

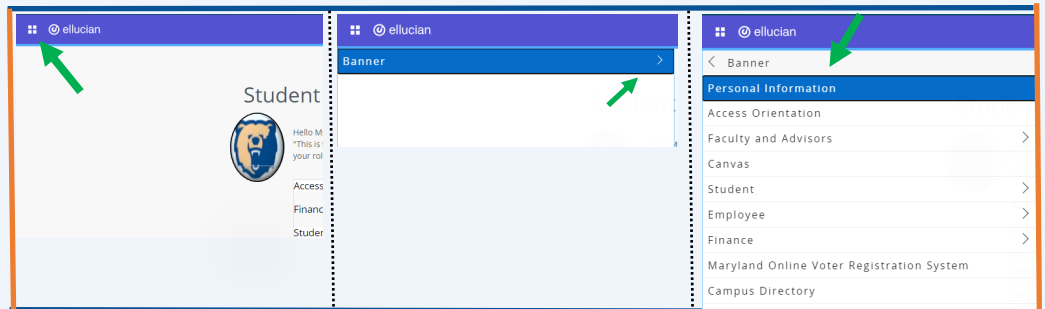
# How to Update Personal Information in Student Self Service

## TIP

To update your **legal name**, **birthdate**, or **social security number**, or **permanent address**, you must complete 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".

# 4

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

# 3

To edit your **phone number**, click "EDIT" or "ADD NEW" in the third 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".

Previous • Personal Information

**Personal Details** 2 [Edit](#)

First Name Carmen	Middle Name -	Last Name San Diego (TEST)
Date of Birth July 12, 1980	Marital Status -	Legal Sex Unknown
Preferred First Name -	Personal Pronoun -	Gender Identification -

**Email** + [Add New](#)

Morgan State Assigned Student E-Mail (Preferred)  
casan4@morgan.edu  
DO NOT ALTER OR REMOVE  
(Not Updateable)

**Phone Number** 3 + [Add New](#)

*There are no phone numbers available for you to view.*

**Address** 4 + [Add New](#)

**Mailing**  
Current  
03/21/2019 - (No end date)  
1700 East Cold Spring  
Baltimore  
Maryland 21252

**Emergency Contact** 5 + [Add New](#)

*There are no emergency contacts available for you to view.*