



## Updating Your Permanent Address

### **To Access Address Information:**

- Log-in to Banner Self-Service
- Select the 'Personal Information' tab
- Select 'View/Update Personal Information'
- View address information in the Address section
- If you have a current Permanent Address already listed you can update by clicking the pencil icon.
- If you need to add a Permanent Address click 'Add New'
  - Be sure to select 'Permanent Address' when you choose a 'Type of Address'.
  - Assign today's date as the 'Valid From Date' otherwise the date will overlap with a previous address and the system will not accept the address.