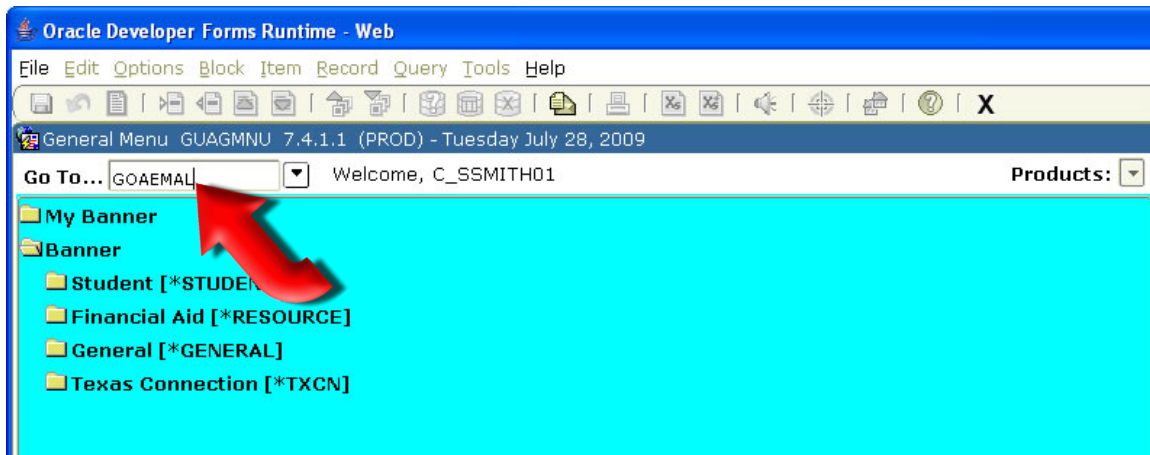


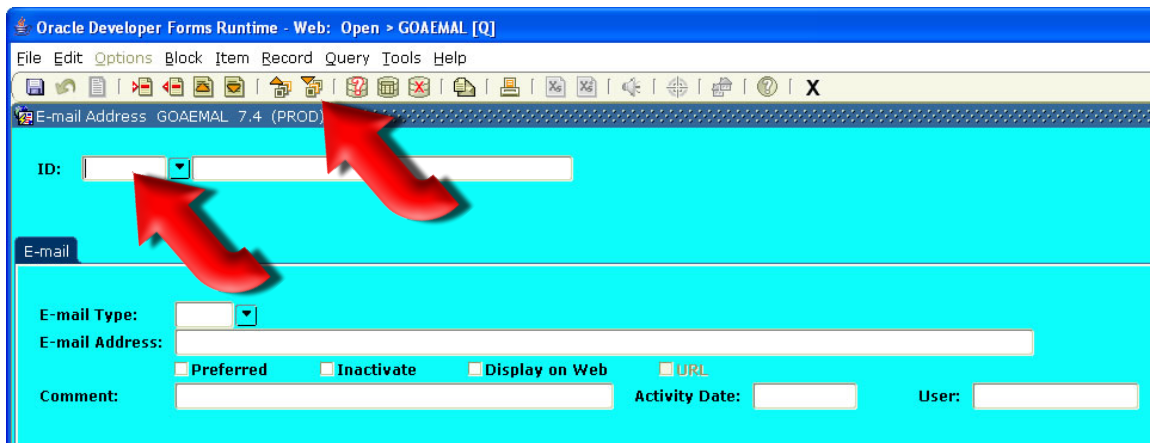
GOAEMAL

GOAEMAL contains the students submitted email addresses.

Step 1: Type GOAEMAL in the “Go To” field then press Enter.

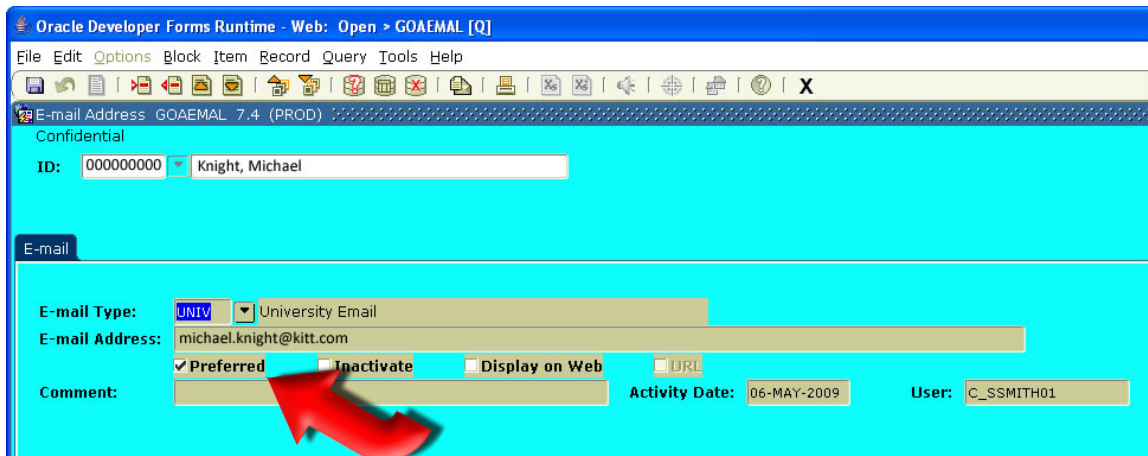


Step 2: Enter the student’s ID or SSN number in the “ID” field and click the “Next Block” icon



Note: If you do not know the students ID or SSN then please refer back to the note on page 2 of the SPAPERS section.

Step 3: You can now view the students Email information. Students also have the option of selecting a particular email as their preferred contact.



Step 4: If you need to view a new student click on the “Rollback” icon and repeat the previous steps. When you are done you can click the black X to exit the form.

