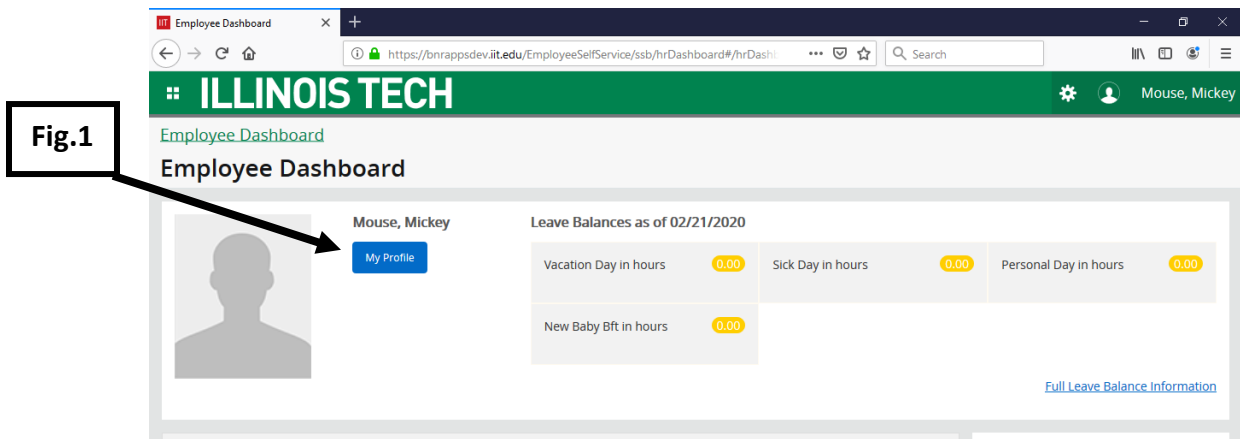


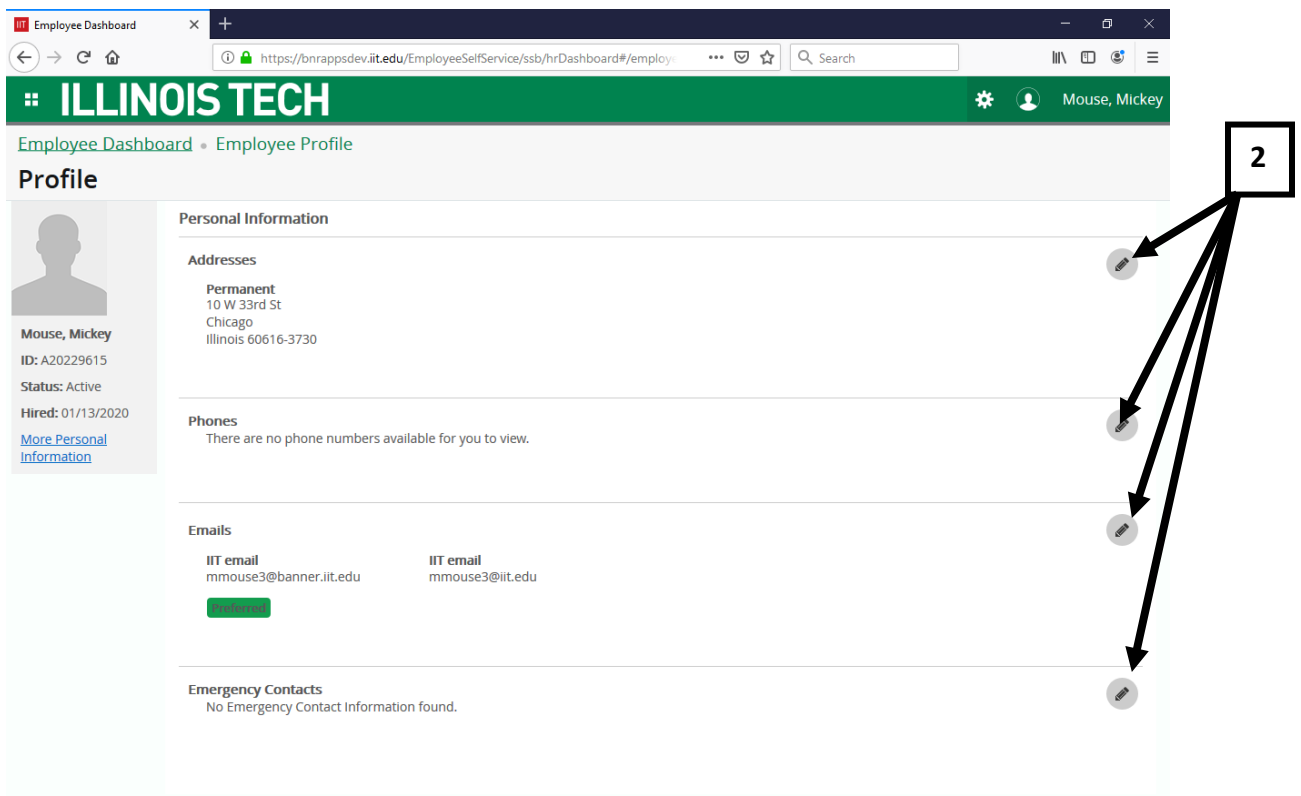
Updating Contact Information and Emergency Contacts in Banner 9 Self-Service

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

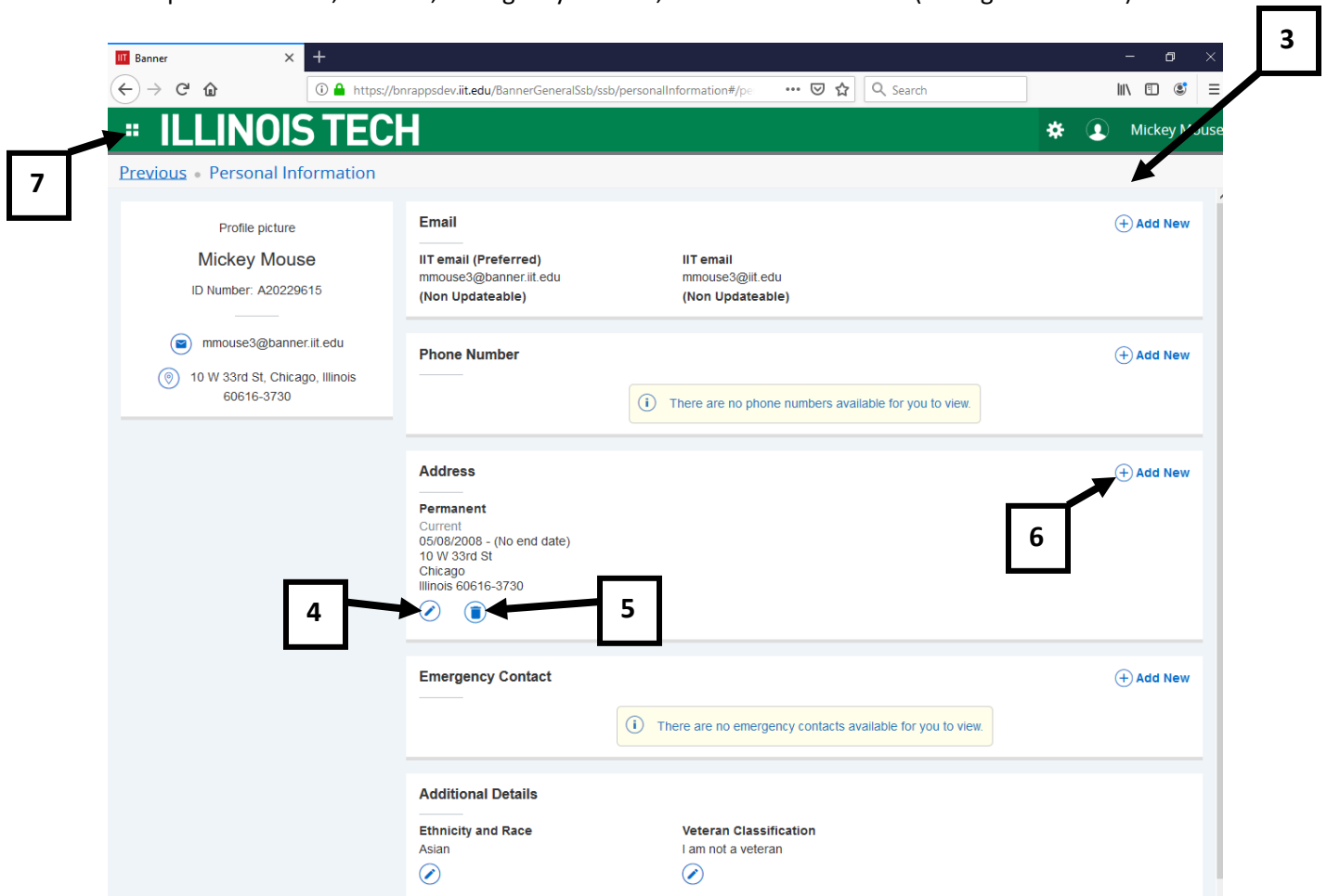
1. Log in to Banner 9 Self-Service.
2. From the **Employee Dashboard** landing page, click on the **My Profile** button on the left side of the page, to the right of your picture (see figure 1 below).



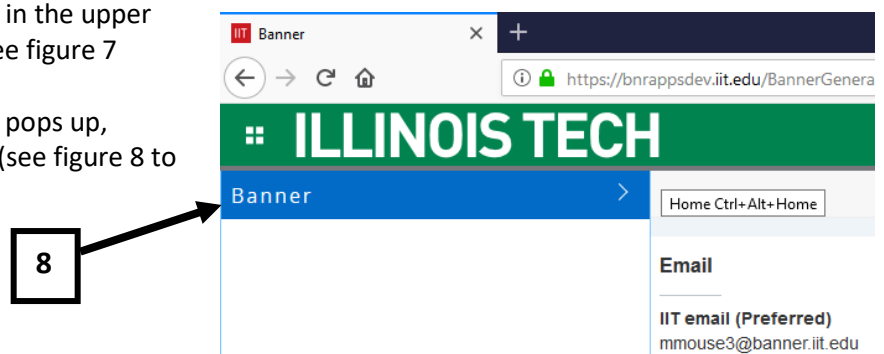
3. When the page refreshes, you will see your **Personal Information** page. To update any information, click on any pencil icon on the right side of the page (see figure 2 below).



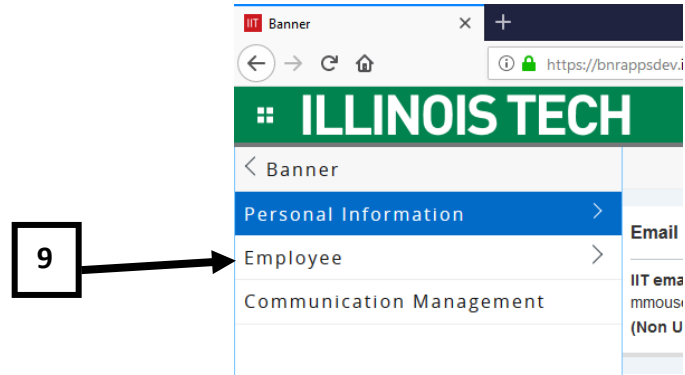
4. You will be redirected to an editable personal information page with separate sections for email, phone number, address, emergency contact, and additional details (see figure 3 below).



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)



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

