

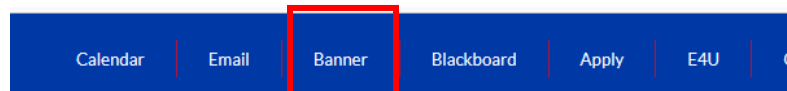


How to update your personal email address in Self Service Banner

Division of Information Technology

1. Go to ecs.edu

2. Click **Banner**



ABOUT ECSU

ACADEMICS

A

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 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.

Device: Android (XXX-XXX-8200)

Choose an authentication method

Call Me

Passcode

Remember me for 8 hours

We can remove this option: Cancel this Request

8. Click **Personal Information** tab

Personal Information Alumni and Friends Student

Search

Personal Information

Update addresses, contact information or marital status; review n

9. Click **Personal Information**

Personal Information Alumni and Friends Student

Search

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

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

Personal Information Alumni and Friends Student

Search Go


-
- [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.

Campus Email Address must be listed as preferred.

Personal Information Alumni and Friends Student

Search Go

View E-mail Address(es)

 Your active e-mail addresses are displayed in orde

E-mail Addresses


Campus Email Address

cddillard@ecs.u.edu **Preferred**

11. Click **Personal Information** tab

Personal Information Alumni and Friends Student
Search Go

View E-mail Address(es)

 Your active e-mail addresses are displayed in order

E-mail Addresses

Campus Email Address

cddillard@ecs.u.edu Preferred

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.

Personal Information Alumni and Friends Student
Search Go

[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.

RELEASE: 0 0

To update an existing e-mail address

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

E-mail Addresses

Campus Email Address

cddillard@ecs.u.edu Preferred

Personal Email Address

cddillard@gmail.com

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

Personal Email Address

E-mail:

cddillard@yahoo.com

Comment:

Delete this address:

Preferred Campus Email Address

cddillard@ecs.u.edu

Submit

Reset

15. Click Submit

Personal Email Address

E-mail:

cddillard@yahoo.com

Comment:

Delete this address:

Preferred Campus Email Address

cddillard@ecs.u.edu

Submit

Reset

To insert a new e-mail address

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

Personal Information Alumni and Friends Student Employee

Search (Go)

Update E-mail Address(es) - Select Address

i To update an existing e-mail address, click the e-mail address.
To insert a new e-mail address, select an address type from the pull-

E-mail Addresses

Campus Email Address
cddillard@ecsu.edu Preferred

Personal Email Address
cddillard@gmail.com

Type of E-mail to Insert:

Submit

17. Enter email address in E-mail field.

Update E-mail Address(es) - Update/Insert

i When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Update E-mail Address(es) - Update/Insert

i When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Personal Email Address

E-mail:

Comment:

Delete this address:

Preferred Campus Email Address
cddillard@ecsu.edu

Submit Reset

Select a Different E-mail Address to Update

18. Click Submit

Update E-mail Address(es) - Update/Insert

i When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Update E-mail Address(es) - Update/Insert

i When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Personal Email Address

E-mail:

Comment:

Delete this address:

Preferred Campus Email Address
cddillard@ecsu.edu


Submit Reset

Select a Different E-mail Address to Update

To delete an existing email address

19. Click on the email you want to delete

Update E-mail Address(es) - Select Address

 To **update** an existing e-mail address, click the **e-mail address**.
To **insert** a new e-mail address, select an address type from the pull-down list and click Insert.

E-mail Addresses

Campus Email Address

cddillard@ecs.u.edu Preferred


Personal Email Address

cddillard@gmail.com

Type of E-mail to Insert:

20. Check the box next to Delete this address:

Update E-mail Address(es) - Update/Insert

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Personal Email Address

E-mail:

Comment:


Delete this address:

Preferred Campus Email Address

cddillard@ecs.u.edu

21. Click Submit

Update E-mail Address(es) - Update/Insert

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Personal Email Address

E-mail:

Comment:

Delete this address:

Preferred Campus Email Address

cddillard@ecs.u.edu

22. Click Exit to exit Banner

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