

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 Email Address select "View E-mail Address(es)")

To update a current Home address or any address or phone number, click on **Current**. - - - - To add a Home 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."

For change of address information and USPS forms, [click here](#). Use yo

Addresses and Phones

Home	Phones
Current: Jul 14, 1999 to (No end date) 109 Oak Bend Dr Stockbridge, Georgia 30281-6722 Henry	Primary: 770-5072206 Cell Phone: 770-5551212

Office	Phones
Current: Apr 08, 2002 to (No end date) Atlanta, Georgia 30314 Fulton	Primary: 404- <input type="text"/> Fax Number: 404- <input type="text"/>

Harkness Hall Km 115
 Atlanta, Georgia 30314
 Fulton
 United States of America
 Fax Number: 404-

Type of Address to Insert:

Type of Address to Insert:

- Select
- Select
- Home
- Local
- Office

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 any Address Type. Simply go to the update address web page (by clicking on the "Current" address link) where slots are allocated for additional phone numbers at the bottom of the page. Just ensure that you select "Cell" when entering the number and don't forget to "Submit."

(Note: No parentheses, dashes or blank spaces in phone numbers)

View E-mail Address(es)

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

E-mail Addresses

Personal

@hotmail.com Preferred

School

@student.cau.edu Preferred


RELEASE: 7.3

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

Your CAU (SCH) and Personal (PER) 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.

Once you get to the "Update E-mail Address(es)" page select the email address type and add or 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 pull-down list and click Insert.

E-mail Addresses

Personal

@hotmail.com Preferred

School

@student.cau.edu Preferred

Type of E-mail to Insert:

- Select
- Select
- Business
- Personal

RELEASE: 7.3

[\[View E-mail Address\(es\) \]](#)