

# Viking Student System

How to Update Personal Email Address in the Viking Student System

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FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Updating Personal Email Address

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In this tutorial, you will learn how to:

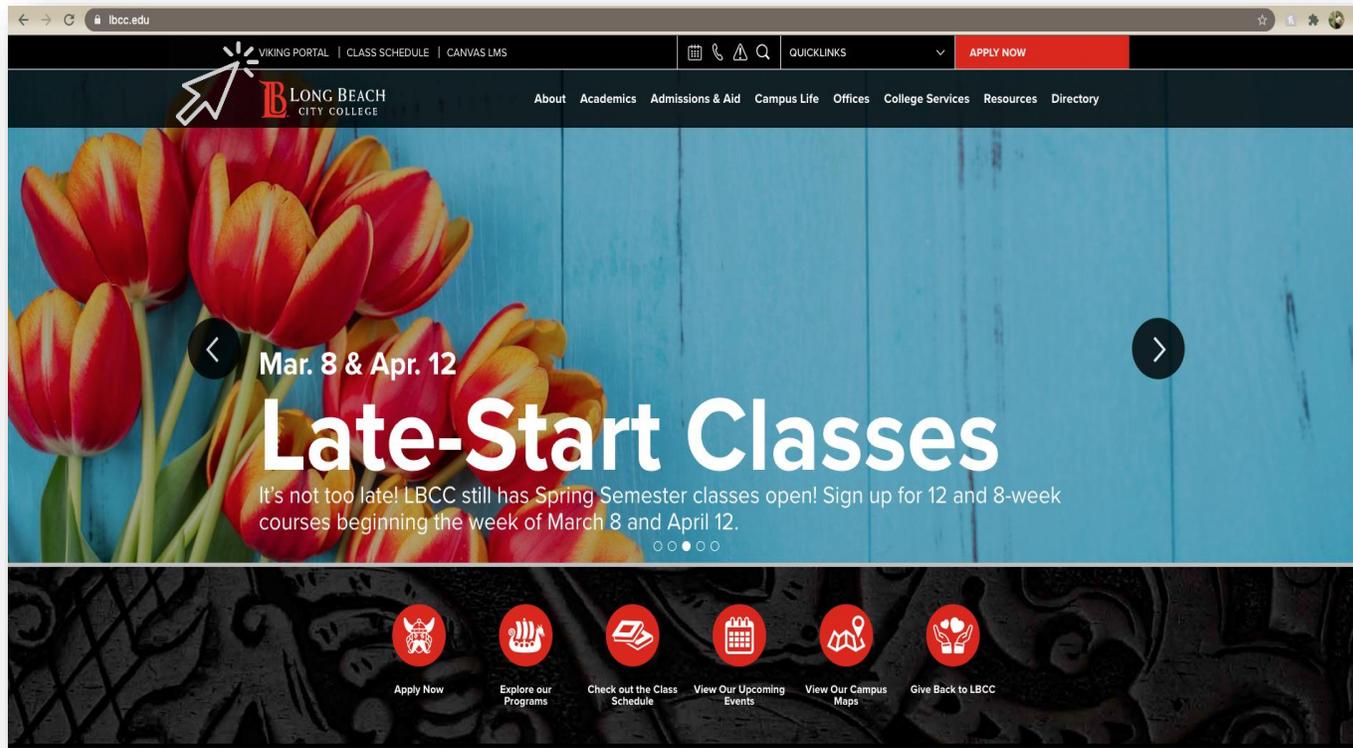
- Update your personal email address within the Viking Student System.

Please have the following information on standby:

- Student ID Number
- Password for Viking Portal
- New Personal Email Address

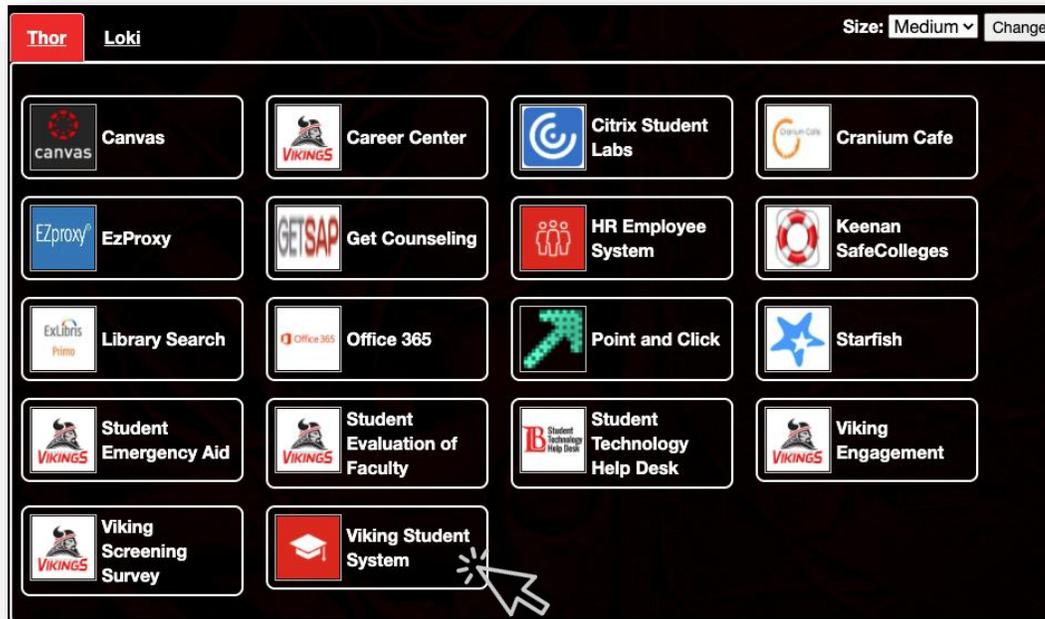
# Updating Personal Email Address

**Step 1:** Login to Viking Portal using your username and password.



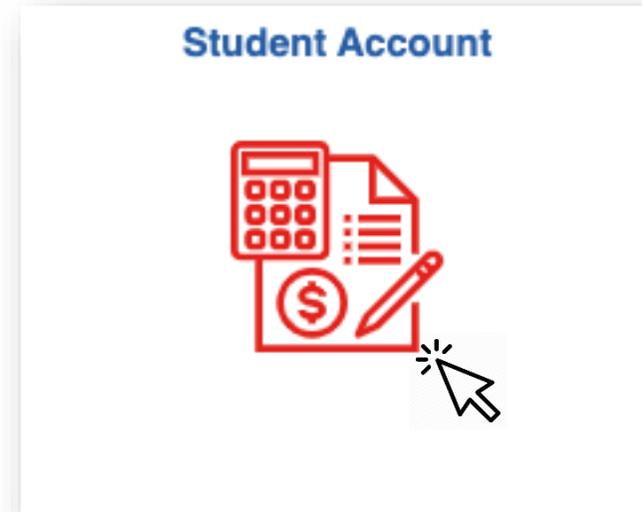
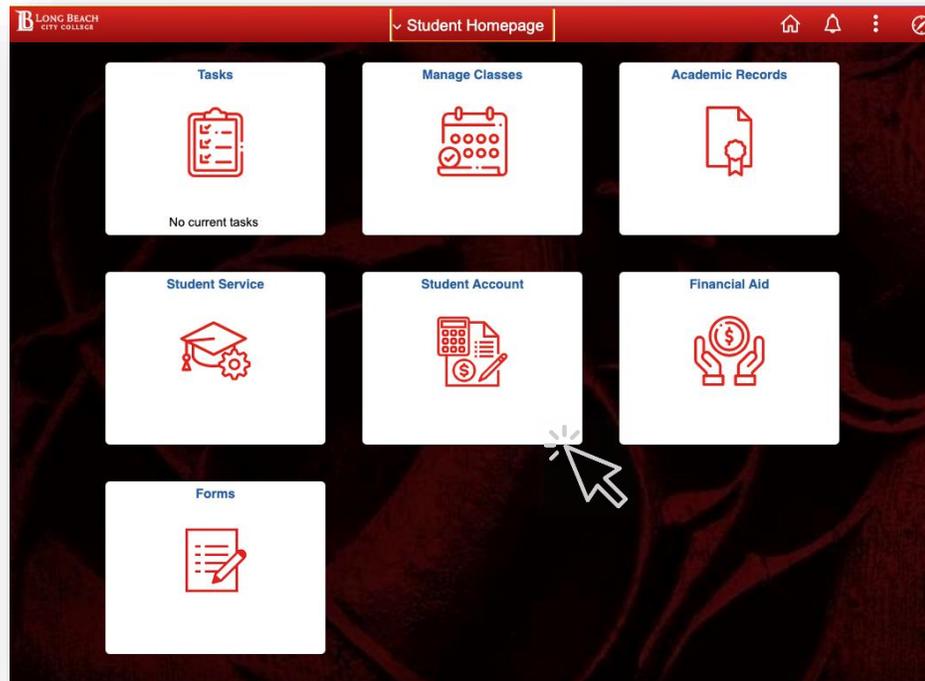
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**Step 2:** From the 'Thor' menu option, select Viking Student System.



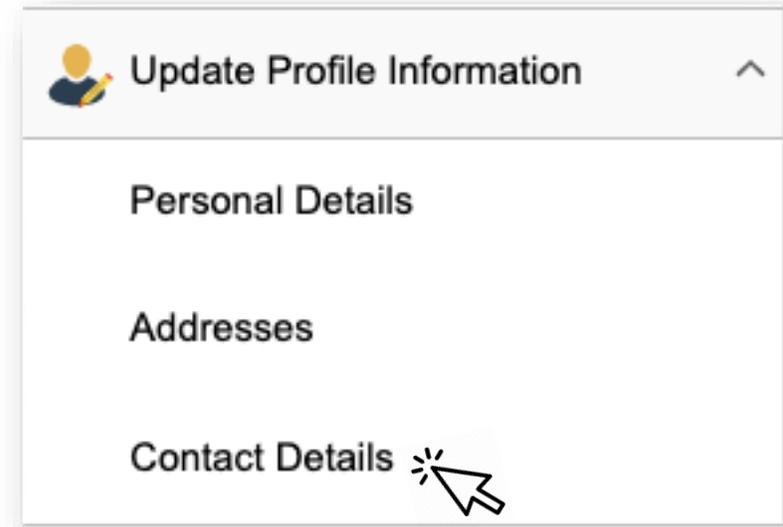
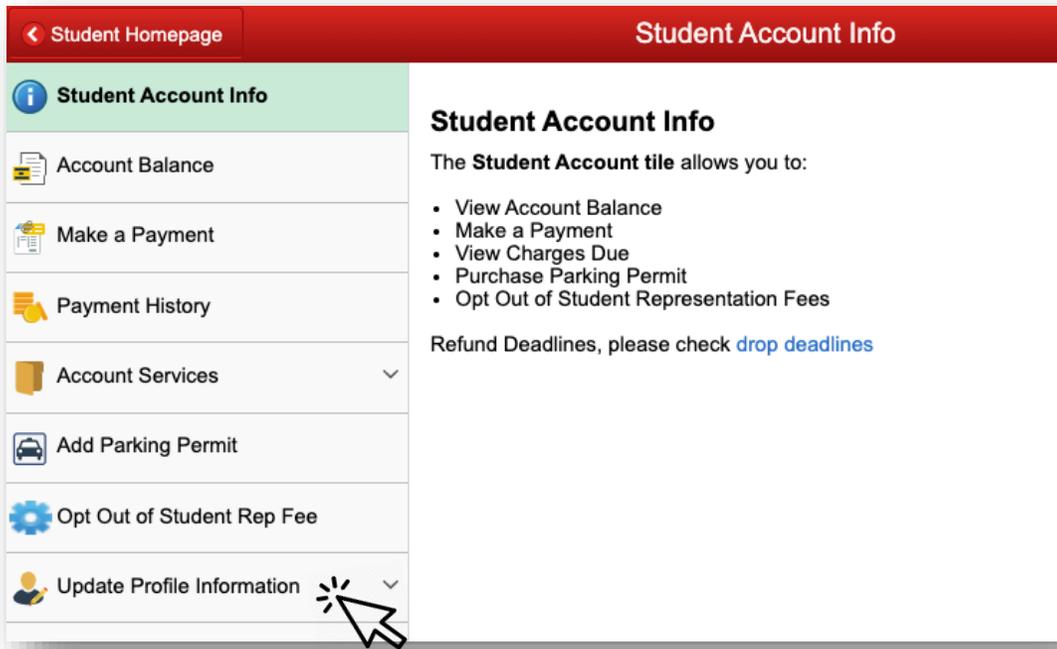
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**Step 3:** From the student homepage, select the **Student Account** tile.



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**Step 4:** From the menu options located on the left-hand side, select **Update Profile Information** option. Then, select **Contact Details** option.



# Updating Personal Email Address

**Step 5:** Click on your personal email address and replace it with the new one. When finished, click on the **save** button.

**Contact Details**

**Email**

Email	Type	Preferred	
oleviking@mail.com 	No Marketing	✓	>
oleviking93@student.lbcc.edu	Campus		>
oleviking@mail.com	Home		>

**Edit Email**

Cancel Save 

Type Home

\*Email

 Preferred

# Questions



If you run into any issues, or have questions, feel free to reach out to us!

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
- Phone: **(562) 938-4250**
- Email: [sthd@lbcc.edu](mailto:sthd@lbcc.edu)
- Chat: <https://www.lbcc.edu/post/chat-sthd>