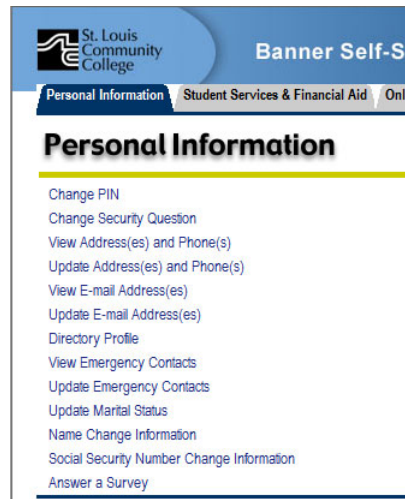


Add, Change or Delete an e-mail address in Banner Self-Service

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

Add an e-mail address

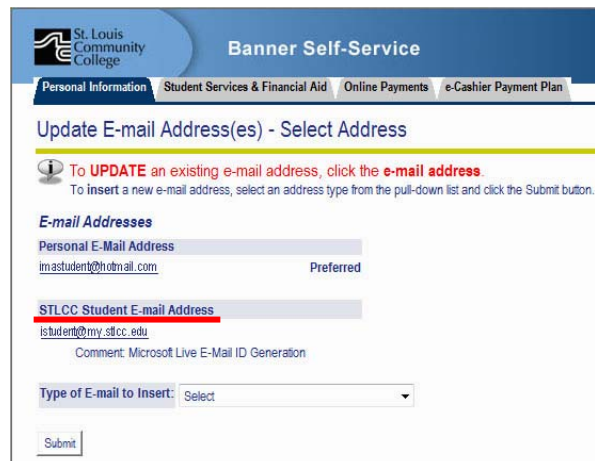
1. Log in to Banner Self-Service.
NOTE: If you need help logging in to Banner Self-Service, see the [Login](#) instructions.
2. Select the **Personal Information** option from the menu.
The Personal Information menu is displayed.
3. Click on the **Update E-mail Address(es)** link.



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

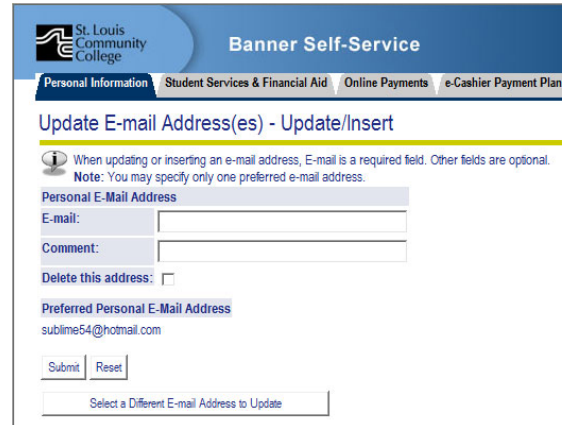
NOTE: Your **STLCC Student E-Mail Address** is the default address for faculty to contact you.

4. Click on the arrow for the **Type of E-mail to Insert** field to display the options.
5. Click the **Submit** button.

A screenshot of the Banner Self-Service interface showing the "Update E-mail Address(es) - Select Address" screen. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, the heading "Update E-mail Address(es) - Select Address" is displayed. A message with an information icon states: "To **UPDATE** an existing e-mail address, click the **e-mail address**. To insert a new e-mail address, select an address type from the pull-down list and click the Submit button." Below this message, there is a section titled "E-mail Addresses". It lists two addresses: "Personal E-Mail Address" with the email "lmastudent@hotmail.com" and "Preferred" status, and "STLCC Student E-mail Address" with the email "lstudent@my.stlcc.edu" and a comment "Microsoft Live E-Mail ID Generation". Below the list, there is a dropdown menu labeled "Type of E-mail to Insert:" with "Select" as the current selection. At the bottom, there is a "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.



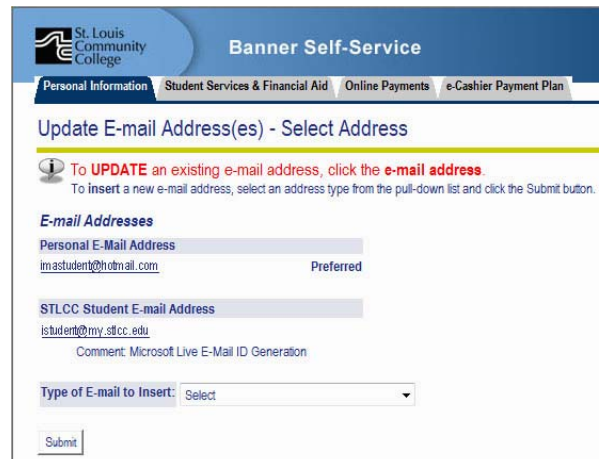
The Update screen is returned with your e-mail address displayed.

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.

