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.

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.
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**.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Ext.</th>
<th>International Access Codes</th>
<th>Unlisted</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Office</td>
<td>314</td>
<td>539974</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>314</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External</td>
<td>509</td>
<td>539974</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.