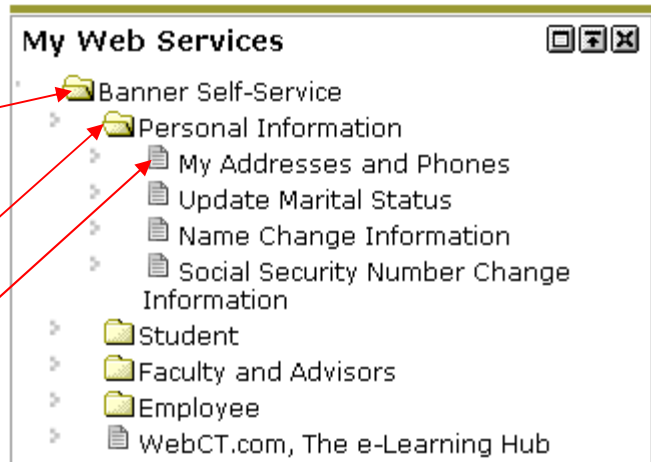


Banner Faculty Services

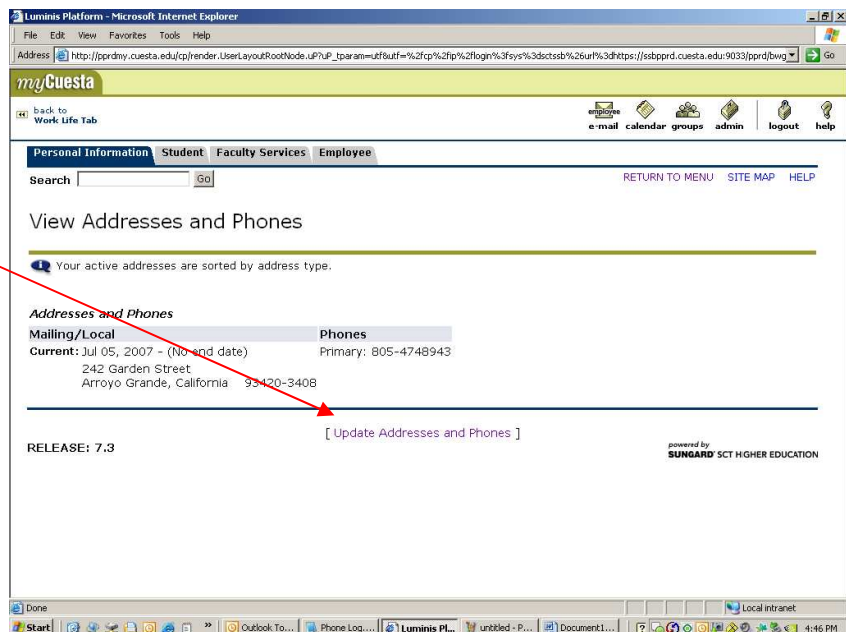
Updating Contact Information within Banner

1. Log into myCuesta (<http://my.cuesta.edu>).
Contact Computer Services (x3248) for assistance.
2. Locate the **My Web Services** channel, usually on the Work Life tab.
3. Click the folder, **Banner Self-Service**.
The folder will “expand”, revealing subfolders.
4. Click the folder, **Personal Information**.
The folder will “expand”, revealing subfolders and selections.
5. Click the **My Addresses and Phones** link.

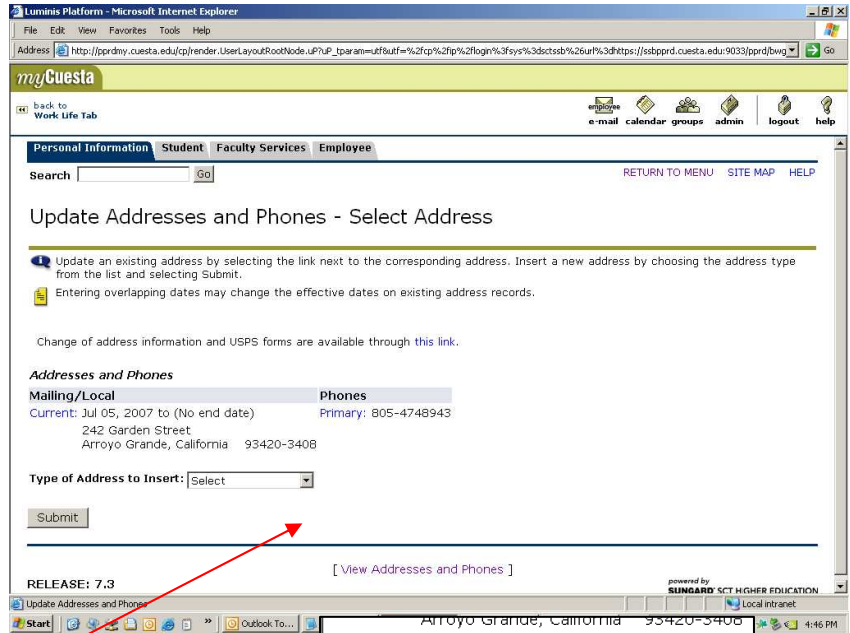


The View Addresses and Phones screen will appear.

6. Click the link, **Update Addresses and Phones**.



The “Update Addresses and Phones – Select Address” screen will appear.

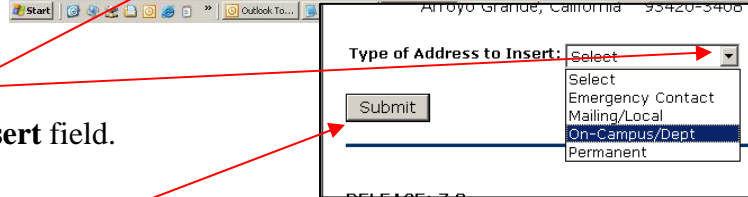


7. Click the drop-down arrow for the **Type of Address to Insert** field.

8. Select the desired address type from the list.

9. Click the **Submit** button.

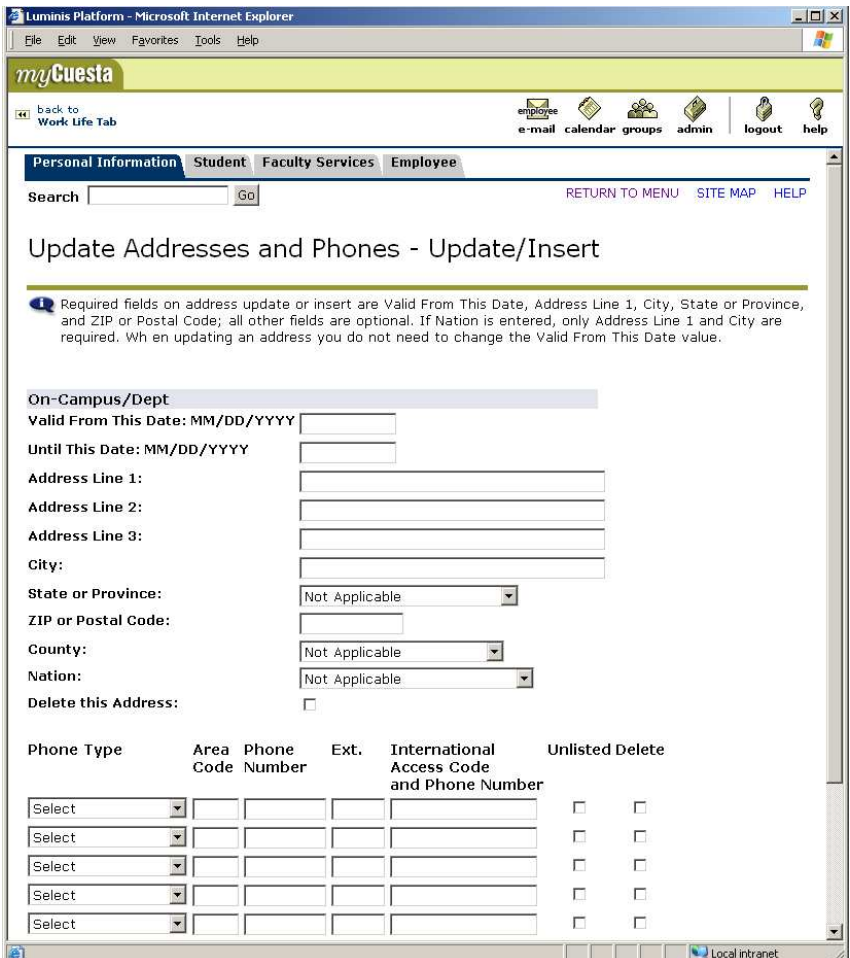
The “Update Addresses and Phones – Update/Insert” screen will appear.



10. Enter the appropriate information in the required/desired fields.

NOTE: The following fields must be completed and not left blank:

- *Valid From This Date*
- *Address Line 1*
- *City*
- *State or Province*
- *Zip or Postal Code*



- Once the necessary data has been entered, click the **Submit** button at the bottom of the screen.

required. When updating an address you do not need to change the Valid From This Date value.

On-Campus/Dept
 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:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Business/Work"/>	<input type="text" value="805"/>	<input type="text" value="546-3100"/>	<input type="text" value="2150"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Cellular"/>	<input type="text" value="805"/>	<input type="text" value="222-2222"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

[View Addresses and Phones]

Search RETURN TO MENU SITE MAP HELP

Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

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

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

Addresses and Phones

Mailing/Local	Phones
Current: Jul 05, 2007 to (No end date) 242 Garden Street Arroyo Grande, California 93420-3408	Primary: 805-4748943
On-Campus/Dept	Phones
Current: Jul 21, 2008 to Jul 01, 2009 PO Box 8106 San Luis Obispo, California 93403-8106 San Luis Obispo	Primary: None Provided Business/Work: 805-5463100 2150 Cellular: 805-2222222

Type of Address to Insert:

[View Addresses and Phones]

RELEASE: 7.3

The "Update Addresses and Phones – Select Address" screen will reappear with the new address information appearing on the screen.