## **UPDATE PERSONAL INFORMATION**

You can manage personal information in Self Service. On the Self Service home page:

1. Select the four-square menu button on the upper left, then select "Banner"

| <b>- STATE</b> |   |  |
|----------------|---|--|
| Banner         | > |  |
|                |   |  |

2. Select "Personal Information"

| Personal Information | Services   |
|----------------------|--|
| Student              |  |
| Financial Aid        | tello Dioler, Allyson M.,                        |
| Faculty and Advisors | Welcome to Banner SelF                           |
| Employee             |  |
| Finance              | y and Advisors<br>117 Email the Registrar's Offi |

## 3. Your personal information will be displayed

| Personal Information                 |  |   |                                |             |
|--------------------------------------|--|---|--------------------------------|-------------|
| Howl R. Wolf<br>ID Number: 123456789 | Personal Details<br>First Name<br>Howl<br>Date of Birth<br>February 28, 2008<br>Preferred First Name<br>Howard | Middle Name<br>R.<br>Marital Status<br>Personal Pronoun | Last Name<br>Wolf<br>Legal Sex | ⊘ Edit      |
|                                      | Email  |   |                                | (+) Add New |
|                                      | Phone Number   |   |                                | (+) Add New |
|                                      | Address  |   |                                | + Add New   |

You can manage preferred first name, email, phone number, address, and emergency contact information.

## 4. Go to the section for the type of information you'd like to manage

- a. To add an entry, select "Add New"
- b. To edit an entry, select the pencil icon 🖉
- c. To delete an entry, select the trash can icon 📵

## **EXAMPLE:** Managing Address Information

- 1. To add an address entry, select "Add New"
  - a. Enter the necessary information and select "Add"

| Type of Address      |   | Valid From           | Valid Until              |   |
|----------------------|---|----------------------|--------------------------|---|
| Mailing              | ~ | 04/12/2023           | MM/dd/yyyy               |   |
| Address Line 1       |   | Address Line 2       | <br>Address Line 3       |   |
| PO Box 2520          |   | Enter Address Line 2 | Enter Address Line 3     |   |
| Address Line 4       |   | City                 | State/Province           |   |
| Enter Address Line 4 |   | State University     | Arkansas                 | ~ |
| County               |   | Zip/Postal Code      | Country                  |   |
| Select County        | ~ | 72467                | United States of America | ~ |

- 2. To edit an address entry, select the pencil icon  $\checkmark$ 
  - a. Update the necessary information and select "Update"

| Edit Address           |      |                      |         |                      | × |
|------------------------|------|----------------------|---------|----------------------|---|
| Type of Address        |      | Valid From           |         | Valid Until          |   |
| Mailing                |      | 04/12/2023           | ā       | MM/dd/yyyy           |   |
| Address Line 1         |      | Address Line 2       |         | Address Line 3       |   |
| PO Box 2520            |      | Enter Address Line 2 |         | Enter Address Line 3 |   |
| Address Line 4         | City |                      |         | State/Province       |   |
| Enter Address Line 4   |      | State University     |         | Arkansas             | ~ |
| county Zip/Postal Code |      |                      | Country |                      |   |
| Not Applicable         | ~    | 72467                |         | Not Applicable       | ~ |
| Cancel                 |      |                      | Update  |                      |   |

- 3. To delete an address entry, select the trash can icon  $\ensuremath{\overline{\bullet}}$ 
  - a. A pop-up will ask you to confirm the deletion, select "Delete"

