



## INFORMATION TECHNOLOGY SERVICES

### Updating Your Contact Information in Banner-Web

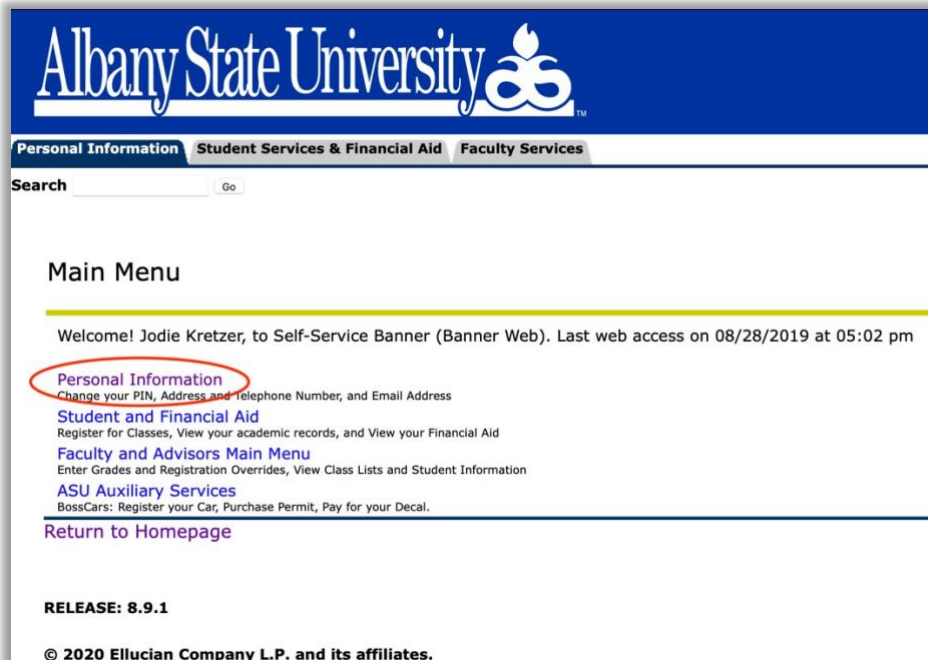
*In the event ASU needs to make direct contact for official business purposes or in the event of an emergency occurrence, ASU will utilize your current contact information within Banner-Web. For these reasons, it is vital that you keep your contact information updated.*

#### Step 1

Navigate to Banner-Web and login as usual. Enter your ASU credential and password. Example [jdoo@asurams.edu](mailto:jdoo@asurams.edu) or [gdoe@students.asurams.edu](mailto:gdoe@students.asurams.edu) and your password.

#### Step 2

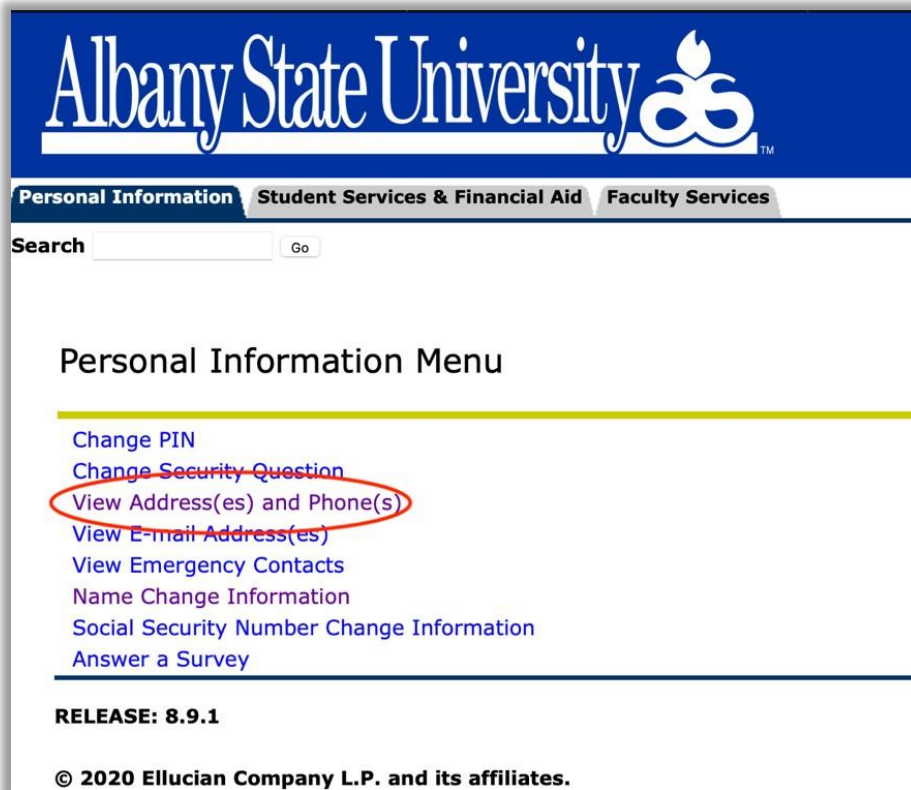
Click “**Personal Information**”.



For additional concerns or questions, please call the ITS Helpdesk at 229.500.4357

### Step 3

Click “**View Address(es) and Phone(s)**”.



Albany State University

Personal Information Student Services & Financial Aid Faculty Services

Search  Go

### Personal Information Menu

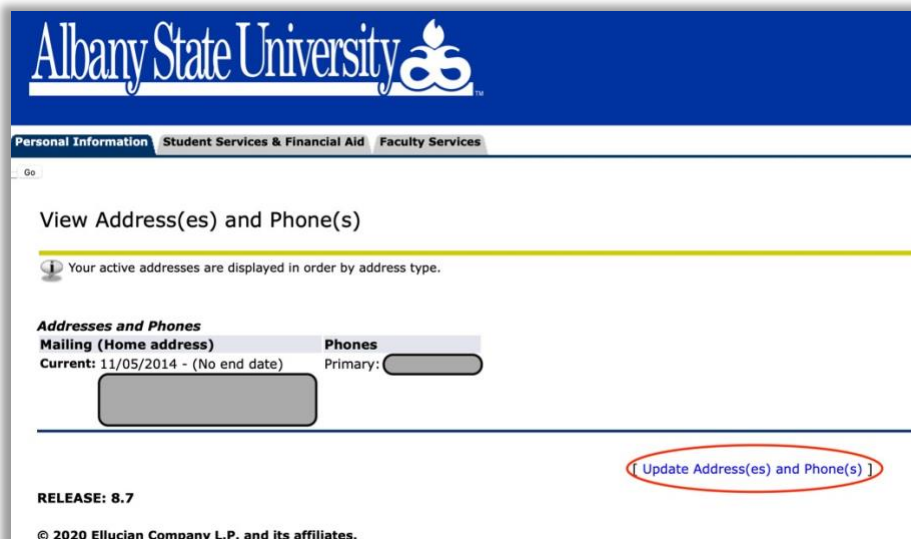
- Change PIN
- Change Security Question
- View Address(es) and Phone(s)**
- View E-mail Address(es)
- View Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Answer a Survey

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### Step 4

You will see your existing contact information listed. If this information is current, no further steps are needed. If this information needs to be updated, click the “**Update Address(es) and Phone(s)**” button.



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Go

### View Address(es) and Phone(s)

Your active addresses are displayed in order by address type.

Addresses and Phones	Phones
<b>Mailing (Home address)</b>	
Current: 11/05/2014 - (No end date)	Primary: <input type="text"/>
<input type="text"/>	

**[ Update Address(es) and Phone(s) ]**

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## Step 5

Click the “**Current**” or “**Primary**” links to edit your contact information.

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### Update Address(es) and Phone(s) - Select Address

To **update** an existing address, click the **link** next to the corresponding address.  
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.  
**Note:** Entering overlapping dates may change the effective dates on existing address records.  
For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

**Addresses and Phones**

Addresses	Phones
<b>Mailing (Home address)</b> Current: 11/05/2014 to (No end date)	<b>Primary:</b>

Type of Address to Insert:

[ View Address(es) and Phone(s) ]

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## Step 6

Update your address and phone numbers as necessary.

Update Address(es) and Phone(s) - Update/Insert

When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required. Unlisted phone numbers will not be published.

**Mailing (Home address)**

Valid From This Date:MM/DD/YYYY 11/05/2014

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City: Sylvester

State or Province: Georgia

ZIP or Postal Code: 31791-3605

County: GA-Worth

Nation: Not Applicable

Delete this Address: ☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
229			OR	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Select a Different Address to Update

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## Step 7

Kindly make sure to ADD your updated Mobile Telephone number. Once complete, click the “**Submit**” button at the bottom and you are done!

### Update Address(es) and Phone(s) - Update/Insert

When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required. Unlisted phone numbers will not be published.

**Mailing (Home address)**  
**Valid From This Date:MM/DD/YYYY** 11/05/2014  
**Until This Date:MM/DD/YYYY**  
**Address Line 1:**  
**Address Line 2:**  
**Address Line 3:**  
**City:** Sylvester  
**State or Province:** Georgia  
**ZIP or Postal Code:** 31791-3605  
**County:** GA-Worth  
**Nation:** Not Applicable  
**Delete this Address:** ☐

**Primary Phone Number For This Address:**  

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
229			OR	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Mobile Telephone	229	123	4567	OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

**Submit** **Reset**  
Select a Different Address to Update

For additional concerns or questions, please call the ITS Helpdesk at 229.500.4357