How to Update Personal Information in Student Self Service

To edit your legal name, birthdate, or social security number, or permanent address, you must compete a Personal Information Update form. The form can be found on the Office of the Registrar’s webpage under “Online Forms”.

1. Select the menu in the top-left corner by clicking on the four squares (waffle). Select “Banner”. Select “Personal Information”.

2. To edit your preferred name, personal pronoun, gender identity, and/or marital status, click “EDIT” in the first section. Enter information and click “UPDATE”.

3. To edit your phone number, click “EDIT” or “ADD NEW” in the third section. Enter information and click “UPDATE” or “ADD”.

4. To edit your mailing or billing address, click “EDIT” or “ADD NEW” in the fourth section. Enter information and click “UPDATE” or “ADD”.

5. To edit your emergency contact click “EDIT” or “ADD NEW” in the fifth section. Enter information and click “UPDATE” or “ADD”.

TIP
To update your emergency contact, click “EDIT” or “ADD NEW” in the fifth section. Enter information and click “UPDATE” or “ADD”.