How to Lookup a Student’s Email Address

Step 1. Under the “Faculty Services” tab, click on the “Student Menu” link

Step 2. Next, click on the “View Student E-Mail Address” link

Step 3. Select a term and click “Submit”
**Step 4.** Enter the student’s ID number or name information and click “Submit”

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

**Student or Advisee ID:** 91700000

OR

**Student and Advisee Query**

- **Last Name:**
- **First Name:**

**Search Type:**
- Students
- Advisees
- Both
- All

[Submit] [Reset]

**Step 5.** Verify the student’s name information is correct and click “Submit”

**Student Verification**

Verify your selection is correct by clicking OK.

Information for Jane A. Doe

- Jane A. Doe is the name of the student or advisee that you selected.

[Submit]

The student’s campus email address will then appear.