

## Updating Contact Information in Banner



Select **Banner** from the Samford Portal homepage

Select the **Personal** Information tab and then My Personal Information



All international students need to input your U.S. phone number. TO ADD A PHONE NUMBER, click the blue Add New to the right of your Phone Number

* Samford University				* 🎱 💼
Personal Information				
	Personal Details			
ID Number	Email			(+) Add New
	Phone Number			(+) Add New
	Address			+ Add New
	Remit To Address SUI Post Office	On Campus Physical Address Currot	Permanent Mailing Address Correct	

Select **Cell** as phone type, and input your U.S. number under **Phone Number**. Select this as your **primary** number. You DO NOT need to enter anything under International Phone Number.

one Number			
Area Code	Phone Number	Extension	
nternation of Phor	e Number		
Primary	Unlisted		

For students living ON CAMPUS, your On Campus Address will already be in the Samford Portal. <u>You do not need to enter an address.</u>

For students living **OFF CAMPUS**, you need to **manually enter in your Off Campus Local Address** in the Samford Portal.

a. Enter your off-campus local address. Leave the "Valid Until" box BLANK.

pe of Address	Valid From	Valid Until	
Off Campus Local Address only	MM/dd/yyyy	MM/dd/yyyy	ā
Q.	Address Line 2	Address Line 3	
Business or Work Address	Enter Address Line 2	Enter Address Line 3	
Off Campus Local Address only	City	State/Province	
Parent 1 Address	Enter City	Select State	~