How to update your personal email address in Self Service Banner

Division of Information Technology

1. Go to ecsu.edu

2. Click appropriate Portal

3. Click Banner
4. Click **Enter Secure Area**

Banner Self-Service

<table>
<thead>
<tr>
<th>Enter Secure Area</th>
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</thead>
<tbody>
<tr>
<td>Login here using your VikingOne account credentials to view your</td>
</tr>
<tr>
<td>Prospective Students</td>
</tr>
<tr>
<td>Tell us about yourself and request information about our institution</td>
</tr>
</tbody>
</table>

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

6. Click **Sign In**.
7. Verify authentication through **DUO**

8. Click **Personal Information** tab

9. Click **Personal Information**
10. Click **View email address** to confirm what address you have listed for your personal email.

Campus Email Address must be listed as preferred.
11. Click **Personal Information** tab

12. Click **Update E-mail Addresses** *(You will be able to update an existing e-mail address, insert a new e-mail address or delete an existing email address)* follow steps below for desired action.

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.
To update an existing e-mail address

13. Click the e-mail address you want to update

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**E-mail Addresses**

**Campus Email Address**

cddillard@ecsu.edu  Preferred

**Personal Email Address**

cddillard@gmail.com

14. Enter the new email address in the E-mail field.

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15. Click Submit
To insert a new e-mail address

16. Select Type of email to Insert from the pull-down list

17. Enter email address in E-mail field.

18. Click Submit
To delete an existing email address

19. Click on the **email you want to delete**

20. Check the box next to **Delete this address:**

21. Click **Submit**

22. Click **Exit** to exit Banner