1. Log into emburse.lafayette.edu.

2. Proceed with the DUO authentication and enter your Lafayette Net ID and Password if necessary.

3. You will be taken to the Chrome River landing page.
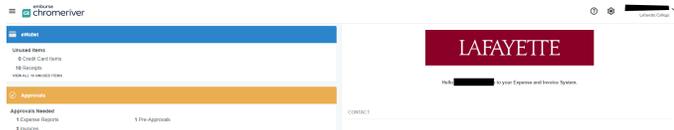
4. Click on down arrow next to your name located in the upper right corner.
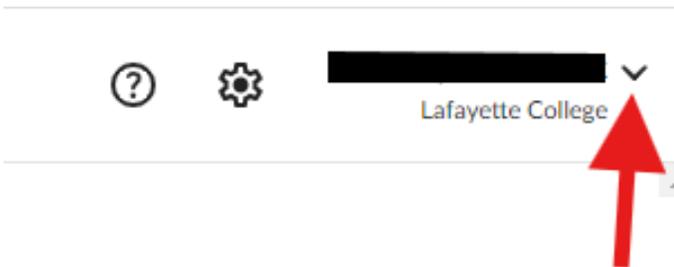
5. Click on Account Settings.
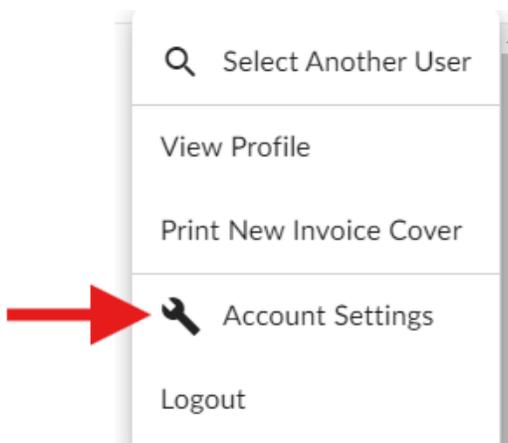
6. In the Personal Settings section, click on the Add Alternative Emails option.
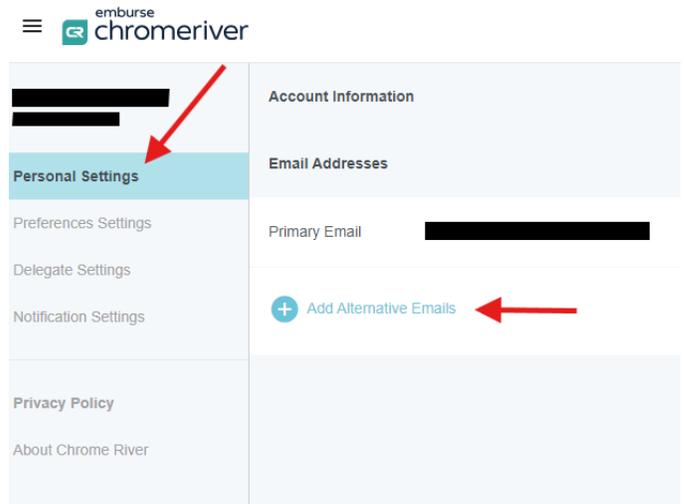
7. After you enter the alternative email in the box that appears and click Add, a verification email will be sent to your primary email account.
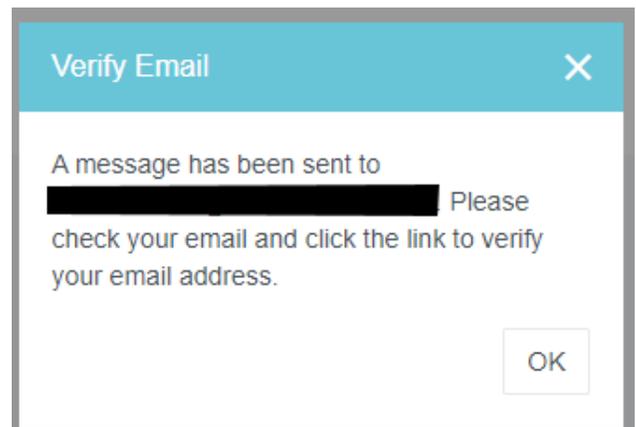
8. Return to your Lafayette email account, locate the verification email received from Chrome River and click the verification links provided.

Note - The new email address will remain in a Pending Verification states until you have completed the step above.