

How to Change your @usi.edu email In Amazon.com

**This MUST be done before using the
Amazon Business Catalog in BuyUSI.**

Please direct all questions to Jeff Sponn
jsponn@usi.edu
or call extension 1982 (812-464-1982)

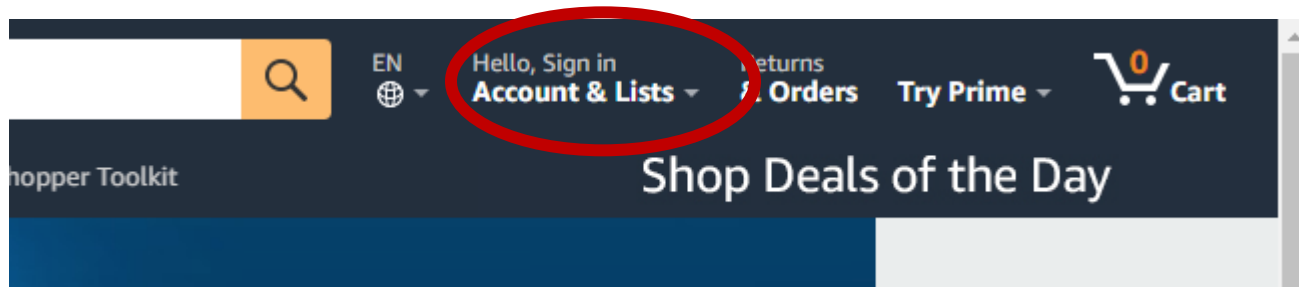
1. Do you have a current Amazon account?
 - a. No- there is **NOTHING** you need to do at this time.
 - b. Yes- See question two.

 2. Do you use your usi.edu email account on your personal Amazon account?
 - a. No-there is **NOTHING** you need to do at this time
 - b. Yes-See steps below to change your email used to a personal email account.
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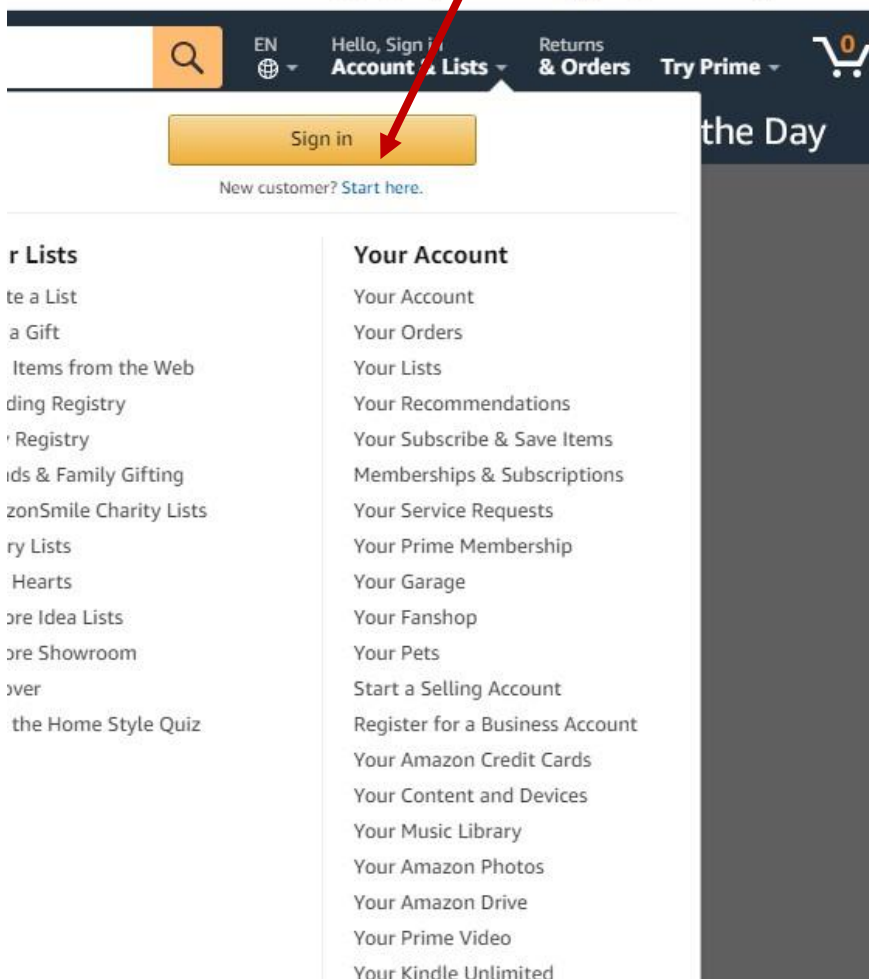
To change your email (login) for amazon.com follow these steps:

1. Go to: www.Amazon.com

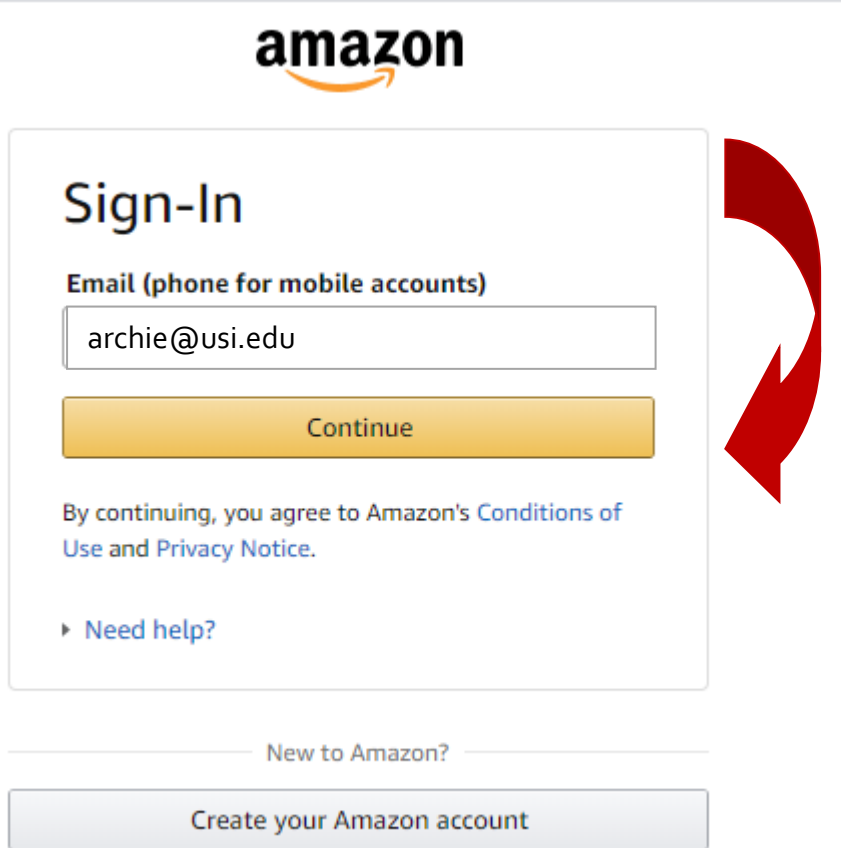
2. Hover over: **Account & Lists** (located to the right of the search field)



3. Click on the **Sign In** Button



4. Sign in using your USI email address then click on Continue



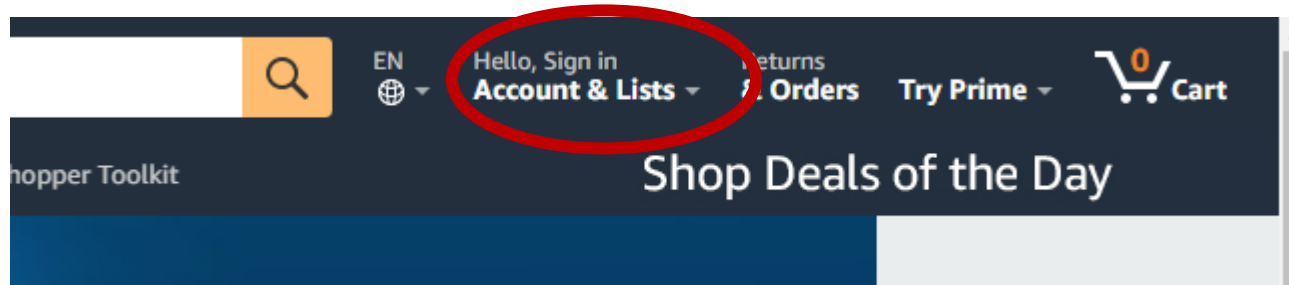
The screenshot shows the Amazon Sign-In page. At the top is the Amazon logo. Below it is the 'Sign-In' heading. Underneath is the label 'Email (phone for mobile accounts)' followed by a text input field containing 'archie@usi.edu'. Below the input field is a yellow 'Continue' button. Under the button is the text 'By continuing, you agree to Amazon's Conditions of Use and Privacy Notice.' and a link 'Need help?'. At the bottom of the page is a link 'New to Amazon?' and a grey button 'Create your Amazon account'. A large red curved arrow on the right side of the page points from the 'Continue' button down towards the next screenshot.

Enter your password associated with your USI.edu email address. Then click Sign-In



The screenshot shows the Amazon Sign-In page. At the top is the Amazon logo. Below it is the 'Sign-In' heading. Underneath is the email input field containing 'archie@usi.edu' with a 'Change' link to its right. Below the email field is the label 'Password' followed by a text input field. To the right of the password field is a link 'Forgot your password?'. Below the password field is a yellow 'Sign-In' button. At the bottom of the page is a checkbox 'Keep me signed in.' followed by a 'Details' link with a dropdown arrow. A large red curved arrow on the right side of the page points from the 'Sign-In' button down towards the next screenshot.

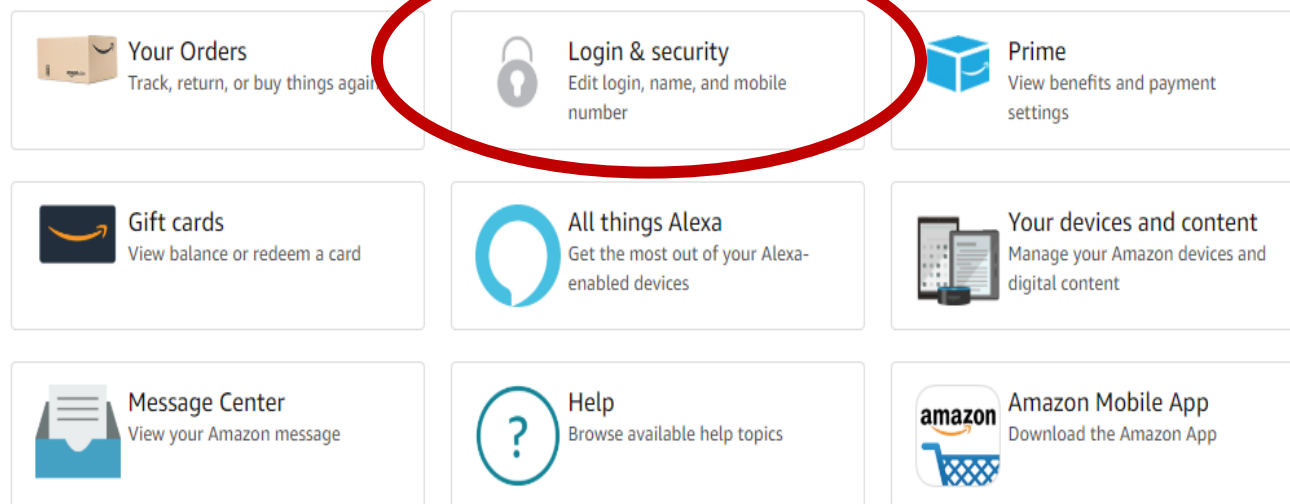
5. Hover over: Account & Lists (located to the right of the search field)



6. A new menu will pop up where you will click on: "Your Account"

7. Go to: Login & Security

Your Account



8. Find the row with your USI email listed

Your Account > Login & security

Login & security

Name: Archie	Edit
Email: archie@usi.edu	Edit

Click **Edit** next to your USI email account

9. A new screen called Change your Email Address will now be visible.



Change your email address

Current email address: archie@usi.edu

Enter the new email address you would like to associate with your account below. We will send a One Time Password (OTP) to that address.

New email address

Continue

Update your email to a
NON usi.edu
Email and click continue

10. You will receive a **ONE TIME PASSWORD** from the new email address provided. Enter the password and click continue



Verification required

usiworker@yahoo.com [Change](#)

An email with a One Time Password (OTP) has been sent to the email shown above. Please enter it below.

Enter OTP

Continue

[Resend OTP](#)

11. Enter your Amazon password and click save changes.

[your Account](#) > [Login & security](#) > [Change email](#)

Change email

Previous email address:

archie@usi.edu

Current email address:

usiworker@yahoo.com [Change](#)

✓ Your current email address has been verified.

Password:

.....|

Save changes

12. You will receive a success check:

[Your Account](#) > [Login & security](#)



Success

You have successfully modified your account!

Login & security

Name:

Archie

Edit

Email:

usiworker@yahoo.com

Edit

You are now ready to utilize the BuyUSI Amazon Punchout Catalog