Guide: Update Your Email on Brooklyn College's WebCentral Portal
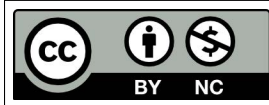
Let's update the email address on WebCentral Portal to properly receive emails from college!

1. Go to https://portal.brooklyn.edu/, the WebCentral Portal (see Figure 1.)

Figure 1: The WebCentral Portal (by Miriam Briskman, licensed under CC BY-ND 4.0)

2. Log into your WebCentral account using the **LOG IN** button at the top of the webpage. Otherwise, click " Create an Account" to create one (see Figure 2.)

Figure 2: The Portal's Login Page (by Miriam Briskman, licensed under CC BY-ND 4.0)

3. Click the **MY INFO** option on the left-hand side vertical menu.

4. Look at the **My Personal Info** table. Take a note of the email address on the 6th row (**PERSONAL EMAIL**) (see Figure 3.)

Figure 3: **PERSONAL EMAIL** on the **MY INFO** tab (by Miriam Briskman, licensed under CC BY-ND 4.0)

5. If no email address is listed, or if you do not recognize the listed email address:

    (a) Click on **Change** (see Figure 3.)

    (b) On the new screen, enter your preferred email address next to **NEW EMAIL ADDRESS** (see Figure 4.)

    (c) Click **Submit** to save the change.

6. If you DO recognize the address, leave it as is.

Figure 4: Enter The New Address (by Miriam Briskman, licensed under CC BY-ND 4.0)

That's all!

Make sure you frequently access this email so that you don't miss any important emails sent from your instructors and from Brooklyn College! :)

Need Any Help?

If you don't have access to your WebCentral Portal account, either because you've never used it before or forgot your password, please contact the Brooklyn College IT Help Desk office by either:

- Email: helpdesk@brooklyn.cuny.edu

- Phone: (718) 951-4357 [Press 3 for WebCentral Portal questions.]
  Phone's operational hours are: Monday–Thursday, 8 a.m.–8 p.m.; Friday 9 a.m.–5 p.m.

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