

1 – Update Your Portal Email Address



Overview

Per Section 11.1 of the Policy and Procedures Manual, *all leaders and all volunteers joining the program after November 2012 are required to have email addresses accurately recorded in the Volunteer Portal.* To update their email address in the Volunteer Portal, volunteers must change their email address within AARP.org. Once changed on AARP.org, the Volunteer Portal will be automatically updated within approximately an hour.

Topics:

- How to Update Your Portal Email Address through AARP.org

How to Update Your Portal Email Address through AARP.org

1. Login to your AARP.org account. That link can be found on the Home Page of this website.
2. Click on your name, which is located on the right side of the ribbon that runs across the top of the page.
3. Select **My Account** from the drop-down menu that appears.
4. Click on **View and Edit My Account** button on the left of the page, under **ACCOUNT SETTINGS**.



5. Click the pencil next to (or slightly below) your email address on the **My Account Details** page.
6. Enter and confirm your new email address in the window that appears, and click **Save**.
7. Click **OK** on the confirmation window that appears.
8. For security purposes, you will also receive an e-mail summarizing the change to your AARP.org account and requesting that you **Click Here** to confirm the change. Be sure to click the link to complete the process of changing your e-mail address.

