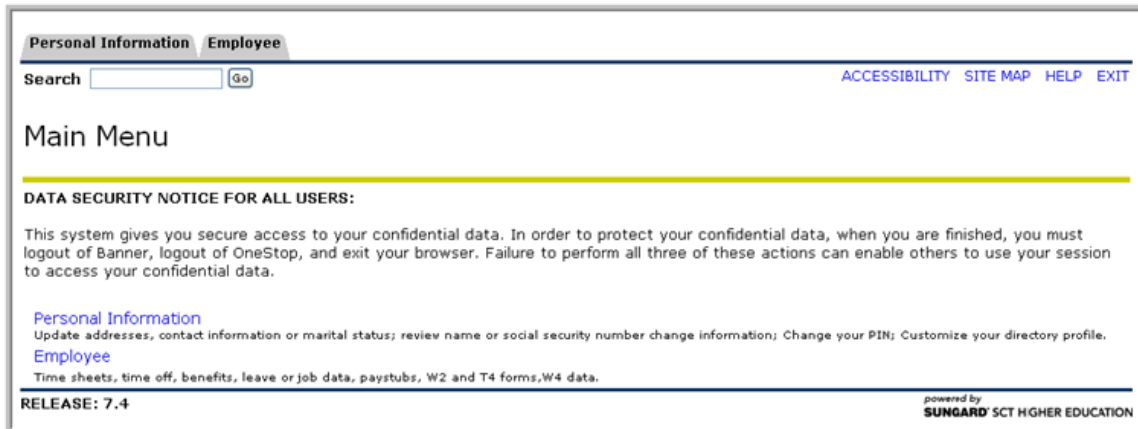


## Update Your Address/Telephone Number Using Banner Self-Service

**Step 1. Log in to OneStop and select BANNER SELF-SERVICE in the BANNER section of the TOOLS page.**



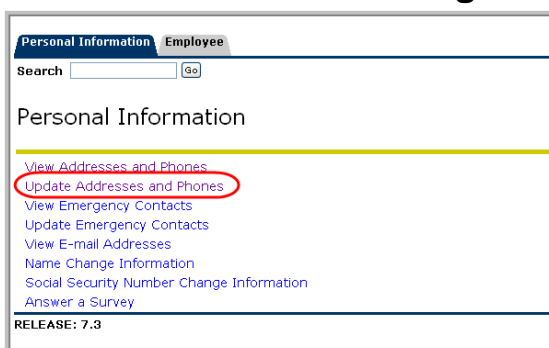
**Step 2. Click PERSONAL INFORMATION to open the menu.**

**Employees have two address types in Banner:**

- PM - Permanent Home Address**  
 This information is used by Payroll and Benefits and will never be published anywhere. This is ECU's ONLY record of your address and is used to populate your W2, among other documents. Every employee must have this address type as complete and updated as possible.  
  
 A new hire's PM address initially comes from the employment application and needs to be updated annually.
- CL - ECU Office Location**  
 This is the office address and phone number displayed in Outlook. Changes made here take 24-48 hours to appear in the address book.

New employees need to add this address via Banner Self Service.

### PART A. To make a change to an existing address/phone entry:



**Step A1. Click the UPDATE ADDRESSES AND PHONES link.**

A list of all current addresses will open.

**Step A2. Click CURRENT next to the address to be updated.**

The **UPDATE ADDRESSES AND PHONES – UPDATE/INSERT** screen will open.

East Carolina University

Personal Information Employee

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

**Addresses and Phones**

Home Address - Permanent	Phones
<b>Current:</b> Apr 29, 2008 to (No end date) 1500 Black Pearl Ln Greenville, North Carolina 27858 Pitt	Primary: 252-555 1500

Type of Address to Insert: Select

Submit

**Step 3A. Change the information in the form as necessary.**

ECU BANNER SELF SERVICE

East Carolina University

Personal Information Employee

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

**Home Address - Permanent**

Valid From This Date: MM/DD/YYYY 04/29/2008

Until This Date: MM/DD/YYYY

Address Line 1: 1500 Black Pearl Ln

Address Line 2:

Address Line 3:

City: Greenville

State or Province: North Carolina

ZIP or Postal Code: 27858

County: Pitt

Nation: Not Applicable

Area Code: 252

Phone Number: 5551500 OR International Access Code and Phone Number:

Extension:

Unlisted in Web Directory:

Delete this Address:

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

Submit Reset

Select a Different Address to Update

[ View Addresses and Phones ]

RELEASE: 7.3

powered by SUNGARD SGT HIGHER EDUCATION

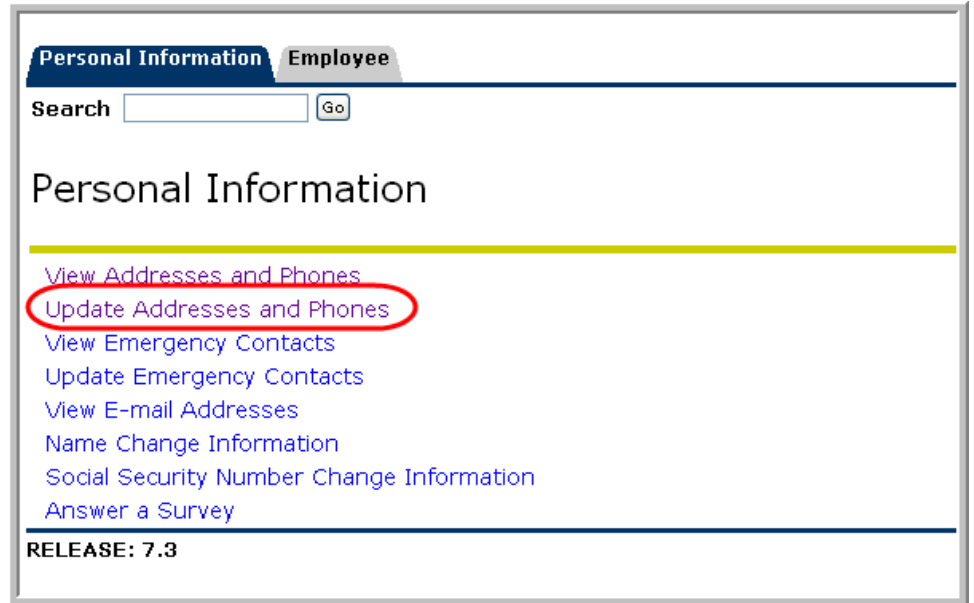
- Adding an additional **Phone Type**, a cell phone, for example, is optional.
- **DO NOT CHANGE** the **Valid From This Date** field for an existing address. Doing so inserts an unnecessary additional address record.
- Please do not add an **International** code to your home address unless you have an international address.
- The Banner Web Directory addresses are never published or shared. The office (CL) address only displays in Outlook.
- Check the **Delete** box to delete a duplicated address. Employees must have **ONE PM** and **ONE CL** address.

**Step 4A. Click the SUBMIT button at the bottom of the page.**

## PART B. Add a New Address Type

**Step 1B. Click the UPDATE ADDRESSES AND PHONES link.**

The **SELECT ADDRESS** screen opens.

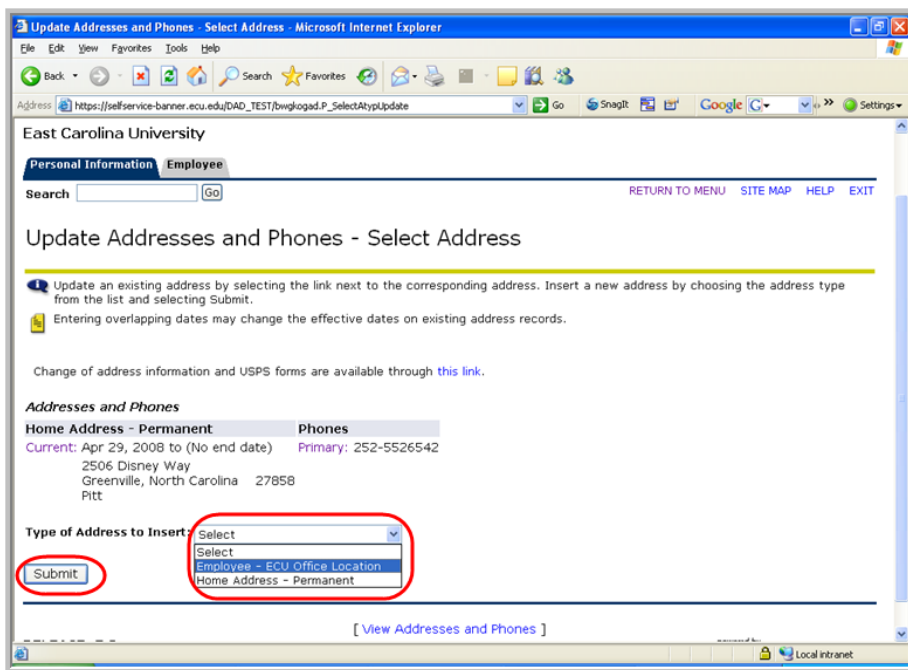


**Step 2B. Choose the address type from the SELECT drop-down list.**

This will probably be the **CL** address.

**Step 3B. Click the SUBMIT button.**

A blank address form opens.



East Carolina University

Personal Information Employee

Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

**Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. Whn updating an address you do not need to change the Valid From This Date value.**

Employee - ECU Office Location

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number:  OR International Access Code and Phone Number:

Extension:

Unlisted in Web Directory:

Delete this Address:

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

RELEASE: 7.3 [ View Addresses and Phones ] powered by SUNGARD SGT HIGHER EDUCATION

**Step 4B. Complete the form:**

- Enter the current date (MM/DD/YYYY) in the **VALID FROM THIS DATE** field. **NEW ADDRESSES ONLY!**
  - Complete the address fields.
  - Enter an individual office or department phone number to be displayed in the Outlook address book.
- \*\*Remember, PHONE TYPE is optional.**

**Step 5B. Click SUBMIT**

There should now be two addresses in the Banner Self-Service:

- Employee – ECU Office Location
- Home Address - Permanent

### Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

**Addresses and Phones**

Employee - ECU Office Location	Phones
Current: May 01, 2008 to (No end date)	Primary: 252-5550000
Human Resources 210 E First St Room 555 Greenville, North Carolina 27858 Pitt	

Home Address - Permanent	Phones
Current: Apr 29, 2008 to (No end date)	Primary: 252-5526542
2506 Disney Way Greenville, North Carolina 27858 Pitt	

Type of Address to Insert: