

## **Instructions for Updating Address Information via Banner Web**

To update or add address information via Banner Web, on the **Personal Information** menu page select "Update Address(es) and Phone(s)."

To update current Home address or Office address or phone numbers, click on **Current**. To add a Home or Office address and/or phone number that is currently non-existent, select the type of address to insert at the bottom of the page and click "Submit." **NOTE: when updating your information, please indicate an end date (UNTIL THIS DATE:MM/DD/YYYY).**

The screenshot shows the Banner Web interface for Clark Atlanta University. The browser title is "Personal Information Menu - Microsoft Internet Explorer". The URL is "https://cauoraapp.cau.edu/pls/bncaprod/twbkwbis.P\_GenMe". The page header includes "Clark Atlanta University" and navigation links for "Personal Information", "Student Services & Financial Aid", and "Faculty". A search bar is present. A sidebar on the left contains a list of options: "On-Line Customer Service Surveys", "Change PIN", "Change Security Question", "View Address(es) and Phone(s)", "Update Address(es) and Phone(s)", "View E-mail Address(es)", "View Emergency Contacts", "Name Change Information", and "Social Security Number Change Information". The "Update Address(es) and Phone(s)" option is highlighted with a red arrow. The main content area displays "Addresses and Phones" with two sections: "Home" and "Office". Each section shows "Current" information, including dates, addresses, and phone numbers. The "Home" section shows "Current: Jul 14, 1999 to (No end date)" with address "109 Oak Bend Dr, Stockbridge, Georgia 30281-6722, Henry" and phone numbers "Primary: 770-5072206" and "Cell Phone: 770-5551212". The "Office" section shows "Current: Apr 08, 2002 to (No end date)" with address "Harkness Hall, Rm 115, Atlanta, Georgia 30314, Fulton" and phone numbers "Primary: 404-8808954" and "Fax Number: 404-8808934". Below the "Office" section, there is a "Type of Address to Insert:" dropdown menu with a "Select" button. A red arrow points to the "Select" button. At the bottom right, there is another "Type of Address to Insert:" dropdown menu with a "Submit" button. A red arrow points to the "Submit" button. The dropdown menu is open, showing options: "Select", "Home", "Local", and "Office".

To facilitate the ability to target messaging to specific buildings, it is imperative that the Office Addresses be populated and that they include the Building name and the Room number (*as shown above*). The Building name should be entered in "Street Line 1" and the Room number in "Street Line 2."

Extension:

Unlisted in Web Directory:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cell Phone	770	5551212			<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>
Select					<input type="checkbox"/>	<input type="checkbox"/>

Cell phone numbers can be added as part of either the Office Address or the Home Address. As part of any address type update, slots are allocated for additional phone numbers. Just ensure that you select "Cell" when entering the number and don't forget to "Submit."

### View E-mail Address(es)

Your active e-mail addresses are displayed in order by address type.

**E-mail Addresses**

**Business**  
jlawton@cau.edu Preferred

**Personal**  
lawtonjohann@bellsouth.net

RELEASE: 7.3

[\[ Update E-mail Addresses \]](#)

Your Business (CAU) and Personal Email addresses can be added by going to the "View E-mail Address(es)" page and clicking on the link at the bottom of the page to update the email address.

### Update E-mail Address(es) - Select Address

To **update** an existing e-mail address, click the **e-mail address**.  
To **insert** a new e-mail address, select an address type from the p

**E-mail Addresses**

**Business**  
[jlawton@cau.edu](#) Preferred

**Personal**  
[lawtonjohann@bellsouth.net](#)

Type of E-mail to Insert:

Once you get to the "Update E-mail Address(es)" page select the email address type and add or update the email address.

