

How to view your current email address and mailing address on my.btech.edu

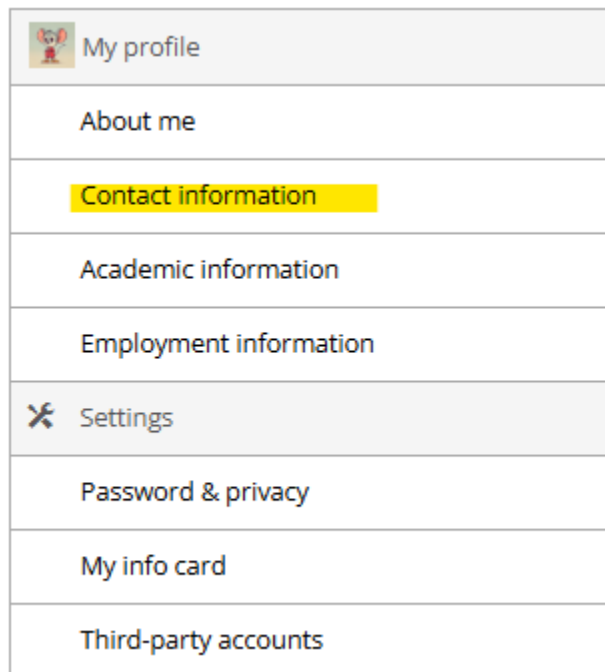
1. Start by logging into your my.btech.edu student portal
 - a. Your username is your 5-digit Student ID number used at BTECH
 - b. If you do not know your password, follow the "I forgot my password" link to reset it.



2. Once logged in, click on the profile icon in the top right corner, then click on the "My Profile & Settings" link.



3. Click on the Contact Information Link on the left-hand side



4. To view the email address on file, click the red drop-down arrow on the "Email addresses" section

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- a. If you are registering your email with 1099 Pro to receive a digital copy of your 1098-T Form, you will use the ***School Email*** address that is listed here. (***NOT*** your personal email or any other email type listed here.)

Contact information

Contact information allows you to manage ways we may contact you, including via phone call, SMS or email.

Mobile notifications:

See notifications on your phone's home screen. You can turn these on and off from within the app.

Desktop notifications

See notifications in the corner of your computer screen, even when My BTECH is closed.

Phone numbers

Manage your phone numbers.

Email addresses

Manage your email addresses.

Addresses

Manage your addresses.

Save Cancel

Email addresses			
Manage your email addresses.			
Type	Email address	Preferred email	Delete
School email	[REDACTED]	Yes	
Personal Email	[REDACTED]	Yes	

5. To view the mailing address on file, click the red drop-down arrow on the "Addresses" section
 - a. If you receive a 1098-T Tax Form, it will be mailed to the ***current address*** listed here. (***NOT*** any other address type listed here.)

