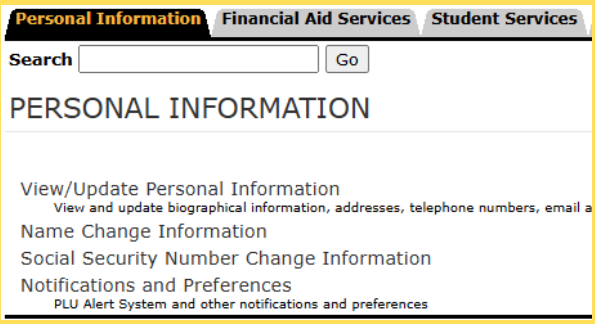
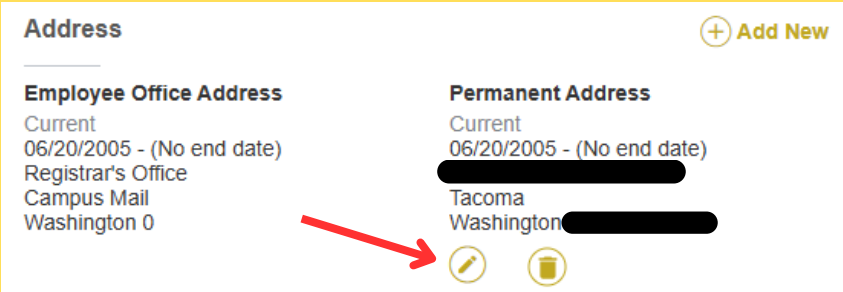
How to Update Your Permanent Address & Cellular Phone for Diploma Distribution



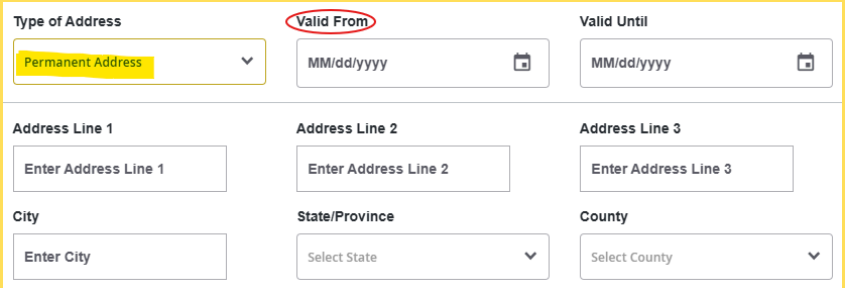
Log into Banner Self Service.

Select the *Personal Information* tab.
Click *View/Update Personal Information.*



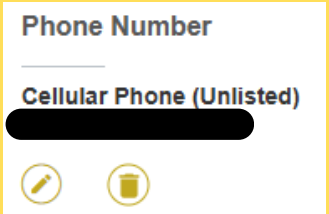
Scroll to the *Address* section of the page.

- If the Permanent Address listed is correct, nothing more needs to be done & you can leave the page.
- If the Permanent Address listed needs to be updated, click on the Pen button (see red arrow in image)
- If there is no Permanent Address, click Add New (+ button on in the upper right corner).

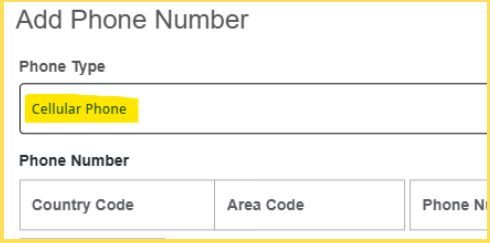


During the address update process, be sure that you use the Permanent Address for the Type of Address (see yellow highlight in image). If you have a previous Permanent Address you cannot enter an overlapping Valid From date, be sure the new address starts after the previous one ends.

Scroll to the *Phone Number* section of the page.



In order to receive diploma notification via text message you must specify a 'Cellular Phone' number. Notification cannot be sent to other phone types.



To add a number for text notificaiton, choose the 'Cellular Phone' option for Phone Type.