

## How to Update Your Permanent Address *Required for Diplomas*

Log into [Banner Self Service](#). Select the *Personal Information* tab & click *View/Update Personal Information*.

The screenshot shows the Banner Self Service interface with the 'Personal Information' tab selected. Below the navigation tabs, there is a search bar and a 'Go' button. The main content area is titled 'PERSONAL INFORMATION' and contains several links: 'View/Update Personal Information' (highlighted with a red arrow), 'Name Change Information', 'Social Security Number Change Information', and 'Notifications and Preferences'.

Scroll down to the *Address* section of the page.

The screenshot shows the 'Address' section of the Banner Self Service interface. It features a '+ Add New' button in the top right corner. Below this, there are two columns: 'Employee Office Address' and 'Permanent Address'. The 'Permanent Address' column shows 'Current' information with a date of '06/20/2005 - (No end date)' and a redacted address. A red arrow points to a yellow pen icon (edit) and a yellow trash can icon (delete) located below the 'Permanent Address' information.

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.

The screenshot shows the address update form in Banner Self Service. The 'Type of Address' dropdown is highlighted in yellow and set to 'Permanent Address'. The 'Valid From' field is circled in red and contains the date format 'MM/dd/yyyy'. The 'Valid Until' field also contains the date format 'MM/dd/yyyy'. Below these fields are three address lines (Address Line 1, 2, and 3), each with an 'Enter Address Line' input field. There are also fields for 'City', 'State/Province', 'County', 'Zip/Postal Code', and 'Country', each with an appropriate input field or dropdown menu.

Once done, click *Update* or *Add* depending on if you updated or added a Permanent Address.