Directions to Add Your E-Mail Address in Gavilan College’s myGAV Portal

1. Go to the Gavilan Home Page (www.gavilan.edu).

2. Click on the myGAV + GavSSB link.

3. Log in with your Gav ID (G00#) and Pin.

4. Once you click the Login button, the myGav Portal window will open.
5. Make sure the **Student tab** is selected.

![Gavilan College's myGav Portal Student Tab](image)

**Fig. 3 Gavilan College's myGav Portal Student Tab**

6. Click on the **Gavilan Self-Service Banner** link on the left hand side of the window under the **Gavilan Self-Service Banner** section.

![Gavilan Self-Service Banner](image)

**Fig. 4 Gavilan College's Self-Service Banner window**

7. Click on the **Personal Information** tab or link.
8. In the Personal Information tab, click on the **Update E-mail Addresses** link.

![Fig. 5 Gavilan College’s Personal Information Tab](image)

9. Select your **E-mail Address type** and click on the **Submit** button.

![Fig. 6 Select Address in Gavilan’s Self-Service Banner](image)

10. Add your **E-mail Address**, check the box to **make this your Preferred address**: and click on the **Submit** button.

![Fig. 7 Update/Insert E-mail Addresses](image)