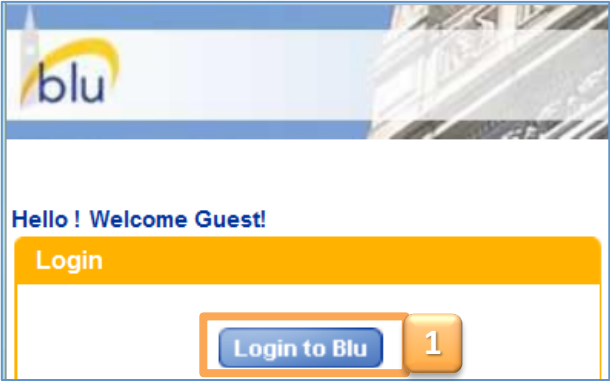
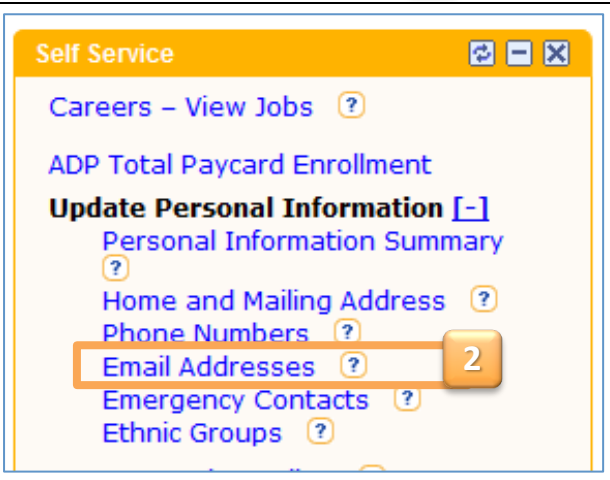
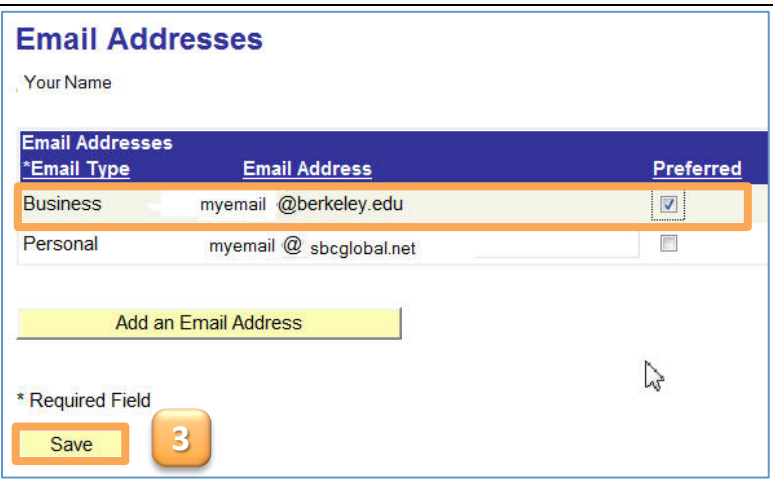


Receive CalTime Notifications at your Preferred Email

CalTime notifications are sent to the email address designated as “preferred” in Blu. The Payroll Personnel System (PPS) also uses this preferred email. To change where notifications are sent, you need to manually enter your preferred email.

<p>1</p>	<p>Login to Blu at blu.berkeley.edu with your CalNet ID and Passphrase.</p>													
<p>2</p>	<p>In the Self Service pane, under Update Personal Information, click Email Addresses.</p>													
<p>3</p>	<p>Check the Preferred box for the email address you want to designate.</p> <ul style="list-style-type: none"> If the address you want to use is not listed, click Add an Email Address. <p>NOTE: You must click Save for your changes to take effect.</p>	 <table border="1" data-bbox="678 1486 1425 1619"> <thead> <tr> <th colspan="3">Email Addresses</th> </tr> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>myemail @berkeley.edu</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Personal</td> <td>myemail @ sbcglobal.net</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Email Addresses			*Email Type	Email Address	Preferred	Business	myemail @berkeley.edu	<input checked="" type="checkbox"/>	Personal	myemail @ sbcglobal.net	<input type="checkbox"/>
Email Addresses														
*Email Type	Email Address	Preferred												
Business	myemail @berkeley.edu	<input checked="" type="checkbox"/>												
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