MAP Email Platform Upgrade

On April 2, 2024, the email system will be updated to a new platform. At that time, you should login to your Management Suite account to retrieve your initial password with the following steps:

- Click HR tab
- Click Update Your Email under Employee Self-Service

Your email address and password will be listed as shown below. There will also be a link to the old email platform. Your old emails will continue to be available. You will not be able to send email from the old email system <mark>to anywhere except your new account</mark>.

Confirm Your Email Address

Email Address
webmaster@mapheadstart.org

(Must be an @mapheadstart.org address)

Confirm Email

New Email Address

Email Address: webmaster@mapheadstart.org

Password: **1234abcd$**

Link to Old Email: Sample Link

Once you login, you will be required to change your password. After the password reset, use the instructions on this tutorial video to set an alternate email address for your account. This will allow you to reset your own password whenever you need to.

https://youtu.be/oxn61PrPiX8

Please contact Ms. Regina Clay if you have any issues logging into the new email.