How to update your personal email address in Self Service Banner

Division of Information Technology

1. Go to ecsu.edu

2. Click Banner

3. Click Self-Service Banner (SSB) Login

BANNER ACCOUNTS

- Self-Service Banner (SSB) Login
- Production - Banner 9 Admin Pages
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 institution
Apply for Admission
Enter a new application or return to complete an application.

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.

- 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

View E-mail Address(es)

*Your active e-mail addresses are displayed in order*

**E-mail Addresses**

**Campus Email Address**

coddillard@ecsu.edu **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.
To update an existing e-mail address

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

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

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