

SCO ACCOUNTING WEB APPLICATIONS 1

UPDATING AN E-MAIL ADDRESS..... 1

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Users are responsible for updating their own e-mail address if their name has changed or appears incorrect at the Statewide Accounting System menu. The correct e-mail address is important if the agency has enabled e-mail notifications from the applications.

After a user logs on to the SCO applications, they will see a Welcome page with their e-mail address and the applications that they can select.

1. Click **Edit** next to the e-mail address
2. Enter your correct e-mail address.
3. Click **Save**. A user may have to log off and log on to see the change.

Figure 1 - Changing your e-mail address

