### GOAEMAL: Email Address Form

#### General Information
This form allows users to locate every email address on record for an individual, whether it be a personal email address, an ODU Staff/Faculty address, or an ODU Student Address. This information may also be accessed in the Email Tab of the General Person Identification [SPAIDEN] Form. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

#### How to View an Individual's Email Addresses in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Access the Email Address [GOAEMAL] Form.</td>
<td>Type GOAEMAL into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td><strong>2.</strong> In the key information area, type in the person’s University Identification Number (UIN).</td>
<td>Use the Go Button to load the person’s email address(es). Go Button or Down Arrow</td>
</tr>
</tbody>
</table>
| **3.** The individual’s email addresses are categorized by Email Type *(see Email Type Codes/Description in the Helpful Tips & Tricks Column)* | *Email Address Codes:*  
  - ODUF – ODU Faculty/Staff Email  
  - ODUS – ODU Student Email  
  - EMAL – Personal Email Address  
  - NONO – Non-ODU Email Address  
  **TIPS & TRICKS:** Other email Address Codes/Descriptions may be found by clicking the Search Button next to the Email Type Field: |
| ➢ If more than one email address is listed for an individual, they will be organized as individual records. Be sure to scroll through all records to view the appropriate Email Address!  
  ➢ The first email address to be displayed is usually the preferred, primary email address. | ODU Home Screen Button: |
| **4.** When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen. | |

#### Helpful Tips & Tricks:

- Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- **If you notice incorrect information on this form, DO NOT CORRECT IT YOURSELF!** Contact the ITS Help Desk at 683-3192!
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer

#### GOAEMAL Sample Screenshot:

**HELPFUL TIPS & TRICKS:**

*The basic email structure is as follows:*

**Staff/Faculty Email** = 1st Initial of your FIRST Name, 1st 7 Letters of your last name (i.e.: adunlap@odu.edu)

**Student Email** = 1st Initial of your FIRST Name, 1st 4 letters of your LAST name, and the next consecutive 3-digit number code (i.e.: adunl026@odu.edu)