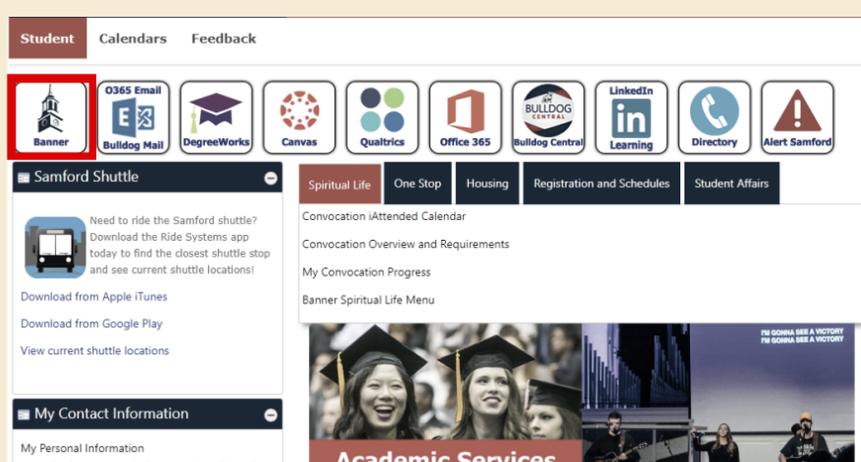
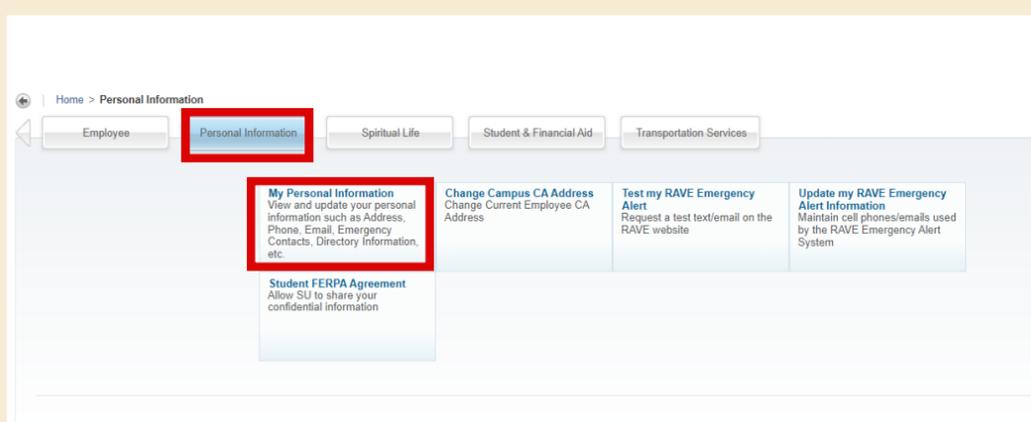


Updating Contact Information in Banner

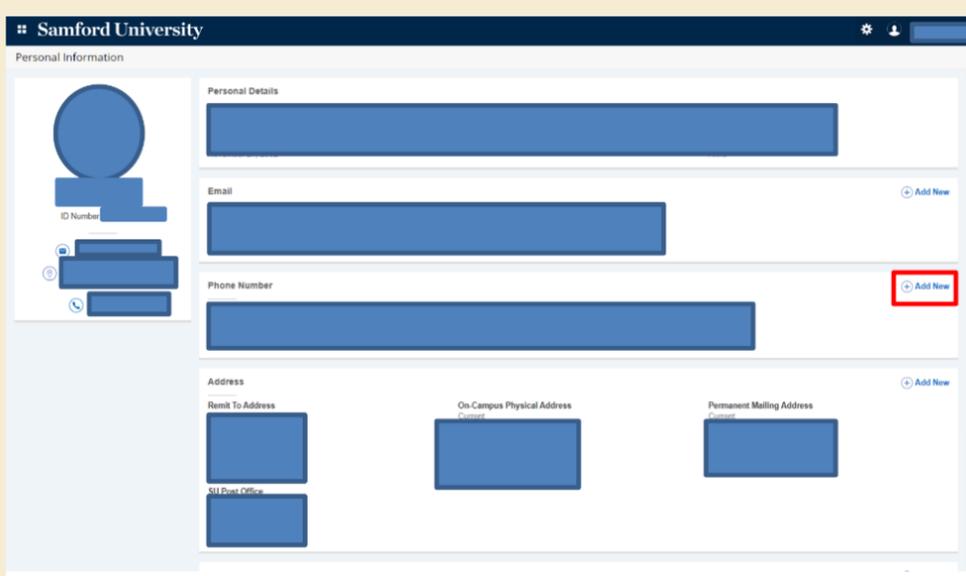


Select **Banner** from the Samford Portal homepage

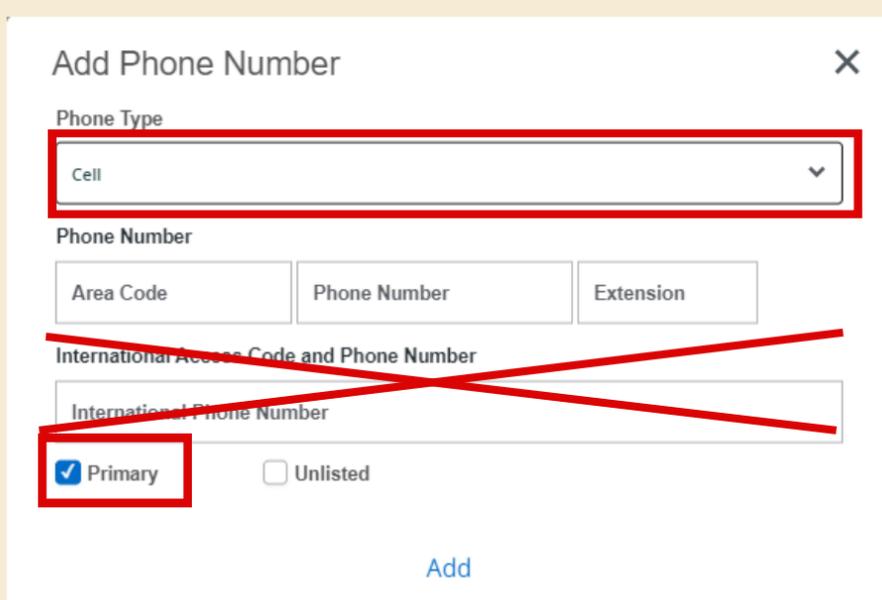
Select the **Personal Information** tab and then **My Personal Information**



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



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.



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

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.

