**Updating/Changing a Personal E-Mail address**

**Step 1:** To register a personal e-mail address with the university, access PipelineMT by clicking the PipelineMT link on the MTSU Home Page.

**Step 2:** Enter your PipelineMT username and password.
Step 3: Open the **RaiderNet** tab

![RaiderNet Tab](image)

Step 4: Click the “**Update E-mail Address**” link on the **Personal Information** tab.

![Update E-mail Address](image)

Step 5: Double click on the current e-mail address in the **Personal Email** field

![Update E-mail Addresses](image)
Step 6: In the E-mail address field – enter a non-MTSU related e-mail address. Then click the Submit button.

Step 7: The form will be redisplay showing all current registered e-mail addresses. If these are not correct, you may update any listed except the Campus E-mail address.
Step 8: Click the **Logout** button at the top of page

![PipelineMT](Image)

**Step 8:** Click the **Logout** button at the top of page

![Image]