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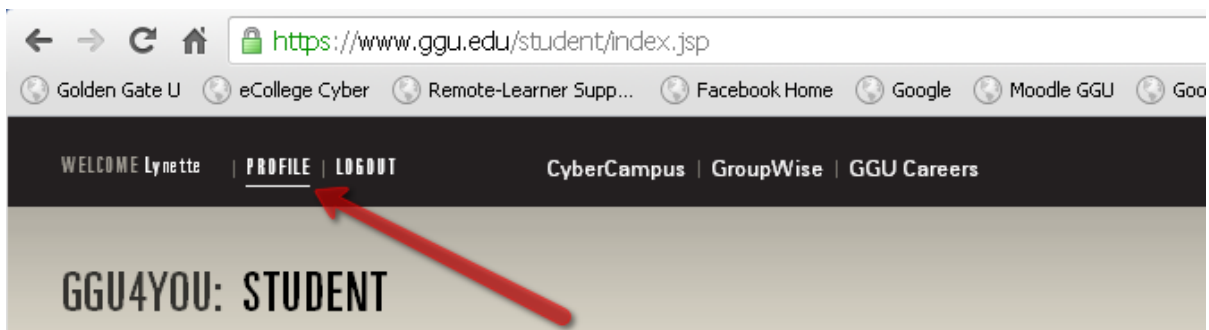


Changing your Email Address for CyberCampus and GGU: 3 Quick Steps

1. To change your official email address please log into GGU4YOU (the login is in the upper right corner of <http://www.ggu.edu>).



2. Once you are logged into GGU4YOU please click on the word "PROFILE" in the upper left corner.



3. On the PROFILE page will be a link to "Edit" your profile or "Change password". Click on "Edit" and update your email, then press the "Save" button.

PROFILE

GENERAL PROFILE

[Edit | Change password](#)

Common Name _____

Email _____

Phone Number _____

HR PROFILE

Title: _____

Office: 536 Mission Street
San Francisco ,CA 94 105
US

STUDENT SYSTEM PROFILE

Name: Webb , Lynette Catherine

Student ID: _____

E-mail _____

Address _____

[Edit address or e-mail »](#) Changes you submit will be processed within two business days.

You will not see your email revision immediately in CyberCampus. After you update your email in both places on that "Profile" page in GGU4YOU it takes approximately 2 business days to be synchronized with the CyberCampus system.

If you still do not see a change in your CyberCampus 2 business days after you'd updated it in GGU4YOU please contact cyberhelp@ggu.edu and check to see if there is any issue to see what is stopping the update.