

## **OneVU: Adding a Secondary Email**

Navigate to <u>https://onevu.vanderbilt.edu</u> in your browser.

A A A A	VANDERBILT	A Real	
	Sign In Username		
	<ul> <li>This field cannot be left blank</li> </ul>		The second
	Keep me signed in		
	Next		The
- Alton	LUX		

Login using your @vanderbilt.edu email & click Next. Then enter your password & click verify. *Note: This password is the same one you use with your VUnetID*.

Once logged in to your OneVU dashboard (as seen below) you will click your name in the top right corner for a Menu to pop up.

VANDERBILT UNIVERSITY	Q Search your apps		
My Apps       Work       Add section ①	My Apps ⓒ Work		
Notifications (1)	zoom Zaom - UAT	Box IC	entity <b>iQ</b> biPoint IdentityIQ - BETA
	① Add section		
Last sign in: a few seconds ago © 2025 Okta, Inc. Privacy	Support Help: <u>https://help.it.vanderbilt.edu/</u> (2		

n click settin	gs from the drop	down me	nu.		
VANDERBILT	Q Search your apps		)		Okta OneVU TEST
My Apps Work Add section ⊕	My Apps ⓒ Work				Okta Onboarding okta.onboarding@vander bilt.edu Settings
Notifications (1)	Zoom - UAT	Box	LidentitylQ SaiPoint IdentitylQ - BETA		Preferences Recent Activity Sign out
Last sign in: a few seconds ago © 2025 Okta, Inc.	Support Help: <u>https://help.it.vanderbilt.edu/</u> (2				

## Click on the green button that says "Edit Profile".

VANDERBILT	Q Search your apps		Oktat OneVL
My Apps Main	Account		Edit Profile
Add section (+)	Personal Information	n	Change LDAP Password
Notifications (2)	First name Last name Okta username Primary email Secondary email	Oktatestuser Alumni oktatestuser alumni@vanderbilt.edu oktatestuser alumni@vanderbilt.edu	Password requirements.  A least 8 characters  A lowercase letter  A nuppercase letter  A symbol  No parts of your username  Your password cannot be any of your last 9 password(s)  County Security Methods  Security methods help your account security when signing in to Okta and other annicitations
	Mobile phone		Okta Verify Set up
	Cost center Display name	46700 Alumni, Oktatestuser	Security Key or Blometric Authenticator
in in chu conde co	Organization	VU	
ogn m. a rew seconds ago 025 Okta, Inc. acy	vanderbiltPersonStuden ID	tEmpi 00nulinuli	End All Sessions

You will be prompted to enter your password again for autentication. Once you enter your password, click verify.

Back to Settings	A (30)	C C S	
	VANDERBILT UNIVERSITY		CAR X
Carlos Made	****		
	Verify with your password		A STATE
	Password		1 A CAN
CONTRACTOR OF	Verify		and the second
	Eorgot password?		

Now click the grey box to the right of the Profile Information section to edit the fields.

VANDERBILT UNIVERSITY	Q Search your apps	Oktatestuser ~ OneVU TEST
My Apps Main Add section ⊕	Account  Personal Information Edit	Change LDAP Password
Notifications (2)	First name     Oktatestuser       Lest name     Alumni       Okta username     oktatestuser.alumni@vanderbilt.edu       Primary email     oktatestuser.alumni@vanderbilt.edu       Secondary email	Password requirements: A I least 8 characters A lowercase letter A number A number A symbol No parts of your username Your password cannot be any of your last 9 password(s) Current password
	Mobile phone Cost center 46700 Displey name Alumni, Oktatestuser	New password       Confirm new password       Sign me out of all other devices.
Last sign in: a few seconds ago © 2025 Okta, Inc. Privacy	Orgenization VU venderbiltPersonStudentEmpi 00nullnull ID	Change Password  Security Methods

Then enter your PERSONAL email that you would like to use in the event you need to recover your account. Note: This is not complete until you go to your personal email box & verify the email by following the instructions sent from the oneVU email you will receive .

VANDERBILT UNIVERSITY	Q Search your apps		Oktatestuser OneVU TEST
<ul> <li>My Apps</li> <li>Main</li> </ul>	Account		
Add section ⊕	Personal Information	Cancel	Change LDAP Password
Notifications (2)	First name	Oktatestuser	Password requirements: • At least 8 characters • A lowercase letter
	Last name	Alumni	An uppercase letter     A number     Asymbol     No parts of your username
	Okta username	oktatestuser.alumni@vanderbilt.edu	Your password cannot be any of your last 9 password(s)
	Primary email	oktatestuser.alumni@vanderbilt.edu	Current password
	Secondary email		Confirm new password
	Mobile phone		Sign me out of all other devices. Learn more.
	Cost center	46700	Change Password
Last sign in: a few seconds ago © 2025 Okta, Inc. Privacy	Display name	Alumni, Oktatestuser	✓ Security Methods

Make sure you scroll to the bottom of the section & click Save.

VANDERBILT UNIVERSITY	Q Search your apps		Oktatestuser OneVU TEST
My Apps	Mobile phone		Sign me out of all other devices. Learn more.
Main Add section ⊕	Cost center	46700	Change Password
Notifications (2)	Display name	Alumni, Oktatestuser	✓ Security Methods
	Organization	VU	Security methods help your account security when signing in to Okta and other applications.
	vanderbiltPersonStudentEm	ll	Okta Verify Set up
	D	00nulinuli	Security Key or Biometric Authenticator Set up
	vunetid	alumnio	
			End All Sessions
		Save	For your security, you can end all active sessions on every device that has accessed your account.
			Sign out
	😵 Display Language	Edit	
Last sign in: a few seconds ago © 2025 Okta, Inc. Privacy	Language	English	
Privacy		Your default language has been automatically set	

Remember, this process is not complete until you navigate to your personal email inbox, find the email sent to you from OneVU & confirm the email address.

VANDERBILT UNIVERSITY	Q Search your apps				Oktatestuser OneVU TEST
My Apps Main	Account				
Add section $\oplus$	L Personal Information	Edit		Change LDAP Password	
Notifications (2)	First name C	Vktatestuser	Pass •	word requirements: At least 8 characters A lowercase letter	
	Last name A Okta username o	lumni ktatestuser.alumni@vanderbilt.edu		An uppercase letter A number A symbol No parts of your username	
	Primary email o	ktatestuser.alumni@vanderbilt.edu	•	Your password cannot be any of your last 9 password(s)	
	Secondary email Check the email sent to onboar email.	ding@gmail.com to confirm it as your secondary		urrent password	
	Mobile phone		Co	onfirm new password	
	Cost center 4	6700	0	) Sign me out of all other devices. Learn more.	
	Display name A	lumni, Oktatestuser			
Last sign in: a few seconds ago	Organization V	U		Change	Password
© 2025 Okta, Inc. Privacy	vanderbiltPersonStudentEmpl 0 ID	Onulinuli	✓ 3	Security Methods	