

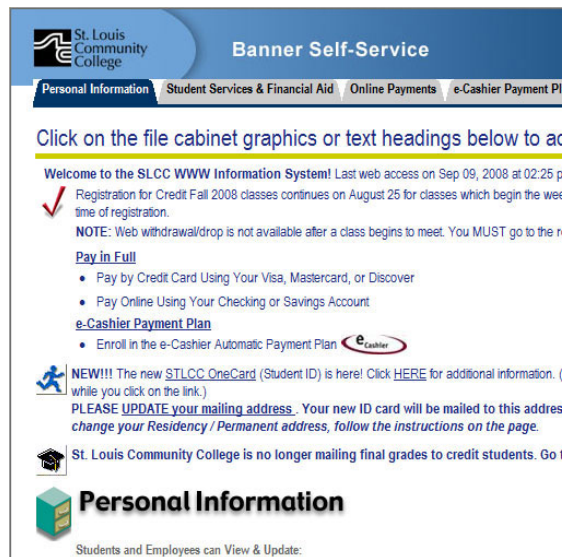
Banner Self-Service Personal Information Menu

The Banner Self-Service system stores important personal information about you as a student of the College. The Personal Information menu options allow you to manage your personal information in Banner Self-Service. Select from the options to:

- Change your Personal Identification Number (PIN) and the "security question" used to verify your identity.
- Update your address and telephone numbers.
- Maintain your e-mail address(es).
- Keep your emergency contact information up to date.

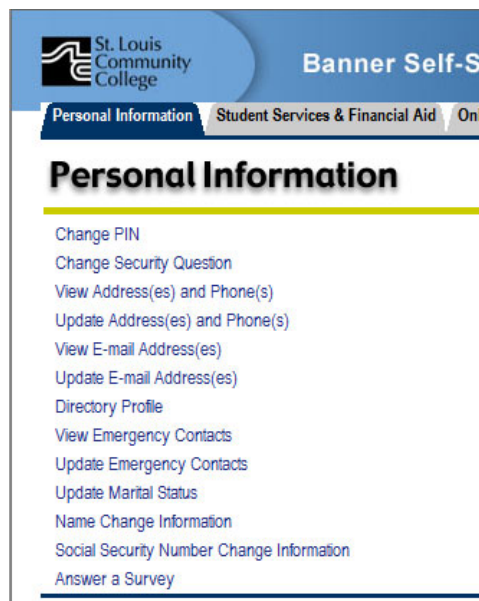
The screens used to add your personal information to Banner Self-Service are all used in much the same way. We will use the Update Emergency Contact screen as an example of how the Self-Service windows are used.

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 Self-Service menu.



The screenshot shows the Banner Self-Service interface. At the top, there is a navigation bar with the St. Louis Community College logo and the text "Banner Self-Service". Below the navigation bar, there are several tabs: "Personal Information", "Student Services & Financial Aid", "Online Payments", and "e-Cashier Payment Plan". The "Personal Information" tab is selected. The main content area contains a welcome message, a registration notice for Credit Fall 2008 classes, a note about withdrawal/drop, a "Pay in Full" section with options for credit card, online payment, and e-Cashier, a "NEW!!!" announcement about the STLCC OneCard (Student ID), and a notice about updating mailing addresses. At the bottom, there is a section titled "Personal Information" with a sub-header "Students and Employees can View & Update:".

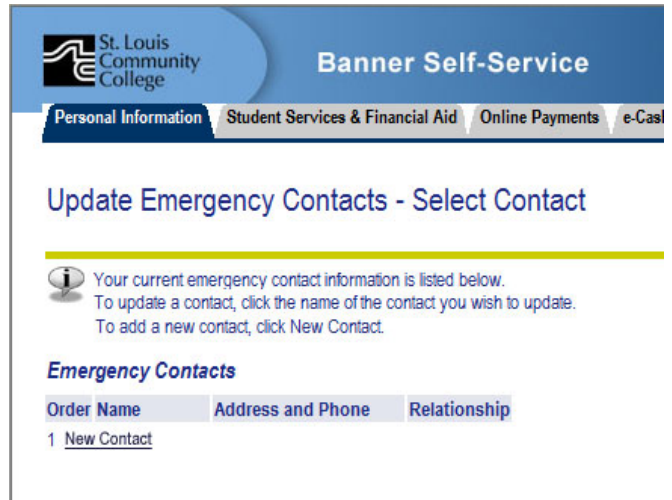
3. Select the **Update Emergency Contact Information** link.



The screenshot shows the Banner Self-Service interface, specifically the "Personal Information" menu. The navigation bar is the same as in the previous screenshot. The "Personal Information" tab is selected, and the main content area displays a list of options for managing personal information: "Change PIN", "Change Security Question", "View Address(es) and Phone(s)", "Update Address(es) and Phone(s)", "View E-mail Address(es)", "Update E-mail Address(es)", "Directory Profile", "View Emergency Contacts", "Update Emergency Contacts", "Update Marital Status", "Name Change Information", "Social Security Number Change Information", and "Answer a Survey".

The Update Emergency Contacts page is displayed.

- Click on the **New Contact** link.



- Select the relationship of the contact person to you from the **Relationship** drop-down list.

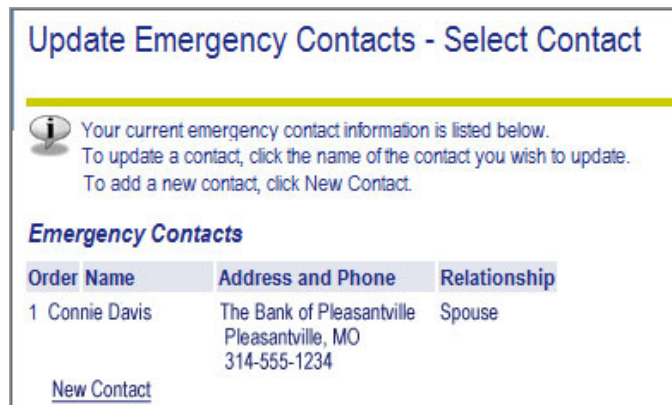
Starting with the **First Name** field, complete all fields with information that applies to your contact; last name, address, city, state, zip code and telephone number.

- After you have entered all of the information for your contact, click on the **Submit Changes** button.



The Update Emergency Contacts selection screen is returned with the information that you have entered displayed.

- Verify that the information is correct.
- You may then click on the **New Contact** link to enter another emergency contact, or click on the **Return to Menu** link at the top of the page to return to the Personal Information menu.



Key Point



Other update options from the Personal Information menu will display screens that are used in the same way. Simply select an option from the menu, complete the fields and save the information in Banner Self-Service by clicking on the **Submit** button.