## Instructions for Adding/Updating Permanent Legal Address

All of the following steps must be completed through Banner Self Service. With an active SHSUserID, you can access Banner Selfervice from the SHSU home page (www.shsuedu) as follows:

- x Click onCampusTools,
- x Clickon My Sam,
- x Click the Campus Resourcestab,
- x Click the Banner SelfService ink,
- x Clickthe applicable folder either PersonalInformation and/or Employee

## Permanent Legal Address

Using the following instructions, lease makes ure there is an active/currenpermanent legal address on your file and it is correct through BannerSelf

x ClickPersonaInformation, date in

Addresses and Boopes - (No end date) Primary: <u>936-294-1111</u> Current: Jan 01, 2012 ty Avenue 1905 Universi xas 77340 Huntsville, Te

"Valid Fromthis Date" field (donot adda date in "Until this Date" field )

- x Enter the address illines 1, 2, and (as needed)
- x Enter the city, statezip code, and county (if Texastype TX and croll to your county)
- x Do not enter a Nation
- x Scrolldown and cliclSubmit

Note: do not insert an address that you already have listed -if it is incorrect make the changes as instructed below.

If you need tochange/update your permanentegaladdress

- x Click orCurrentnext to the permanent legal address
- x Enter today's date in "Valid From this Date" field (do not adda date in "Until this Date" field)
- x Update the address in lines 1, 2, 3% (as needed)
- x Update city, statezip code, and county (if Texastype TX and croll to your county)
- x Do not changeNation
- x Scrolldown and clicl&ubmit