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).

	Employee Dashboard X	+						- o ×				
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	# ILLINOIS	5 TECH					* 🗵	Mouse, Mickey				
Fig.1	Employee Dashboard											
	Employee Dashboard											
		Mouse, Mickey	Leave Balances as of 02/	21/2020								
			Vacation Day in hours	0.00	Sick Day in hours	0.00	Personal Day in hours	0.00				
			New Baby Bft in hours	0.00								
							<u>Full Leave Bala</u>	nce Information				

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).

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mployee Dashb	oard • Employee Profile	
Profile		
	Personal Information	Λ
Mouse, Mickey D: A20229615 Status: Active	Addresses Permanent 10 W 33rd St Chicago Illinois 60616-3730	
lired: 01/13/2020 <u>More Personal</u> n <u>formation</u>	Phones There are no phone numbers available for you to view.	*//
	Emails IT email IT email mmouse3@banner.iit.edu mmouse3@iit.edu	۲
	Emergency Contacts No Emergency Contact Information found.	•

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).

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			* Michely
<u>Previous</u> • Personal information	1		
Profile picture	Email		+ Add New
Mickey Mouse	IIT email (Preferred) mmouse3@banner.iit.edu	IIT email mmouse3@iit.edu	
ID Number: A20229615	(Non Updateable)	(Non Updateable)	
mmouse3@banner.iit.edu	Phone Number		(+) Add New
10 W 33rd St, Chicago, Illinois 60616-3730			Ŭ
		I here are no phone numbers available for you to view.	
	Address		+ Add New
	Permanent	_	
	Current 05/08/2008 - (No end date)		6
	Chicago Illinois 60616-3730		
4		5	
	Emergency Contact		+ Add New
		(i) There are no emergency contacts available for you to view.	
	Additional Details		
	Ethnicity and Race	Veteran Classification	

- 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 sigure 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 IIT Banner × + left hand corner (see figure 7 $(\leftarrow) \rightarrow$ C (\triangle) 🛈 🔒 https://bnrappsdev.iit.edu/BannerGenera above) b. When the next box pops up, INOIS TECH clicking on Banner (see figure 8 to the right) Banner Home Ctrl+Alt+Home 8 Email IIT email (Preferred) mmouse3@banner.iit.edu

c. When the box refreshes, clicking on **Employee** (see figure 9 below)



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

