

# Change your registered work email address

## Change your registered work email address ([suomeksi](#))

How to change your Eduuni-ID work email address

You can change your Eduuni-ID work email address by doing the Eduuni-ID registration again. Registration can be found at <http://id.eduuni.fi/signup/>.

### Changing the username of your email address

If you change the username of your email address (part before @ sign), your Eduuni-ID account remains the same. Also your permissions remains the same in the Eduuni-services. Wait about 15 minutes after you have registered your new email address so that it has been updated to the Eduuni-services. You'll get a new email message when update is completed.

### To change the username of your Eduuni-ID email address

1. Go to Eduuni-ID's registration <http://id.eduuni.fi/signup/> and select Start Sign up.
2. If needed, select your sign in method and sign in. Use the same sign in method as before or a new Eduuni-ID account is created for you.
3. After sign in you'll see your current Eduuni-ID user info.
4. Change your work email address and save information. You can also change other information at the same time.
5. Confirm your work email address change if needed\* by selecting a link from email confirmation message.
6. Close all open browser windows so that your current Eduuni sign in information is deleted and you can sign in with new information.

\*When using Haka-, Virtu and Office 365 (Azure AD) -sign-in methods the email address doesn't need to be confirmed if the same email address information is sent from sign-in server.



If you changed the username of your email address, wait about 15 minutes before signing in to the Eduuni-services in order to populate the changes to the Eduuni-services. You'll get an email message when your email address has updated to the Eduuni-services.

## Changing the domain name of your email address

If you change your email domain (part after @ sign), your current Eduuni-ID account will be deleted and a new Eduuni-ID account is created for you. Your current permissions doesn't move to your new account. You'll have to ask permissions to sites you need again from the site owner.



If your organisation is Finnish higher-education institution or in the Ministry of Education and Culture's administrative sector and your organisation's email domain has changed, contact Eduuni-support or your organisation's Eduuni admin. Email domain change can then be made without deleting current account and redefining permissions.

## Changing the Eduuni-ID email address when organisation's domain changes

This guideline may only be used when the domain change has been enabled in Eduuni-ID (AB).




If you have already created an account with the new email address, the change by this guideline is not possible. You may ask permissions to your new account from the site owner. Contact your organisation's Eduuni-administrators or IT support if needed.

It's important to do these following two steps (Part 1 & Part 2) separately, so that the account remains the same.

### Step 1

1. Go to Eduuni-ID's registration <http://id.eduuni.fi>
2. Select "Sign in".
3. If needed, select your sign in method and sign in. Use the same sign in method as before. Otherwise a new Eduuni-ID account is created for you.
4. After sign in you'll see your current Eduuni-ID user info. **NB! If you don't see your information on the form, please do not fill in your new email address at this point. Contact your organisation's Eduuni-administrators or IT support if needed.**



### Register your email address

User Profile

Sign in History

Email:

Type your email address here in a well-known format (firstname.lastname@organisation.com). Confirmation message will be sent to this address.

First Name:

Last Name:

Organisation:

By signing up, you agreed to [Eduuni Terms of Use](#).

Save

Privacy Policy

Terms of Use

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5. Change your email address:



## Register your email address

User Profile

Sign in History

Email:

Type your email address here in a well-known format (firstname.lastname@organisation.com). Confirmation message will be sent to this address.

First Name:

Last Name:

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Save

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6. Save



## Register your email address

User Profile

Sign in History

Are you sure you want to change your email address?

A new Eduuni-ID with the new email address will be created for you. The Eduuni-ID associated with the current email address will be deleted. You will lose access rights, profile information and personal files or sites in Eduuni-services or other Eduuni-ID based services.

Confirm or cancel the email address change.

Uusi sähköpostiosoite:

Vanha sähköpostiosoite:

Confirm

Cancel

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7. Click "Confirm"



Register your email address

User Profile

Sign in History

**Confirmation email has been send to your email.**

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8. Confirm the change by selecting a link from email confirmation message (or copy the link to the browser if needed)



Hi,

Your Eduuni-ID account is almost ready. You still need to confirm your email address by clicking the link below:

[Confirm email address](#)

You can also copy the following link directly to your browser:

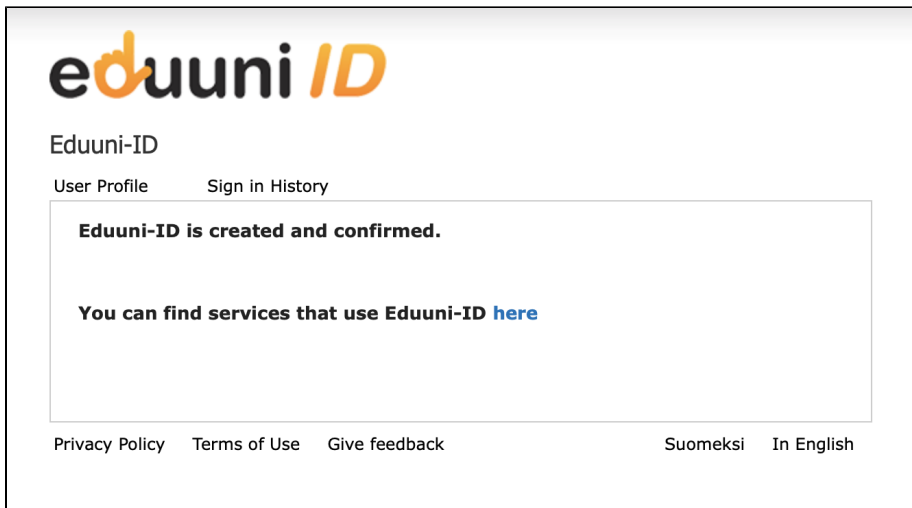
<https://registration.eduuni.fi/?id=504c1bdd-6631-4aeb-be8f-ecdaeb92fde3>

Kind regards,

Eduuni-team

CSC - IT Center for Science Ltd.

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9. Close all open browser windows so that your current Eduuni sign in information is deleted. **Please wait at least 15min** before \* signing in to Eduuni so that the new email address updates to the services.  
After that you can proceed to Step 2.

\*After Step 1 you can sign in with the same sign in method as before.

**Step 2: Changing the sign in method:**

[Changing the sign-in method](#)

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