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.

3. Select the **Update Emergency Contact Information** link.
The Update Emergency Contacts page is displayed.

4. Click on the New Contact link.

5. 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.

6. 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.

7. Verify that the information is correct.

8. 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.

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.