Add, Change or Delete an e-mail address in Banner Self-Service

Use the Update E-mail Address(es) link to add, change or delete an existing address.

Add an e-mail address

1. Log in to Banner Self-Service.
   **NOTE:** If you need help logging in to Banner Self-Service, see the [Login](#) instructions.
2. Select the Personal Information option from the menu.
   The Personal Information menu is displayed.
3. Click on the Update E-mail Address(es) link.

   ![Update E-mail Address(es) - Select Address](image)

   The Update E-mail Address(es) - Select Address screen is displayed.

   **NOTE:** Your STLCC Student E-Mail Address is the default address for faculty to contact you.
4. Click on the arrow for the Type of E-mail to Insert field to display the options.
5. Click the Submit button.
The Update/Insert page is displayed.

6. Tab to the E-mail field and enter your e-mail address.

7. Tab to the Comment field and enter any comments that may apply.

8. Click on the Make this your Preferred address check box to make this your primary e-mail address.

9. Click on the Submit button to save your e-mail address.

The Update screen is returned with your e-mail address displayed. Review the information that you have entered to be certain that it is correct. You can add another e-mail address to your student records, or click on the Back button on your browser to return to the Personal Information menu.

Change or delete an e-mail address

1. Select the Update E-mail Address(es) link from the Personal Information menu.

2. Click on an existing email address in the list to update.

The address is displayed in the Update/Insert screen.

3. Change the address as needed.

4. Add comments if necessary.

5. Click on the Make this your Preferred address if desire.

6. Click on the Submit button.

NOTE: To delete an address simply click on the Delete this address box, and then click on the Submit button to remove it from your list of e-mail addresses.