




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:

Actions and Steps	Helpful Tips & Tricks
1. Access the Email Address [GOAEMAL] Form .	Type GOAEMAL into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's email address(es).	Go Button or Down Arrow  
3. The individual's email addresses are categorized by Email Type *(see <i>Email Type Codes/Description in the Helpful Tips & Tricks Column</i>) <ul style="list-style-type: none"> ◆ If more than one email address is listed for an individual, they will be organized as individual records. <i>Be sure to scroll through all records to view the appropriate Email Address!</i> <ul style="list-style-type: none"> ➤ The first email address to be displayed is usually the preferred, primary email address. 	*Email Address Codes: <ul style="list-style-type: none"> • ODUF – ODU Faculty/Staff Email • ODUS – ODU Student Email • EMAL – Personal Email Address • NONO – Non-ODU Email Address TIPS & TRICKS: <i>Other email Address Codes/Descriptions may be found by clicking the Search Button next to the Email Type Field:</i> <input type="text" value="..."/>
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.	ODU Home Screen Button: 

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.: adun1026@odu.edu)

