Modify Personal Options for Preferred and Alternate Email Names

First go to this web site: https://www2.vanderbilt.edu/vunet/modify.html

To get this page:

Login and click on “Get Options” to load your Personal Options Page.
Scroll down to this part of the page:

In the Alternate BCA space enter the desired email name using a period (.) between names. **Review the BCA naming policies** to correctly enter your alternate BCA. Then click on the radio button to set your preferred BCA. Scroll down to the bottom of the page.

Enter your password and click on “Submit Changes”.