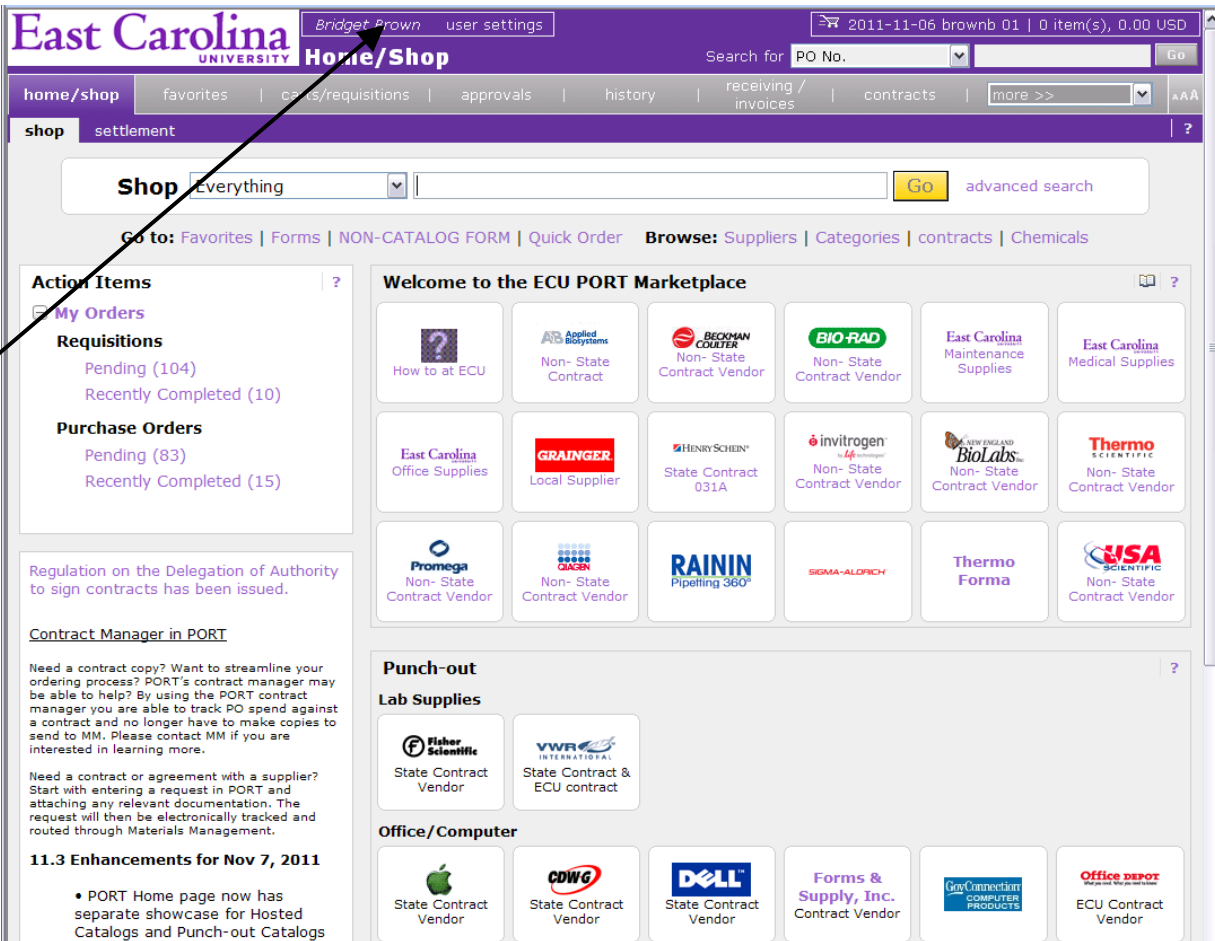
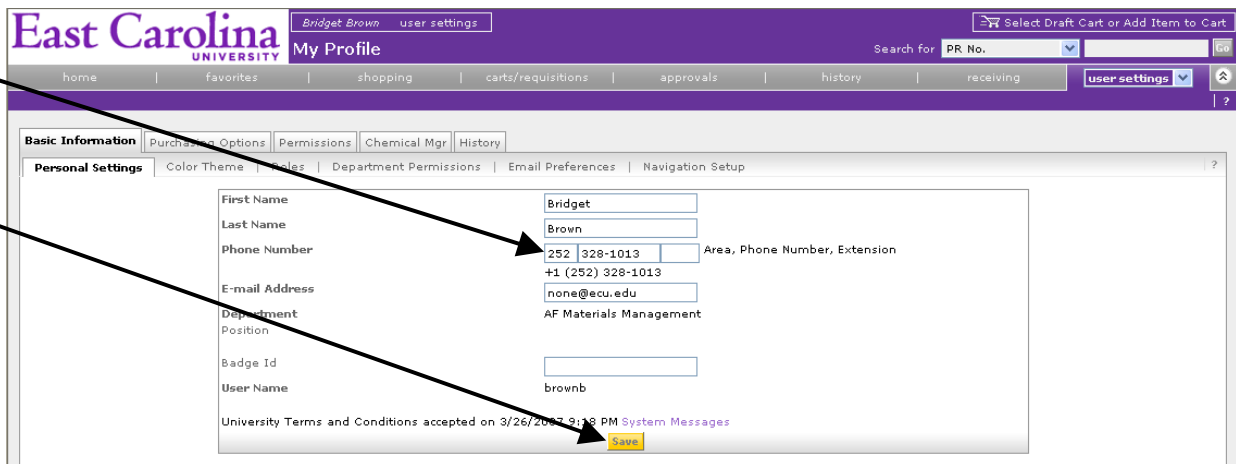


USER PROFILE EDITS

Last Updated on: 11/7/2011



1. Click on **User Settings**.



2. Enter **Area Code** in the first box and **Phone #** in the second box.
3. Click the **Save** button. **IMPORTANT NOTE:** If you change departments / divisions, it is **critical** that you submit a new Banner Security Form indicating any change with your roles and Organization permissions. Once the security form has been completed and approved, you will also need to update your User Profile information for FOAPAL Codes and Ship Codes. See the FOAPAL Code and Ship Code procedures for completing those tasks.