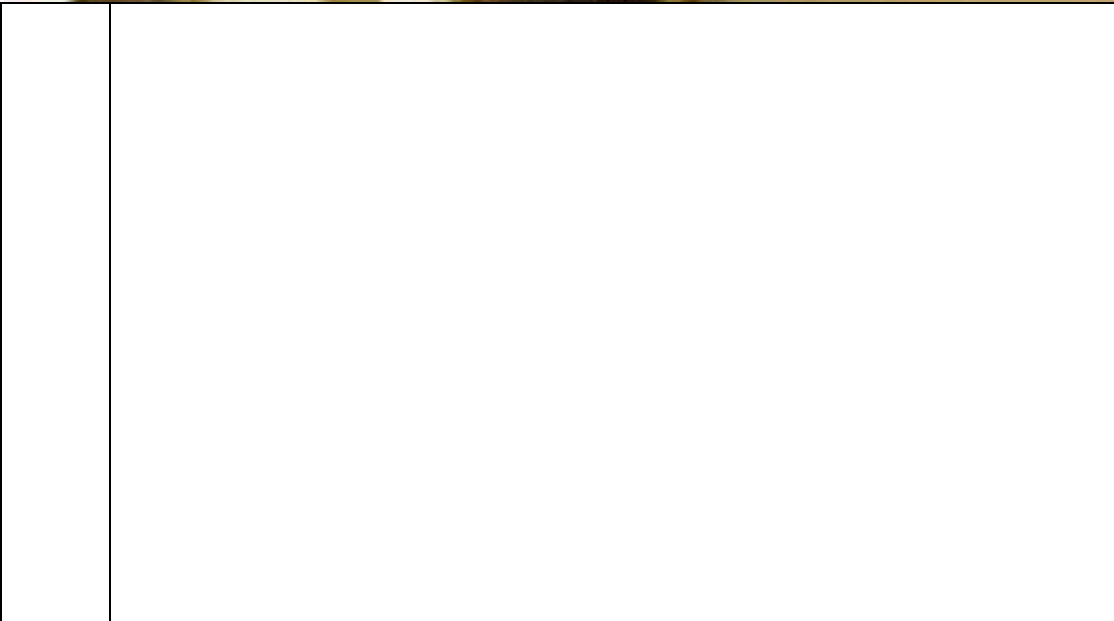
This document of the instructional video provides information on how to update account and email information in GoArmyEd.

Step	Narration	Screenshot
1.	<p>Welcome to this video tutorial on how to how to update account and email information in GoArmyEd.</p> <p>If at anytime you need to stop the video, please select the pause button.</p>	<p>The screenshot shows a black background with the GoArmyEd logo in white and gold. Below the logo, the text 'How to update account and email information in GoArmyEd' is written in white.</p>
2.	<p>Scroll to the footer section and select the “Account Information” link.</p>	<p>The screenshot shows the footer of the GoArmyEd website. It features a grid of navigation links. The 'Account Information' link is highlighted in the first column of the footer grid.</p>



GoArmyEd

Instructional Video Steps



3. The Account Information page appears.



Except for your full name, you may edit any field in the Mailing Address and Contact Information sections.

Go ArmyEd
Welcome back, SSG Theodorus Saba . (Logout)

Home Helpdesk

Account Information

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
Theodorus Saba

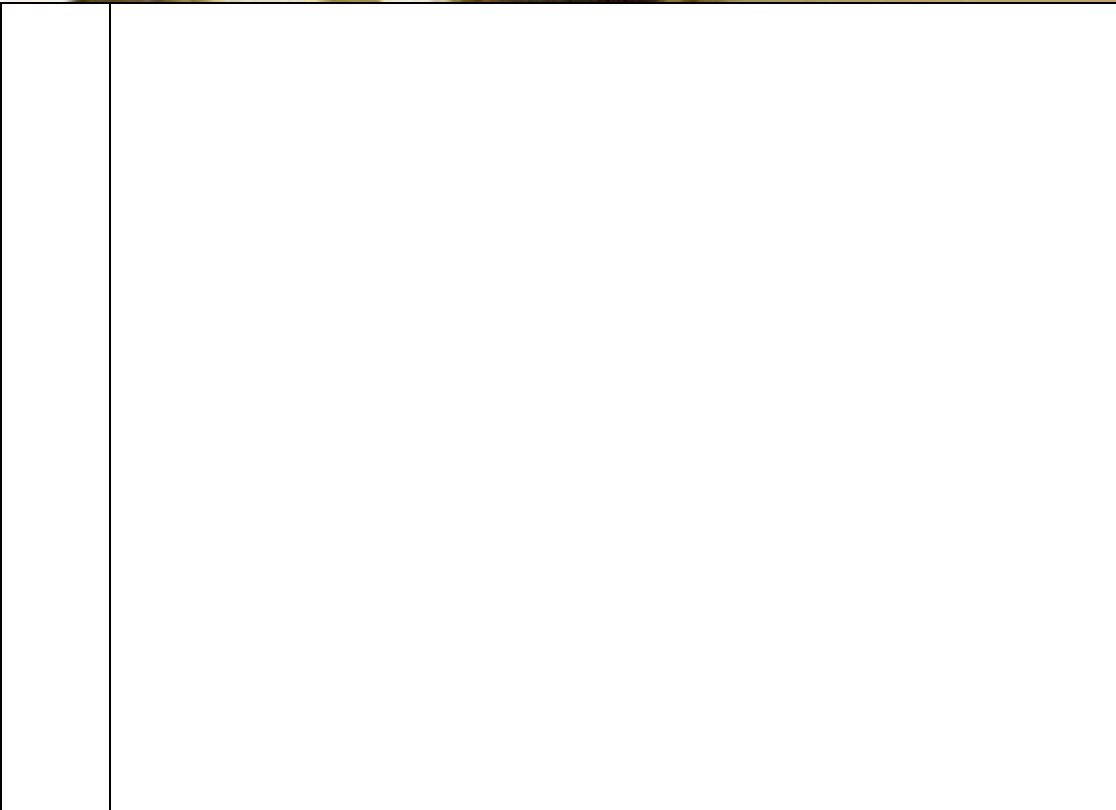
*Address Line 1: 435 Mamaroneck Av Address Line 2:
Address Line 3: Address Line 4:
*City: Alexandria *State: VA
*Country: USA *Zip/Postal Code: 22315

Contact Information

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

Primary Phone Number: 4227968318 DSX:
Alternate Phone 1: Alternate Phone 2:
Alternate Email: saba_theodorus_413297@easu.com Preferred Email: saba_theodorus_413297@easu.com

Update Account Information



Go Welcome back, SSG Theodorus Saba. (Logout)

Home Helpdesk

Account Information

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
Theodorus Saba

*Address Line 1: Address Line 2:
435 Mamaroneck Av

Address Line 3: Address Line 4:

*City: *State:
Alexandria VA

*Country: *Zip/Postal Code:
USA 22315

Contact Information

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

*Primary Phone Number: DSN:
4227968318

Alternate Phone 1: Alternate Phone 2:

Alternate Email: *Preferred Email:
saba_theodorus_413297@eau.com saba_theodorus_413297@eau.com

Update Account Information

4. If you are overseas and entering an APO address, input “APO” in the “City” field. Then, select the dropdown arrow in the “State” field and choose “AP”, “AE” or “AA”.

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
Theodorus Saba

*Address Line 1: Address Line 2:
Unit 2050 Box 74

Address Line 3: Address Line 4:

*City: *State:
APO AA

*Country: *Zip/Postal Code:
USA 09045

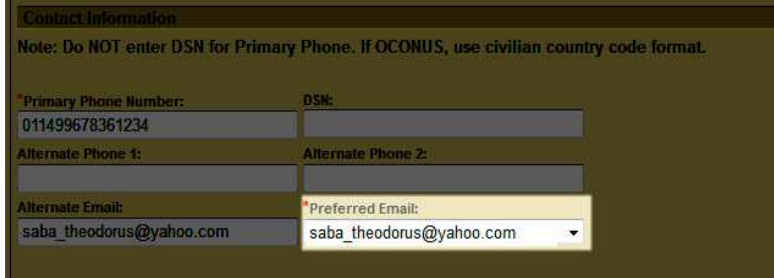


		<p>Where drop-down lists are shown, click the list and scroll to the correct choice. Click the correct choice to select it. Note: Fields marked with an asterisk (*) are required.</p> <p>Mailing Address</p> <p>If you are using an APO address, make sure you have selected APO in the City field and USA in 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.</p> <p>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.</p> <p>Full Name Theodorus Saba</p> <p>*Address Line 1: Unit 2050 Box 74 Address Line 2: Address Line 3: Address Line 4:</p> <p>*City: APO *State: AA *Country: USA *Zip/Postal Code: 09045</p>
5.	If you are entering a phone number outside the United States or Canada, include the civilian country code with the number.	<p>Contact Information</p> <p>Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.</p> <p>*Primary Phone Number: 011499678361234 DSN: Alternate Phone 1: Alternate Phone 2: Alternate Email: saba_theodorus_413297@eau.com *Preferred Email: saba_theodorus_413297@eau.com</p>



<p>6.</p>	<p>If you are entering a DSN number, include all the numbers needed to call from the United States.</p>	<p>Contact Information Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.</p> <p>*Primary Phone Number: 011499678361234 DSN: <input type="text"/></p> <p>Alternate Phone 1: <input type="text"/> Alternate Phone 2: <input type="text"/></p> <p>Alternate Email: saba_theodorus_413297@eau.com *Preferred Email: saba_theodorus_413297@eau.com</p>
<p>7.</p>	<p>To update your preferred email address, first enter the new email in the “Alternate Email” field “.</p>	<p>Contact Information Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.</p> <p>*Primary Phone Number: 011499678361234 DSN: <input type="text"/></p> <p>Alternate Phone 1: <input type="text"/> Alternate Phone 2: <input type="text"/></p> <p>Alternate Email: saba_theodorus@yahoo.com *Preferred Email: saba_theodorus_413297@eau.com</p>
<p>8.</p>	<p>Next, select the dropdown arrow in the “Preferred Email” field to view email addresses previously entered, which will now include the email address you just entered in the “Alternate Email” field.</p> <p>Select the email address you wish to display as your preferred email.</p>	<p>Contact Information Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.</p> <p>*Primary Phone Number: 011499678361234 DSN: <input type="text"/></p> <p>Alternate Phone 1: <input type="text"/> Alternate Phone 2: <input type="text"/></p> <p>Alternate Email: saba_theodorus@yahoo.com *Preferred Email: saba_theodorus_413297@eau.com</p> <p>Update Account Information</p>

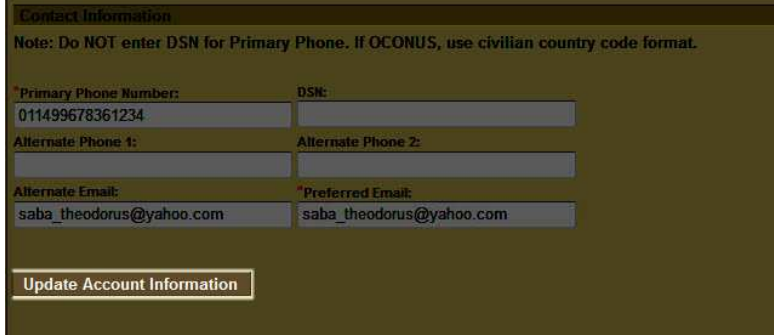
9. The email address you selected appears in the **“Preferred Email”** field.



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

*Primary Phone Number: 011499678361234 DSN: []
 Alternate Phone 1: [] Alternate Phone 2: []
 Alternate Email: saba_theodorus@yahoo.com *Preferred Email: saba_theodorus@yahoo.com

10. When you have finished editing, select the **“Update Account Information”** button, located at either the top or bottom of the page, to save your changes.

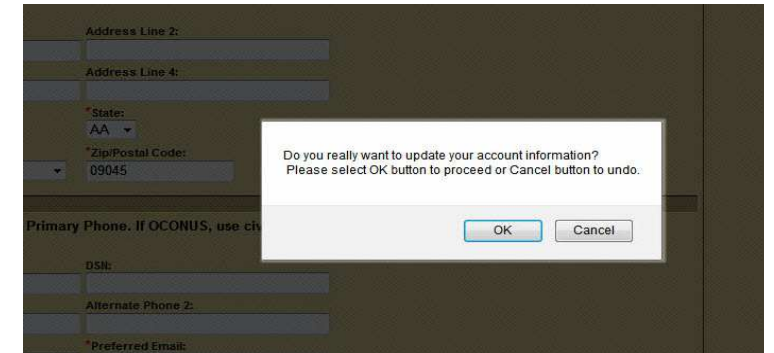


Contact Information
 Note: Do NOT enter DSN for Primary Phone. If OCONUS, use civilian country code format.

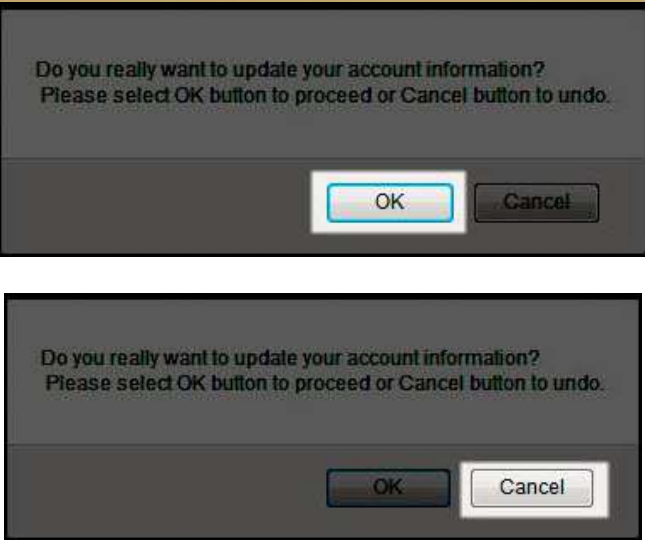

*Primary Phone Number: 011499678361234 DSN: []
 Alternate Phone 1: [] Alternate Phone 2: []
 Alternate Email: saba_theodorus@yahoo.com *Preferred Email: saba_theodorus@yahoo.com

Update Account Information

11. A pop-up message appears, asking if you want to update your account information. Select **“OK”** to proceed with saving your changes, or select **“Cancel”** to undo.



Do you really want to update your account information?
 Please select OK button to proceed or Cancel button to undo.

		
12.	The Account Information confirmation screen appears, stating your account information was successfully updated.	



		<p>The screenshot shows the GoArmyEd user interface. At the top, it says 'GoArmyEd' and 'Welcome back, SSG Theodorus Saba'. Below this are navigation links for 'Home' and 'Helpdesk'. Under the 'Account Information' section, a message states 'Your account information was successfully updated.' Below the message are three links: 'Return To Account Information', 'Student Record', and 'Home'.</p>
<p>13.</p>	<p>You may select the “Return to Account Information” link to continue editing your account information, the “Student Record” link to view your student record information, or the “Home” link to return to your GoArmyEd homepage.</p>	<p>This screenshot is identical to the one above, but with the 'Return To Account Information' link highlighted with a yellow box.</p> <p>This screenshot is identical to the one above, but with the 'Student Record' link highlighted with a yellow box.</p>



14.	<p>Thank you for taking the time to view this video. If you need further assistance, contact the GoArmyEd Helpdesk at 1-800-817-9990, 7a.m. to 7 p.m. Eastern Time, Monday thru Friday.</p>	