



# How to update your address or telephone number in Self Service Banner

*Division of Information Technology*

1. Go to [ecs.edu](http://ecs.edu)
2. Click appropriate **Portal**



3. Click **Banner**



#### 4. Click **Enter Secure Area**

### Banner Self-Service

**Enter Secure Area**

Login here using your *VikingOne* account credentials to view your |  
Your *VikingOne* account is the same username and password used

[Prospective Students](#)

Tell us about yourself and request information about our institutor

[Apply for Admission](#)

Enter a new application or return to complete an application.

#### 5. Enter **ECSU** username and password.



User ID

Password

**Sign In**

Forgot Your Password? Unable to Login?  
[Click Here](#) for assistance.

#### 6. Click Sign In.



User ID

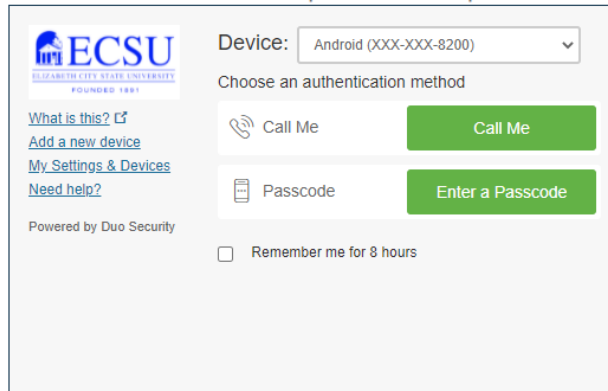
Password

**Sign In**

Forgot Your Password? Unable to Login?  
[Click Here](#) for assistance.

## 7. Verify authentication through DUO

Authentication with Duo is required for the requested service.



Powered by Duo Security

Remember me for 8 hours

We can remove this option: Cancel this Request

## 8. Click **Personal Information** tab




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### Personal Information

Update addresses, contact information or marital status; review n

## 9. Click **Personal Information**



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### Personal Information

Update addresses, contact information or marital status; review name c

#### Alumni and Friends

Find classmates, communicate, career advisor, job posting, online giving

#### Student and Financial Aid

Apply for Admission, Register, View your academic records and Financia

#### Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4

#### WebCT.com, The e-Learning Hub

Find online help, research tools, discussions, and more!

#### Answer Survey

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10. Click **Update Addresses and Phones** to confirm what address you have listed for your personal email.


**Personal Information** **Alumni and Friends** **Student**

Search

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

***The following appears***

Update Address(es) and Phone(s) - Select Address

 To **update** an existing address, click the **link** next to the corresponding address.  
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.  
**Note:** Entering overlapping dates may change the effective dates on existing address records.

**Student refunds will not be mailed to an ECSU mailing address.**

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.


**Addresses and Phones**

<b>Mailing</b>	<b>Phones</b>
<b>Current:</b> Nov 27, 2018 to (No end date)	<b>Primary:</b> 252-6125555
501 Blue Lake Way Elizabeth City, North Carolina 27909-8941 Pasquotank United States of America	
<b>Permanent</b>	<b>Phones</b>
<b>Current:</b> No Current Address Exists For This Address Type	
<b>Future:</b> Jan 10, 2099 to (No end date)	<b>Primary:</b> 252-6125555
501 Blue Lake Way Elizabeth City, North Carolina 27909-8941 Pasquotank United States of America	

**Type of Address to Insert:**

## 11. Click **Addresses or Phones** to update (*Mailing, Permanent or both*)

### Update Address(es) and Phone(s) - Select Address

 To **update** an existing address, click the **link** next to the corresponding address.  
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.

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

**Student refunds will not be mailed to an ECSU mailing address.**

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

#### Addresses and Phones

Mailing	Phones
<b>Current:</b> Nov 27, 2018 to (No end date) 501 Blue Lake Way Elizabeth City, North Carolina 27909-8941 Pasquotank United States of America	<b>Primary:</b> 252-6125555

Permanent	Phones
<b>Current:</b> No Current Address Exists For This Address Type <b>Future:</b> Jan 10, 2099 to (No end date) 501 Blue Lake Way Elizabeth City, North Carolina 27909-8941 Pasquotank United States of America	<b>Primary:</b> 252-6125555

Type of Address to Insert:

## 12. Update the **address or telephone**

**Permanent**

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" value="252"/>	<input type="text" value="6125555"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

OR

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<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"/>
<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"/>

### 13. Click **Submit**

**Mailing**

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" value="252"/>	<input type="text" value="2375555"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

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

Click **Exit** to exit Banner

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)