## Banner 9 – E-mail Address (GOAEMAL)

Search for "GOAEMAL" using either "Search..." on the home screen or the upper left corner magnifying glass.

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ID:							Go			
Get Started: Fill out the fields above and press Go.										

Enter the student's ID number in the "ID" field and click "Go".

Email address records for the student will populate the screen.

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You can scroll through the records using the arrows on the bottom left. To view more than one record per page use the "Per Page" drop-down box to select the number of records you'd like to view at once.

**NOTE**: If the "Inactive" box is checked this email is no longer a valid way to reach the student.

To add a record click the "Insert" button on the record toolbar. Use "Delete" to remove records.

To look up a different student's information, click "Start Over" on the upper right.