

Banner
Self-Service
Instructions
for updating
Personal Information

- Click Personal Information



[Personal Information](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Welcome, April H. Mixon, to the WWW Information System! Last web access on May 20, 2019 at 07:05 pm

Students: Is your personal information correct? Click on "**Personal Information**" to check and update. Please enter your cell phone number.

[Personal Information](#)

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Financial Aid](#)

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Employee](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

[Finance](#)

Create or review financial documents, budget information, approvals.

[Events](#)

Banner 9 Events

RELEASE: 8.8.3

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- To update addresses and phone numbers click ‘Update Addresses and Phones’. **Please note that Blue Cross, Humana, and Teachers’ Retirement System need address updates as well. Contact Human Resources for assistance at 205-665-6055.**

The screenshot shows the Ellucian website interface. At the top left is the Ellucian logo. Below it is a navigation bar with tabs for 'Personal Information', 'Financial Aid', 'Employee', and 'Finance'. A search bar is located below the navigation bar. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Personal Information' and contains a list of options: 'Answer a Survey', 'Change Security Question', 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses', 'Directory Profile', 'View Emergency Contacts', 'Update Emergency Contacts', 'View Ethnicity and Race', 'Update Ethnicity and Race', 'Update Marital Status', 'Name Change Information', 'Social Security Number Change Information', 'Change your PIN', and 'Veterans Classifications'. A red arrow points from the text in the first list item to the 'Update Addresses and Phones' link in the list. Below the list, there is a footer with the text 'RELEASE: 8.8.3' and '© 2019 Ellucian Company L.P. and its affiliates.'

- Click the 'Current' link

Update Addresses and Phones - x

https://linuxs.montevallo.edu:9170/PROD/bwkgogad.P_SelectAtypUpdate

Personal Information Financial Aid Employee Finance

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Update Addresses and Phones - Select Address

Update Addresses and Phones - Update an existing address or phone number by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit. To enter your cell phone number, select Primary under Phones.

USPS change of address information and forms are available through [this link](#).

Entering overlapping dates may change the effective dates on existing address records.

Step 1: Click on the (blue) "Current" link.
 Step 2: Complete the "Until this Date" field, which is the last date on which you want correspondence mailed to your old address.
 Step 3: Click the "Submit" button at the bottom of the page.
 Step 4: Click on the drop-down arrow next to, "Type of Address to Insert" and click "Permanent."
 Step 5: Complete your permanent address information. Please note, you may leave the "Until this Date" field blank if this address will be used for an indefinite period of time.
 Step 6: Once your current address has been updated, click the "Submit" button at the bottom of the page to complete the process.

Attention: **As applicable**, employees must change their addresses with **Blue Cross Blue Shield, Humana and The Teachers' Retirement System**. Please call or visit Human Resources for assistance (665-6055).

<https://www.bcbsal.org/index.cfm> (Health and Dental Insurance)
<http://www.humanadental.com/> (Vision Insurance)
<http://www.rsa-al.gov/TRS/trs-pubs-forms.html#change> (TRS)

Addresses and Phones

Mailing	Phones
Current: Jul 03, 2014 to (No end date)	Primary: [REDACTED]
[REDACTED] Montevallo, Alabama 35115 Shelby	

Permanent	Phones
Current: Aug 01, 2016 to (No end date)	Primary: [REDACTED]
[REDACTED] Montevallo, Alabama 35115 Shelby United States of America	

- Fill out the required fields on address update 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.
- To update or enter your cell phone number scroll down to Phone Type. Select Cellular Phone and enter cell phone number.
- Click on Submit.

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.

Update Addresses and Phones / Update/Insert page - To update or enter your cell phone number scroll down to Phone Type. Select Cellular Phone and enter cell phone number. Click on Submit.

Mailing

Valid From This Date: MM/DD/YYYY 07/03/2014

Until This Date: MM/DD/YYYY

Address Line 1: [Redacted]

Address Line 2:

Address Line 3:

City: Montevallo

State or Province: Alabama

ZIP or Postal Code: 35115

County: Shelby

Nation: Not Applicable

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
205	[Redacted]		OR	<input type="checkbox"/>

Phone Type

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

Submit Reset

Select a Different Address to Update

- To view Emergency Contacts, click ‘View Emergency Contacts’.
- To update Emergency Contacts, click “Update Emergency Contacts”

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Personal Information | Financial Aid | Employee | Finance

Search

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Personal Information

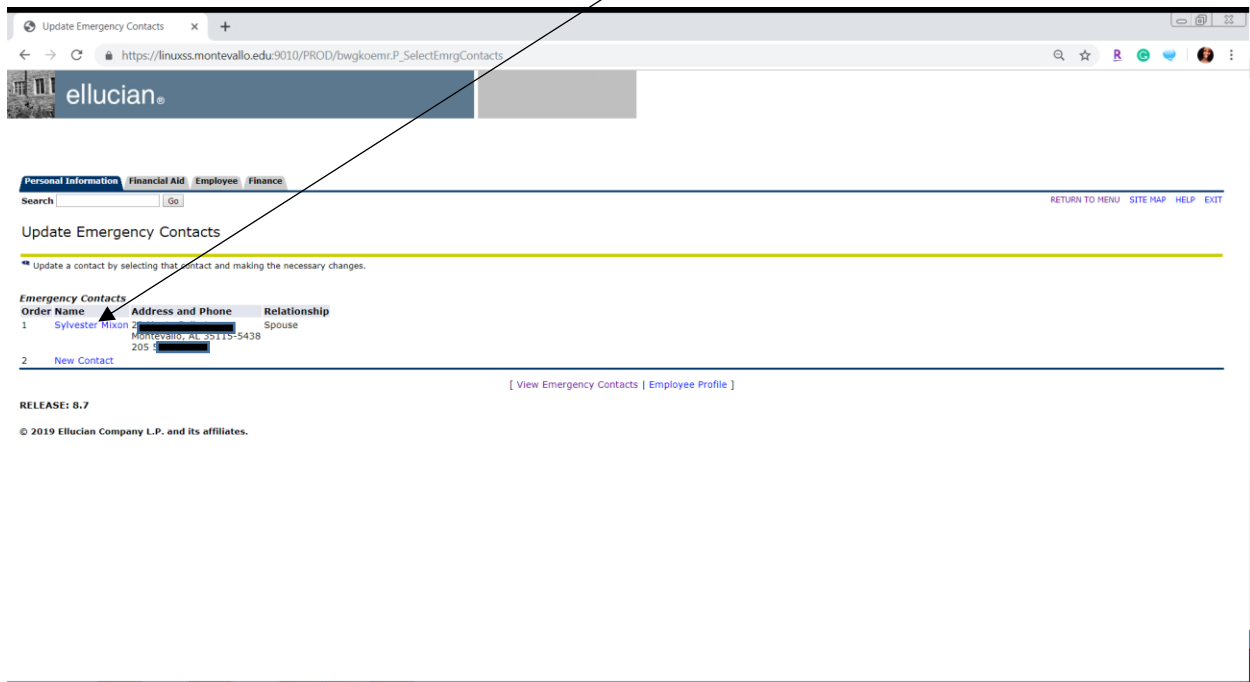
Students: To enter or update information, including cell phone number, click on "**Update Addresses and Phones**".

- [Answer a Survey](#)
- [Change Security Question](#)
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Directory Profile](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View Ethnicity and Race](#)
- [Update Ethnicity and Race](#)
- [Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Change your PIN](#)
Need to update your PIN? Change it here.
- [Veterans Classifications](#)

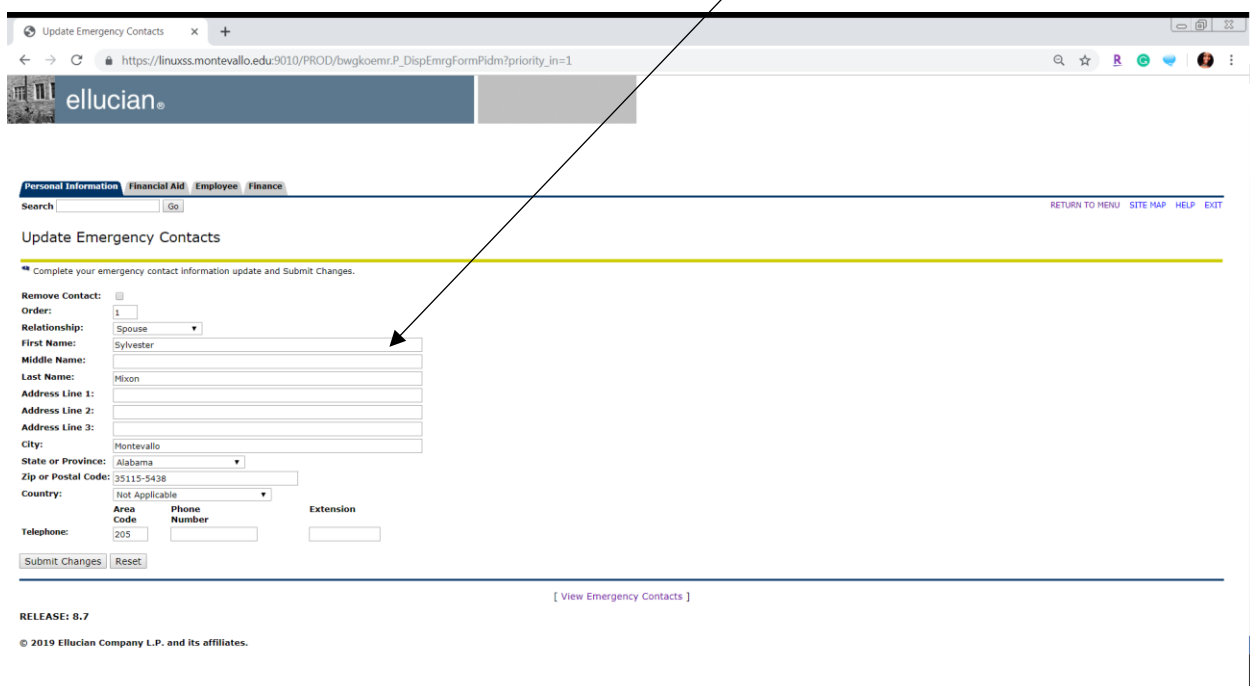
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- Click the First Name listed under Emergency Contacts



- Enter the contact information in the appropriate fields.



- To add a new contact, instead of clicking the First Name in the list, click 'New Contact'.

- To view ethnicity and race, click 'View Ethnicity and Race'.
- To update ethnicity and race, click 'Update Ethnicity and Race'

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Search Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Personal Information

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- Click the appropriate boxes.

Update Ethnicity and Race

What is your ethnicity?

Hispanic or Latino

Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White
<input type="radio"/> American Indian or Alaska Native	<input type="radio"/> Asian	<input checked="" type="radio"/> Black or African American	<input type="radio"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> White

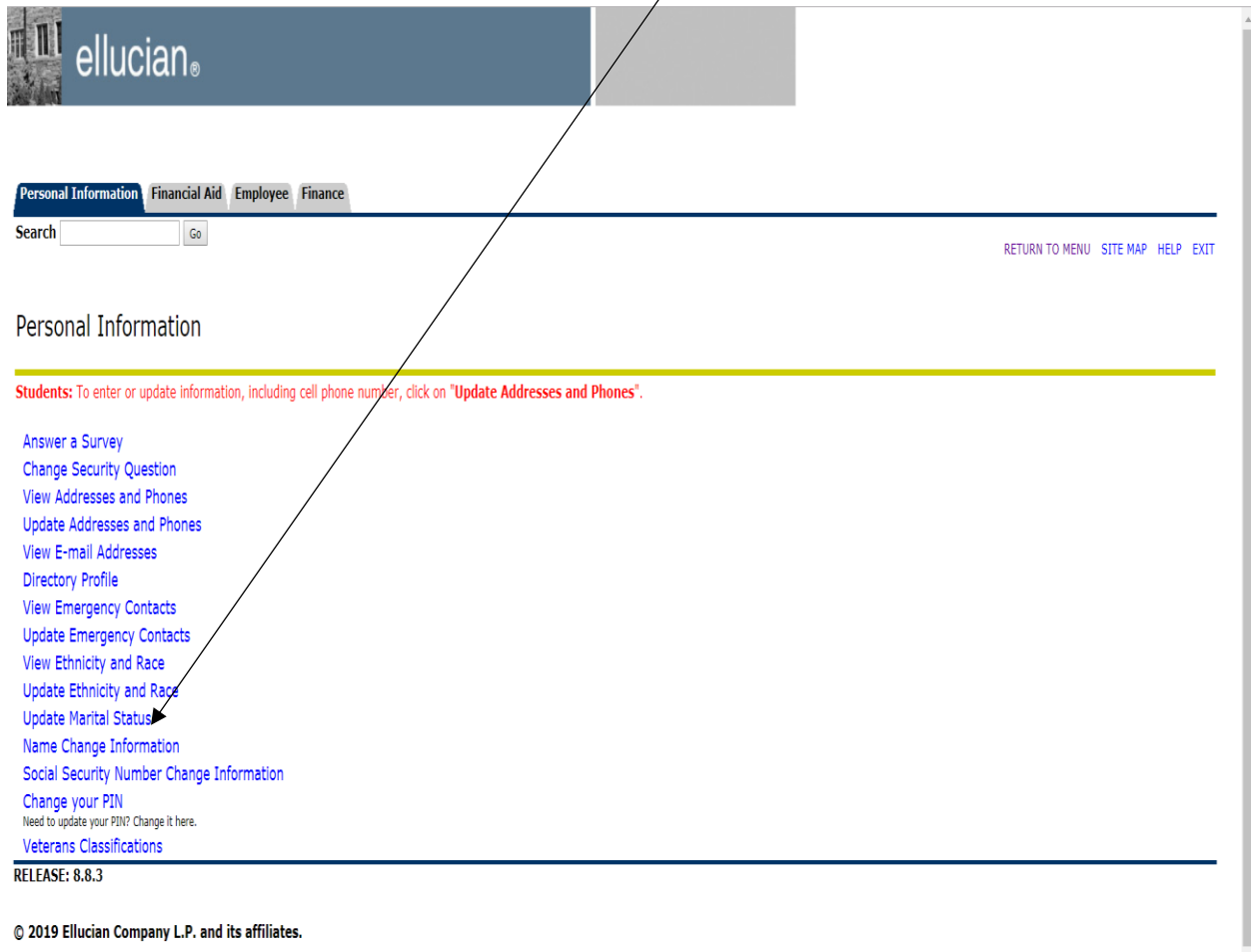
[Continue](#)

[\[View Ethnicity and Race \]](#)

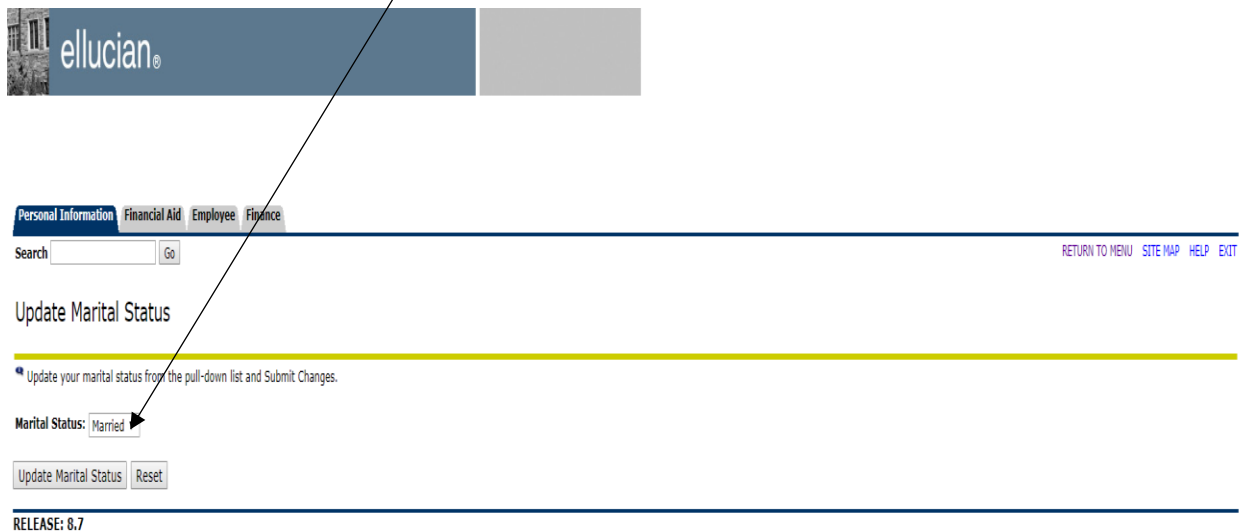
RELEASE: 8.6.0.1

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- To Update Marital status, click ‘Update Marital Status’.

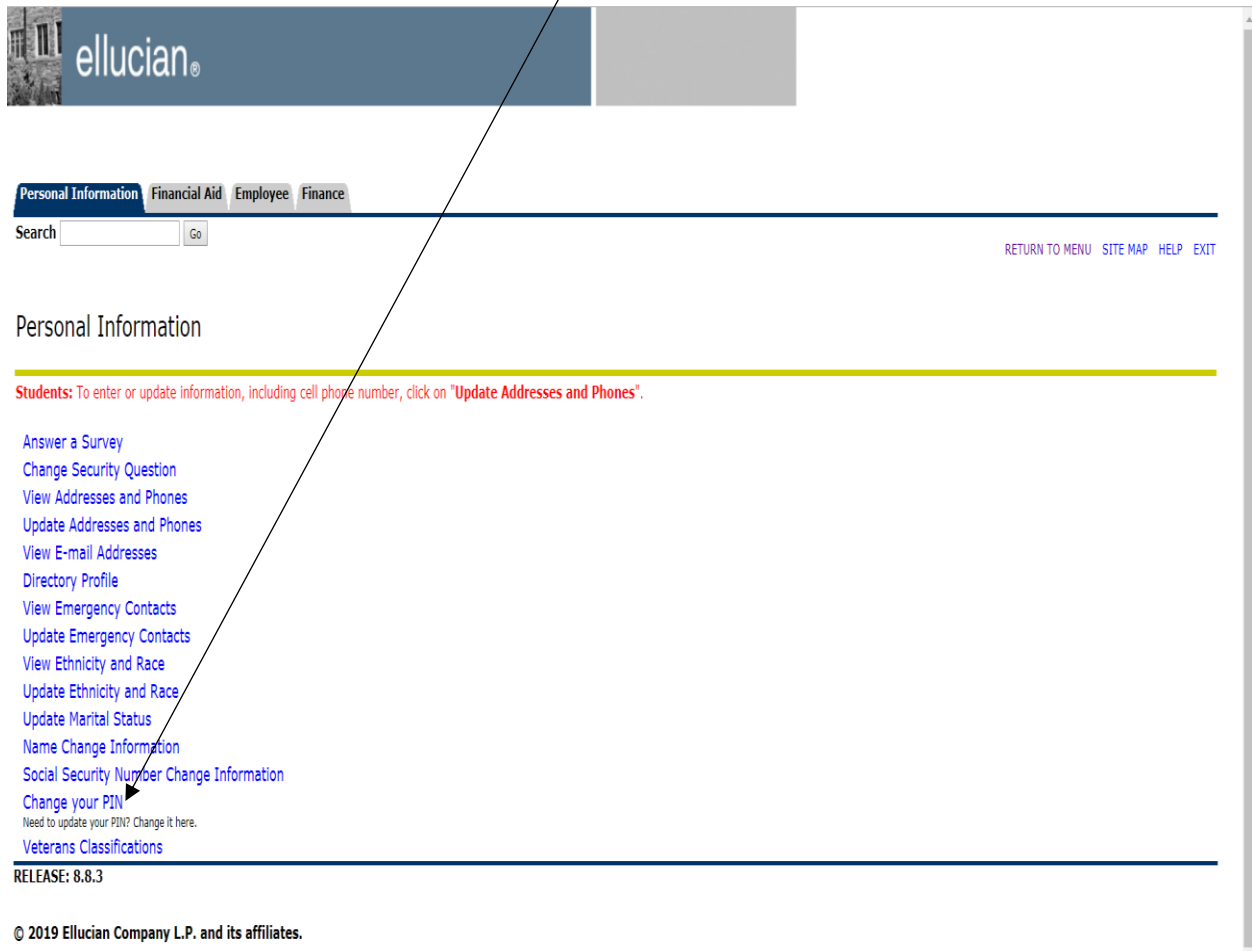


- Choose the appropriate status. Then click the ‘Update Marital Status’ button.



May 17, 2019

- To change PIN, click ‘Change your PIN’.



- Enter Old PIN and New PIN in appropriate fields. Then click ‘Change PIN’ button.

