**Below we’ve provided the steps for making sure students preferred email addresses have been recorded in both the Brooklyn College and CUNYfirst systems (they're different so you have to check and, if necessary, change in both!).**

**Student Directions for Updating Email Addresses for Brooklyn College’s Webcentral**

Students need to check what email address is subscribed with BC Webcentral.

If the student never provided their alternate email address, their BC email will be used as the default. They can navigate to My Info, My Personal Info, Personal Email: ADD

Here are the steps for the students to check if they are enrolled in those alerts or not:  
1.            Login to BC Webcentral Portal  
  
2.            Navigate to My Info; Manage your Communication Preferences  
  
3.            Press “Update your email and text message subscriptions” button  
  
4.            Make sure “News from institutional departments” is checked off

**Student Directions for Updating Email Addresses in CUNYfirst**

Students need to update your email address in CUNYfirst AND they need to also indicate that it is their preferred email address. Instructions for how to do so are below.

In CUNYfirst

1. Navigate to Self Service > Student Center.
2. Your account information will be displayed on your Student Center screen. In the Personal Information section, use the drop down box to select “Email Addresses”. After selecting the option, click the >> button.
3. Add your new email address under “other” and check the preferred button.

If you are having issues updating, please email [esc@brooklyn.cuny.edu](mailto:esc@brooklyn.cuny.edu)