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.”

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)*
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.

<table>
<thead>
<tr>
<th>E-mail Addresses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:molanadavis01@hotmail.com">molanadavis01@hotmail.com</a></td>
<td>Preferred</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dennis.davis@cau.edu">dennis.davis@cau.edu</a></td>
<td>Preferred</td>
</tr>
</tbody>
</table>

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

To update an existing email address, click the email address.
To insert a new email address, select an address type from the pull-down list and click Insert.

**E-mail Addresses**
- **Personal**: molanadavis01@hotmail.com (Preferred)
- **School**: dennis.davis@cau.edu (Preferred)

**Type of E-mail to Insert**:
- Select
- Personal

[Update E-mail Addresses]