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"

- STATE		
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 117 Email the Registrar's Offi

3. Your personal information will be displayed

Personal Information				
Howl R. Wolf ID Number: 123456789	Personal Details First Name Howl Date of Birth February 28, 2008 Preferred First Name Howard	Middle Name R. Marital Status Personal Pronoun	Last Name Wolf 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	 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"

