Changing your E-Mail-Address
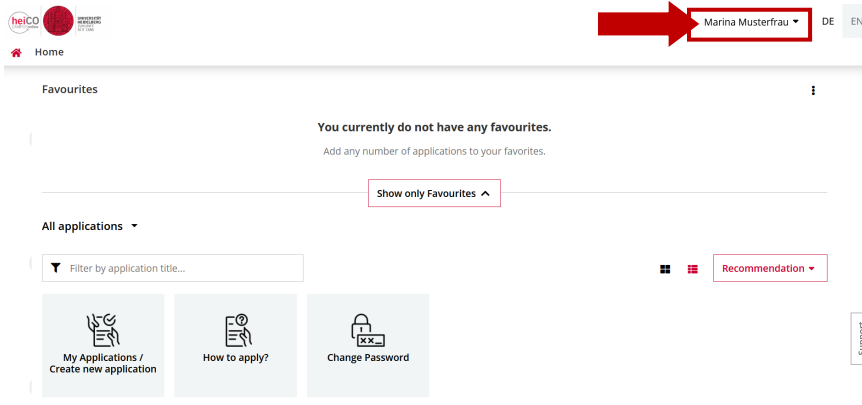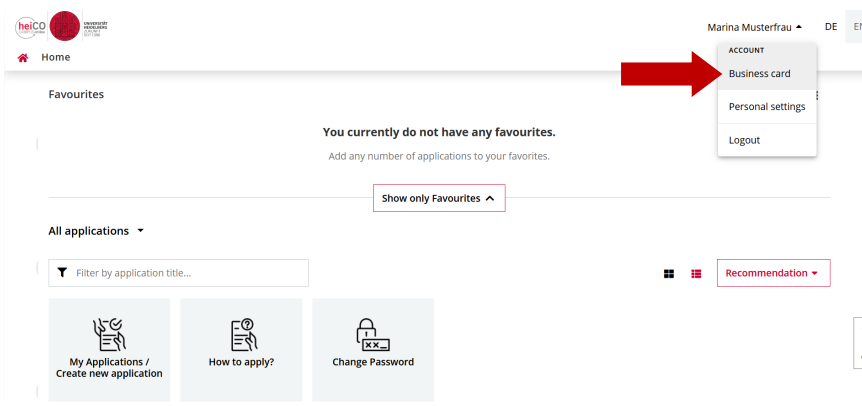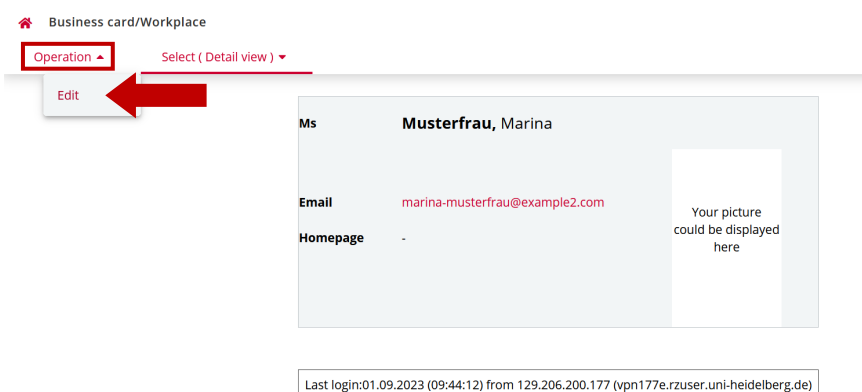

Fig. 1

1. After logging in to heiCO, click on your name on your personal homepage to open the drop-down menu (see fig. 1).

Fig. 2

2. Click on "Business card" (see fig. 2).

Fig. 3

3. Open the drop-down menu under "Operation" and click on "Edit" (see fig. 3).

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Fig. 4

4. You can change your confirmed e-mail address by clicking on "Edit" in the corresponding line (see fig. 4).

Fig. 5

5. Enter the new e-mail address in the free text field and click on "Add" (see fig. 5).

Fig. 6

6. Then click on "Save and Close" to apply your changes (see fig. 6).

Dear Ms Musterfrau, you have successfully changed your confirmed email address. Please click on the link
https://quality.heico.uni-heidelberg.de/heiCO
/wbvalidemail.wbValidateEMailAdress?pToken=qgnnMgmHuYhipCJGCedjEFvK⟶   AUNRHqiBCbjYWKptvtMGpyCRZQ
to complete the activation process. This link is valid until 11.09.2023 10:12.

Fig. 7

7. Follow the link you received in the email to complete the activation (see fig. 7).

Confirm email address

Username okuz416u

Validierungstoken [qgnnMgmHuYhipCJGCe]

[Token einlösen] ⟵

Fig. 8

8. Confirm the new e-mail address by clicking on "Redeem token" (see fig. 8).

🏠 Business card / Musterfrau, Marina

Operation (Edit) ▼   Select ▼

Email	marina.musterfrau@example.com	
Confirmed email address		Edit
Contact address	✏ Edit	
Business card picture	✏ Edit	
	Display options	
	◉ always ○ only to authenticated users	
Business card/Workplace background image	✏ Edit	

[Save] [Cancel]

Fig. 9

9. The email address has been successfully changed (see fig. 9).