



Set Retiree Email in myHR

The University of Missouri allows retirees to set a retiree email address in myHR in order to receive official communications from the university at the email address of their choosing.

1. Log in to myHR

Access myHR (myhr.umsystem.edu) and log in with your ID and password.

2. Access “My Personal Details”

On the main myHR screen, click on the “My Personal Details” tile.



3. Choose “Contact Details”

In the left-hand menu, select the option called “Contact Details.”

Contact Details

Phone

Number	Extension	Type	Preferred
		Mobile	
		Main	
		Work	✓

Email

Email Address	Type	Preferred
sample@email.com	UM Assigned	✓

4. Add a new email address

In the email section, click the plus (“+”) icon to add a new email address.

5. Choose the “Retiree” email type

From the dropdown list, select the “Retiree” option for “Email Type.”

6. Select “Save”

Click the “Save” button to record the new email address and close the dialog box. Once saved, the new email address should appear in the “Email” section.

Email Address

Cancel Save

*Email Type [Retiree]

Preferred []

Email Address []