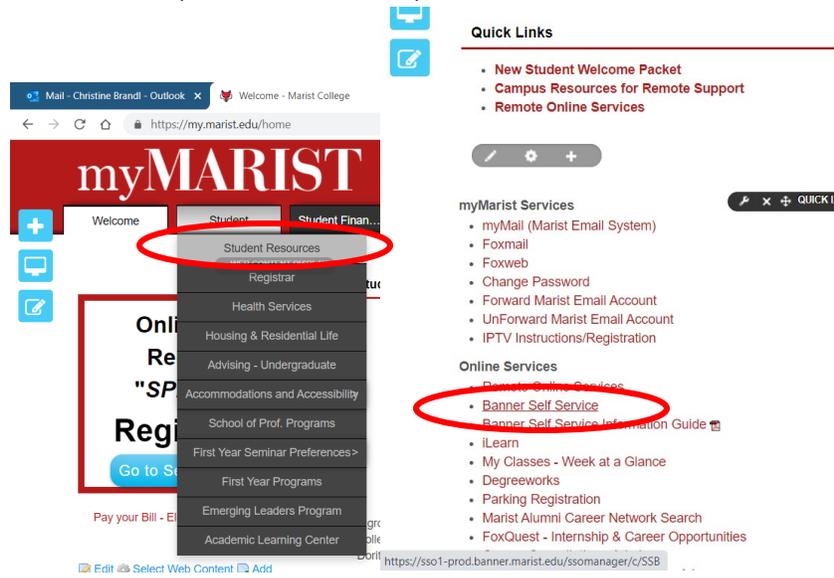


Go To Student, Student Resources, Banner Self Service located under Online Services



Click on Update Addresses and Phones



If Local is not shown, Select Local from Type of Address to Insert, and click Submit

Students must contact the Registrar's Office to change their Permanent Address. Local Address should not be used for international (non-US) addresses.

Addresses and Phones

Billing Address **Phones**
Current: Aug 02, 2010 to (No end date) Primary: None Provided

Human Resources Address **Phones**
Current: (No start date) to (No end date) Primary: None Provided
Human Resources Phone: [Redacted]

Campus Location Address **Phones**
Current: (No start date) to (No end date) Primary: None Provided
Campus Location Phone: [Redacted]

Permanent Mailing Address **Phones**
Current: Dec 24, 2008 to (No end date) Primary: None Provided
Cell Phone: 8 [Redacted]

Type of Address to Insert: Select
Select
Billing Address
Local Address

Submit

[View Addresses and Phones]

RELEASE: 8.7

Must enter Valid Date for Address: Enter today's date

Personal Information Advancement Officers Student Student Financial Services Faculty Services Employee WebTailor Administration

Search [] Go

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating, you may need to change the Valid From This Date value.

Errors occurred. Please try again.
Form item Valid From This Date: must be entered.

Local Address

Valid From This Date:MM/DD/YYYY 01/29/2024

Until This Date:MM/DD/YYYY

Address Line 1: [Redacted]

Address Line 2:

Address Line 3:

City: Hyde Park

State or Province: New York

ZIP or Postal Code: 12538

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
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After adding address, you can add additional phone numbers like Cell Phone

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Local Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="...OR..."/>	<input type="checkbox"/>

Phone Type:

Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="...OR..."/>	<input type="checkbox"/>	<input type="checkbox"/>

Select phone type cell from the drop down

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Local Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="...OR..."/>	<input type="checkbox"/>

Phone Type:

Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="...OR..."/>	<input type="checkbox"/>	<input type="checkbox"/>

Click Submit when finished

RELEASE: 8.7

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