GPSA Grant Programs & Zoom Grants
Alias Creation Guide

After using your primary ASU email address for either the Zoom Grants reviewer profile or applicant profile, you may need access to another version of your ASU email. These are called aliases.

> *For example, one version of your email might already be*
> *ASURiteID@asu.edu. Another version might be Full.Name@asu.edu.*
> *These are both aliases that refer to the same email destination, but have different addresses.*
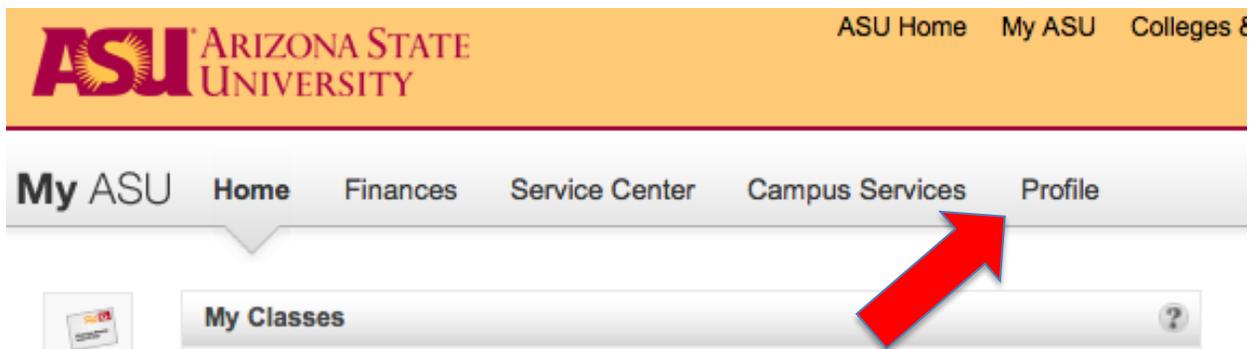
Zoom Grants needs two different email addresses to function; one distinct email or alias for reviewing applications, and one distinct email or alias for submitting applications. These instructions will guide you through that process.

Step 1: My ASU
Log into your My ASU account and be sure you have "Student" selected, and not Faculty.
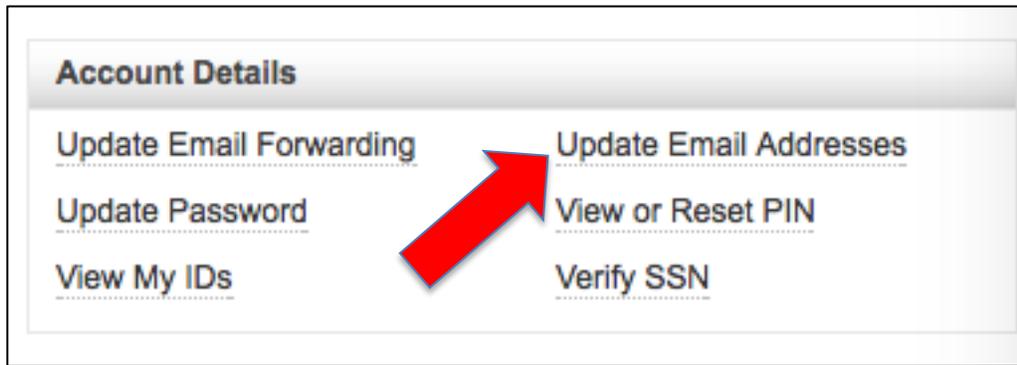
Step 2: Profile Tab
Along the top row of tabs, click on the Profile tab.

Step 3: Account Details
On this page, you will notice there are two columns of text boxes. Located in the right column, you will find a box titled "Account Details".

Click on the "Update Email Addresses" button
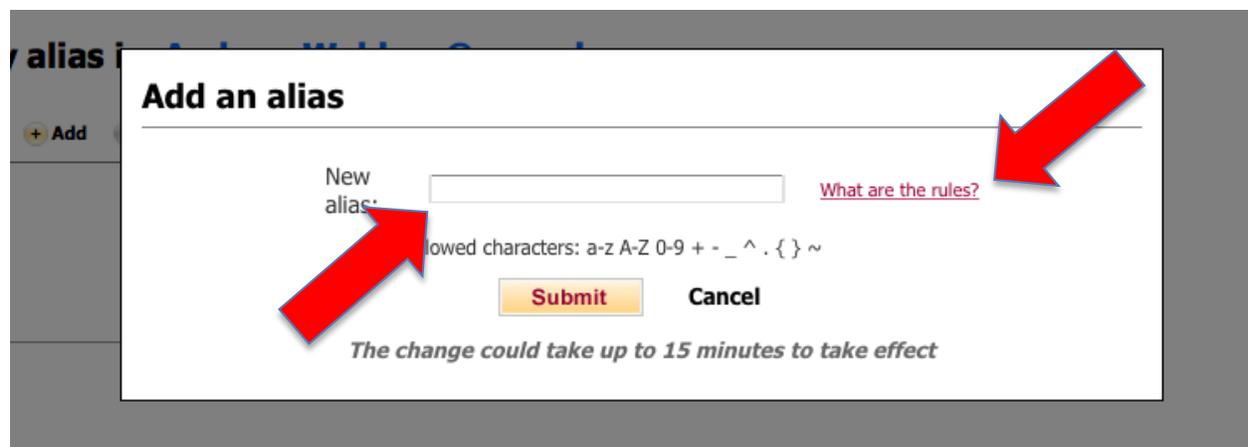
Step 4: Editing your Email Alias
In bold text in the center of the page, you will see which alias is your primary one. Chances are, you already used that email for one of your Zoom Grant logins.

In order to add an alias, click on the "Add" button.

Note: Your page will go dark and a box will open in the middle of the page.

Enter your new alias in the space provided. There is also a button to indicate rules about which characters, symbols, and numbers can and cannot be used. When you are finished, click Submit.

Step 5: Removing an Email Alias

If you made an error in adding the alias, or do not care for an alias, you can also remove aliases.

Highlight the alias you wish to remove and then click "Remove"

You will be asked to confirm your decision. Be careful about deleting aliases that you already use. You should probably just delete aliases that you have recently created specifically for Zoom Grants.