Instruction

Changing your university email address to your **private email address**

Anleitung

1. First, log in to the Career Port with your university account using the following link
2. Then click on the profile icon with the three lines in the upper right corner:
   - A menu will open — click on **Account Settings**
   - Under **Your Information**, you will find your email address
   - Change your university email address to your **personal email address**
   - If you will soon be an alumni, please select the study program “Alumni” in your profile
3. Now **log out**. Click on this link and then on **Log in with your email address**. Click on **Forgot your password?**, enter your personal email address, and click **Submit.**
4. You will now receive an email to reset your password. Set a new password. This completes the change. ✅
5. From now on, please log in only via this link and the button **Log in with your email address** (it’s best to save the link as a favorite), using your personal email address and your newly created password.

If you have any questions or encounter any problems, please feel free to contact:

Support Team: support.careercenter@jobteaser.com