

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.

| My Learning - Altura Learning X ③ ESS - ESS Home X + | | | v – 0 X | |
|--|---------------------------------------|-----------------------------------|---------------------|---------------|
| ← → C | | | | 아 순 ☆ 🗦 🖬 😩 : |
| 🔞 (3) Workplace 🚦 Log in 🏶 FreedCamp | o 🕜 Templates 🔇 My learning - Altur 🛉 | MHA Cares for You 💿 Issuu 💿 MH | A People Devel | |
| mymhai | | | 1 * | |
| Mrs Victoria lackson | | | | |
| 😳 😤 View profile | _ | | | |
| | Latest company news | | View all news > | |
| 🔒 Home | | | | |
| 📅 My time | | 0 | 23 | |
| | | - K | | |
| 🗖 Му рау | Buy and Sell Annual Leave | Connecting MHA | Payroll FAQs | |
| | | | | |
| | | $\bigcirc \bullet \circ \bigcirc$ | | |
| | | | | |
| | Sickness view | all sickness > Holiday | View all holidays > | |
| | | | | |
| | view sickness in calendar | | | |
| | - | | | |



| mymhat | | 2. Se na | elect ' View profile' from under your me on the right hand side of the screen |
|----------------------|---|-------------|---|
| Mrs Victoria Jackson | | | |
| ↑ Home | | | |
| 😇 My time | | | |
| 🖻 Му рау | - | | |



| | | | | | | | | | | 3. | From the C | ontact De | tails block o | lick on |
|--|-----------------------------------|---|------------------------|-------------------------------------|-----------------------------|-------------------------|--------------------------------------|-------------------------|---------------|------------|------------|-----------|---------------|---------|
| 🗞 MHA Communities - SugarCRM I X 💩 Home - OneDrive X 🔯 L2 Change Log, V1, 16.08.2023.xi X 🔇 My profile - ESS X + V - G | | | | | | | | ~ - Ø × | | Personal I | E-mail Add | dress' | | |
| ← → C 🔒 ce0136li.webitrent.com | n/ce0136li_ess/ess/dist/#/main/my | profile/personal | _ | _ | | | | 1 | ය 🖈 💰 🗯 🖬 🏝 ፤ | | | | | |
| 🐺 Freedcamp 🐚 Bookwhen 🚷 iTrent Us | er Logon 📑 My Learning - Altur | Home Page - MHA | LMS Deployment P | Vicky Jackson (Adn | n 🏉 Envato Elements: U | MHA's media library 👖 N | lly Learning - Altur 💿 MHA People De | el 📥 OneDrive 🏼 🎝 MHA (| cares For You | | | | | |
| my mha i | | | | I | My profile | | | | ± - | | | | | |
| Mrs Victoria Jackson | | | | Personal | Employment | | | | | | | | | |
| | | My personal d | etails | 🖌 Edit | Confidential info | mation | | Events present | | | | | | |
| A Home | | Name: Mrs Victoria Jackson Known as: Victy | | Select the links below to view or a | w or amend your information | nend your information | 2023 - Toc | Today < > | | | | | | |
| 🗂 My time | | | n | Sensitive information > | | | Mon Tue Wed | Thu Fri Sat Sun | | | | | | |
| 🖿 Му рау | | | | | | | | AUG | | | | | | |
| 🙏 Org chart | | Contact information | | | | | | 1 2 | 3 4 5 6 | | | | | |
| | | 🕒 Home - Mailing Ad | idress: 2 | | | | | 7 8 9 | 10 11 12 13 | | | | | |
| | | Mobile telephone | | | | | | 14 15 16 | 17 18 19 20 | | | | | |
| | | Personal E-mail a | ddress: Vicky.jackson@ | omha.org.uk | | | | 21 22 23 | 24 25 26 27 | | | | | |
| | | Preffered e-mail a | ddress:) | | | | | 28 29 30 | 31 | | | | | |
| | | + Add address + Add contact details | | | | | | + ~ | dd event | | | | | |
| | | | | | | | | My events | | | | | | |
| | | Friends and fa | mily | | | | | 22 Aug 2023 | | | | | | |
| | | Туре | Contact name | Relationship | Contact number | Primary contact | | Working day | 07:24 hours | | | | | |
| | | Emergency contact | Andy Jackson | Husband | 07963 935337 | Yes | | | | | | | | |
| | | Next of kin | Andy Jackson | Husband | N/A | N/A | | | | | | | | |
| | | | | | | | | | | | | | | |



| < Back to Personal | 4. Ensure that 'Contact type (required)' is selected as 'Personal F-mail address' |
|--|---|
| Contact details | |
| *Contact type (required) | 5. Enter the email address in the 'Contact |
| Personal E-mail address × 🗸 | at (required)' field that you would like to |
| * Contact at (required) | the Learning Zone to use for all email correspondences. |
| | |
| Save Cancel + Add more contact details | This can be a personal email address or a work one. |
| | 7. Click 'Save' |
| | 8. Ensure the green 'Changes have been |
| < Back to Personal | saved' banner is displayed |
| Contact details | |
| Changes have been saved. | 9. Exit MyMHA |
| *Contact type (required) | |
| Personal E-mail address × 💌 | 10. Your email address will now be imported |
| * Contact at (required) | to the Leanring Zone on the next working |
| Vicky.jackson@mha.org.uk | udy. |
| | |
| Save Cancel + Add more contact details | |
| | |