Updating Contact Information and Emergency Contacts in Banner 9 Self-Service

You can easily update your address, phone number, email, and emergency contact information Banner Self Service. To do so:

1. Log in to Banner 9 Self-Service.
2. From the Employee Dashboard landing page, click on the My Profile button on the left side of the page, to the right of your picture (see figure 1 below).

3. When the page refreshes, you will see your Personal Information page. To update any information, click on any pencil icon on the right side of the page (see figure 2 below).
4. You will be redirected to an editable personal information page with separate sections for email, phone number, address, emergency contact, and additional details (see figure 3 below).

5. Click on the following icons to make changes:
   a. **Pencil icon** to change existing information (see figure 4 above)
   b. **Trash can icon** to delete existing information (see figure 5 above)
   c. **+ Add New icon** to add new information (see figure 6 above)

6. Once you’ve made your changes you can get back to your Employee Profile dashboard by:
   a. Clicking on the grid in the upper left hand corner (see figure 7 above)
   b. When the next box pops up, clicking on **Banner** (see figure 8 to the right)
c. When the box refreshes, clicking on **Employee** (see figure 9 below)

![Figure 9](image)

9

D. When the box refreshes, clicking on **Employee Dashboard** (see figure 10 below)

![Figure 10](image)

10