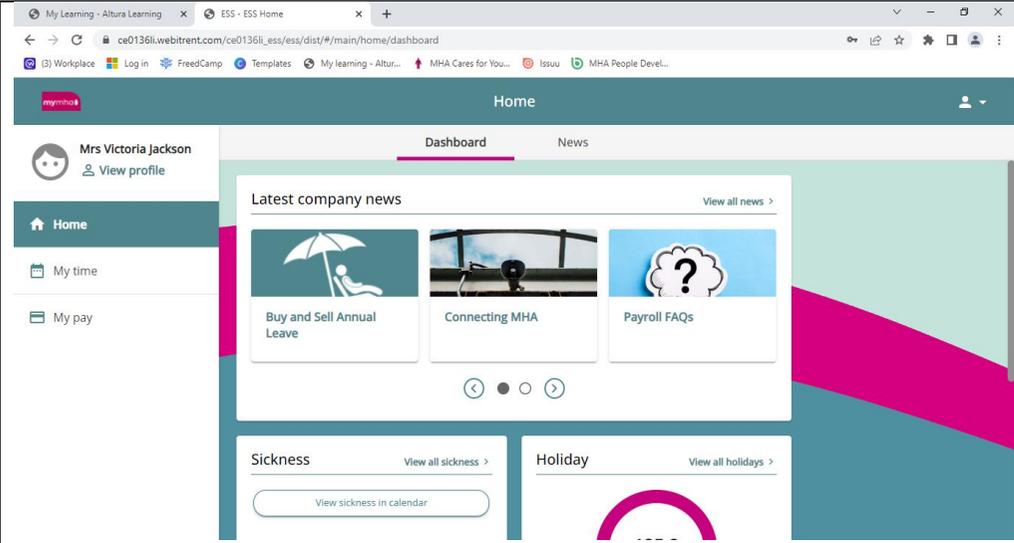
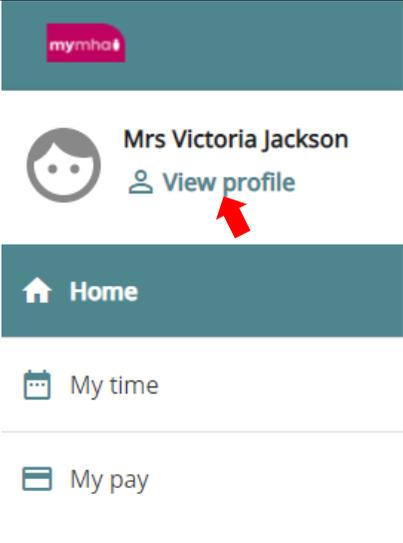


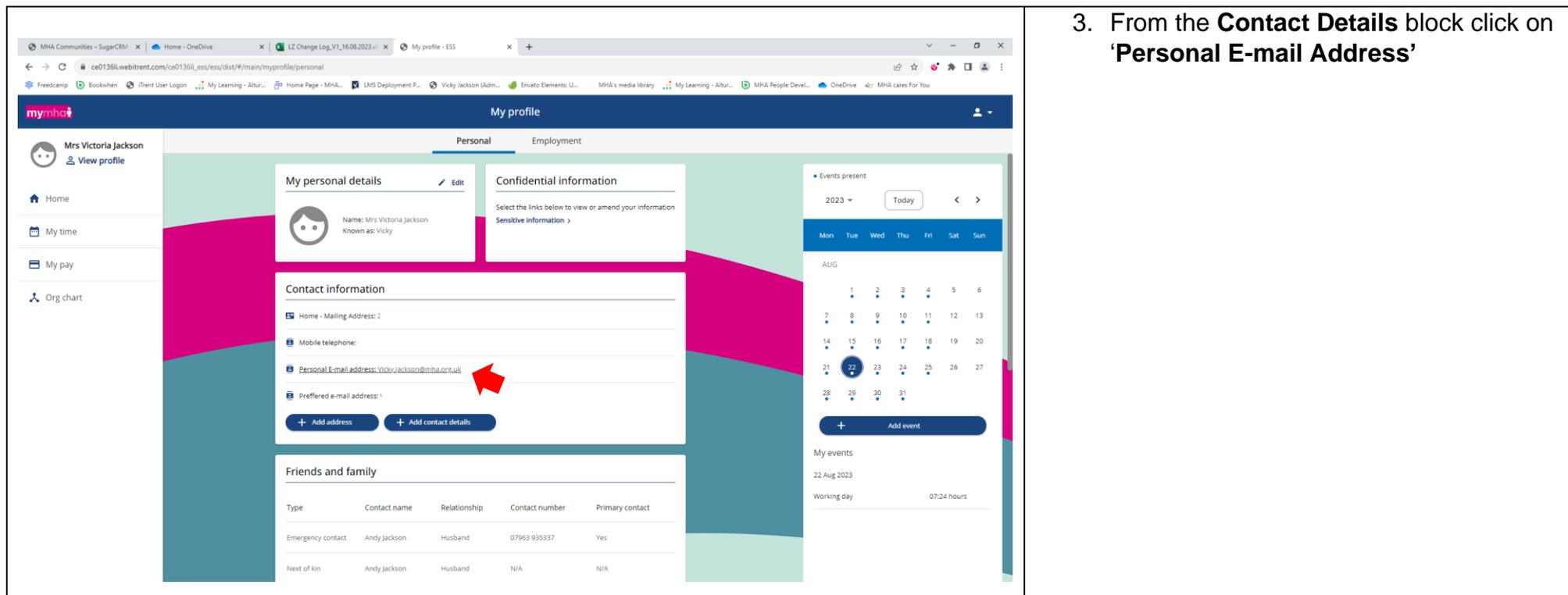
Adding a Personal email address to MyMHA so it appears in the Learning Zone

This guide provides instructions on how you can add a personal contact email address in your MyMHA account to enable this to be imported automatically into the Learning Zone.

	<p>1. Log into MyMHA</p>
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 <p>mymha</p> <p> Mrs Victoria Jackson  View profile</p> <p> Home</p> <p> My time</p> <p> My pay</p>	<p>2. Select 'View profile' from under your name on the right hand side of the screen</p>
--	--

3. From the **Contact Details** block click on **'Personal E-mail Address'**



My personal details [Edit](#)

Name: Mrs Victoria Jackson
Known as: Vicky

Confidential information

Select the links below to view or amend your information
[Sensitive information >](#)

Contact information

Home - Mailing Address: 2

Mobile telephone:

Personal E-mail address: Vickyjackson@mha.org.uk

Preferred e-mail address: 1

[+ Add address](#) [+ Add contact details](#)

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Andy Jackson	Husband	07963 935337	Yes
Next of kin	Andy Jackson	Husband	N/A	N/A

Events present

2023 Today < >

Mon Tue Wed Thu Fri Sat Sun

AUG

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

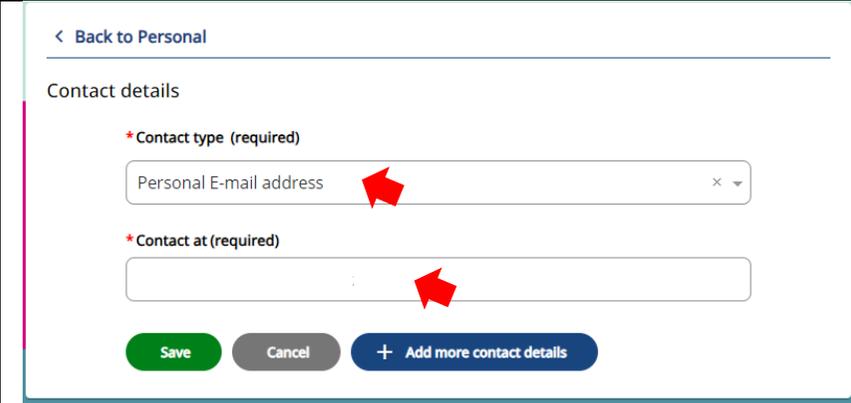
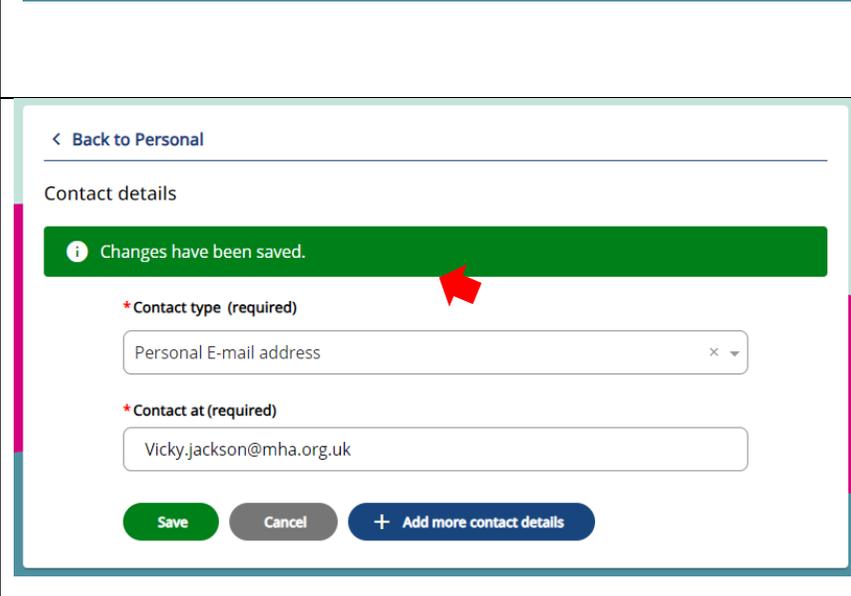
28 29 30 31

[+ Add event](#)

My events

22 Aug 2023

Working day 07:24 hours

		<ol style="list-style-type: none"> 4. Ensure that 'Contact type (required)' is selected as 'Personal E-mail address' 5. Enter the email address in the 'Contact at (required)' field that you would like to the Learning Zone to use for all email correspondences. 6. This can be a personal email address or a work one. 7. Click 'Save'
		<ol style="list-style-type: none"> 8. Ensure the green 'Changes have been saved' banner is displayed 9. Exit MyMHA 10. Your email address will now be imported to the Learning Zone on the next working day.