1. Check your faculty profile. <u>https://profiles.umassmed.edu/search/</u>

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3. Request a change to your email address. Fill out the Preferred Email Change Request Form: <u>https://umassmed.co1.qualtrics.com/jfe/form/SV_8iHpYpMhE42rDhQ</u>

Please note that your preferred email for UMass Chan can NOT be a personal email. It must be an *institutionally affiliated professional email address*. Your chosen email address will appear on your public faculty profile.