

## Your Address and Telephone Numbers in Banner Self-Service

**NOTE:** Students needing to change their **Residency/Permanent address** must contact the Admissions/Registration Office on their campus.

You can change your current address and phone information in the system by using the Update Address(es) and Phone(s) link.

1. Log in to **Banner Self-Service**. See the [Login](#) instructions if you need help.
2. Select the **Personal Information** option from the menu.
3. Select the **Update Address(es) and Phone(s)** option from the Personal Information menu..

Your current address and telephone information is displayed on the Update screen.

4. Click on the **Type of Address to Insert** arrow to select the address type.
5. Then click on the **Submit** button.

### Update Address(es) and Phone(s) - Select

To **update** an existing address, click the **link** next to the corresponding address. To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.

**Note:** Entering overlapping dates may change the effective dates on existing address records.



For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

#### Addresses and Phones

##### Mailing

Current: Jan 15, 1988 to (No end date)  
300 South Broadway  
St. Louis, Missouri 63102

##### Phones

Primary: 314-539-1234  
Campus Office: 314-539-1234

##### Residency/Permanent

Current: Jan 15, 1988 to (No end date)  
331 N. Buchanan St.  
Pleasantville, Missouri 63999

##### Phones

Primary: 636-555-9876

Type of Address to Insert:

The Update Address(es) and Phone(s) page is displayed.

6. Tab to the **Valid From This Date** field and enter the current date, or a date on which the information will become effective in MM/DD/YYYY, e.g., 02/17/2006.

**NOTE:** If the information will only be valid for a limited time, enter the end date for the period in the **Until This Date** field.

7. Use the **Address Line 1** field to enter an apartment number if applicable. Then use the **Address Line 2** field to enter the location number and street name. This format follows the U.S. Postal Service standards.
8. Enter the city name for the address in the **City** field.
9. Click on the **State or Province** field arrow to select the state.
10. Enter the ZIP code for the address in the **ZIP or Postal Code** field.
11. Tab to the **Area Code** field and enter the area code for the telephone number.
12. Tab to the **Phone Number** field and enter the telephone number.

### Update Address(es) and Phone(s) - Update/Insert

When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required fields; all other fields are optional. If you are entering a foreign address, **Address Line 1, City, and Nation** are required. Unlisted phone numbers will not be published.

#### Mailing

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number:

Extension:

International Access Codes:

Unlisted in Web Directory:

Delete this Address:

13. Enter information in any of the additional fields if necessary.
14. When you have finished, scroll down and click on the **Submit** button to save the address information in Banner.

You also have the option of entering **additional telephone numbers**.

Phone Type	Area Code	Phone Number	Ext.	International Access Codes	Unlisted	Delete
Campus Office	314	5395074			<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Select a Different Address to Update

1. Click on the selection arrow in the **Phone Type** field.
2. Select the **type** of telephone number that you are adding.
3. Tab to the **Area Code** field and enter the number.
4. Tab to the **Phone Number** field and enter the telephone number.
5. Enter additional information in the remaining fields if necessary.
6. If the number is unlisted click in the **Unlisted** check box.
7. Click on the **Submit** button when you are finished.