

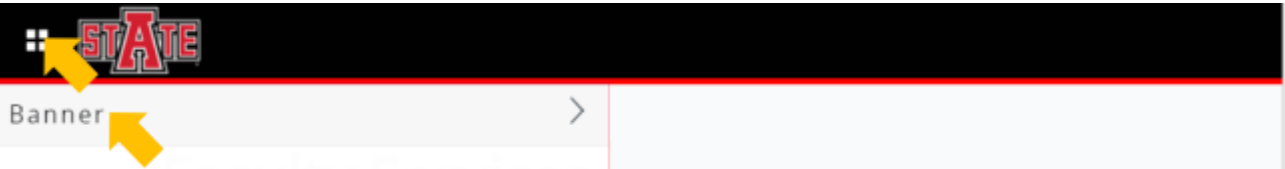
Banner Self Service General

- [UPDATE PERSONAL INFORMATION](#)
- [UPDATE PREFERRED FIRST NAME](#)

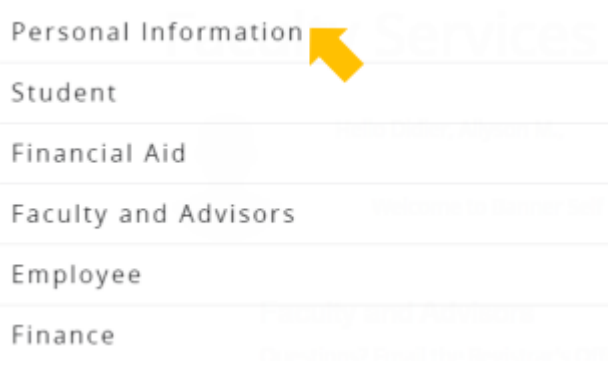
UPDATE PERSONAL INFORMATION

You can manage personal information in Self Service. On the Self Service home page:

1. Select the four-square menu button on the upper left, then select “**Banner**”



2. Select “**Personal Information**”



3. Your personal information will be displayed

A screenshot of the 'Personal Information' form. The form is divided into two main sections. The left section contains a profile card for 'Howl R. Wolf' with an ID number of 123456789. The right section contains a 'Personal Details' table with fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, Preferred First Name, and Personal Pronoun. Below the table are fields for Email, Phone Number, and Address, each with an 'Add New' button. An 'Edit' button is located in the top right corner of the 'Personal Details' section.

You can manage preferred first name, email, phone number, address, and emergency contact information.

4. Go to the section for the type of information you'd like to manage

- To add an entry, select "Add New"
- To edit an entry, select the pencil icon
- To delete an entry, select the trash can icon

EXAMPLE: Managing Address Information

- To add an address entry, select "**Add New**"
 - Enter the necessary information and select "**Add**"

Add Address

Type of Address

Mailing

Valid From

04/12/2023

Valid Until

MM/dd/yyyy

Address Line 1

PO Box 2520

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

State University

State/Province

Arkansas

County

Select County

Zip/Postal Code

72467

Country

United States of America

Add

2. To edit an address entry, select the pencil icon

- Update the necessary information and select "**Update**"

Edit Address

Type of Address

Mailing

Valid From

04/12/2023

Valid Until

MM/dd/yyyy

Address Line 1

PO Box 2520

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

State University

State/Province

Arkansas

County

Not Applicable

Zip/Postal Code

72467

Country

Not Applicable

Cancel

Update

3. To delete an address entry, select the trash can icon

- A pop-up will ask you to confirm the deletion, select "**Delete**"

 Are you sure you want to delete the selected address?

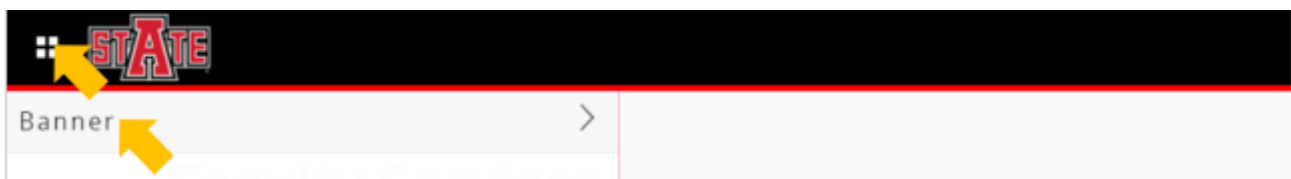
Cancel

Delete

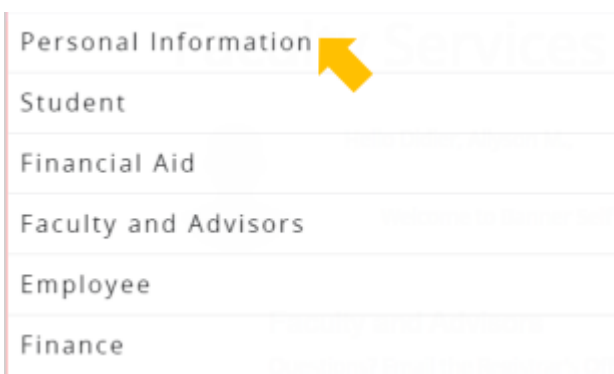
UPDATE PREFERRED FIRST NAME

To update your preferred first name in Self Service (which then adjusts your display name in Canvas):

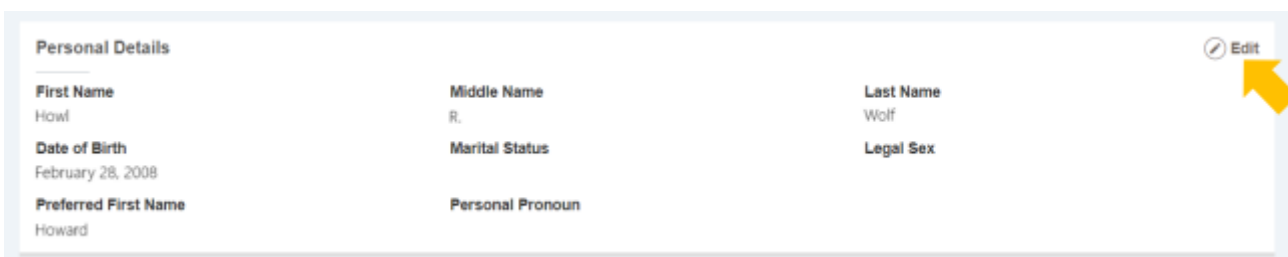
1. Select the *four-square menu button* on the upper left, then select “**Banner**”



2. Select “**Personal Information**”



3. Your personal information will display. Under *Personal Details* select “**Edit**”



4. Enter your “**Preferred First Name**” and select “**Update**”

Edit Personal Details ⓘ

×

First Name	Middle Name	Last Name
Howl	R.	Wolf
Date of Birth	Marital Status	Legal Sex
February 28, 2008	undefined	undefined
Preferred First Name	Personal Pronoun	
Howard	undefined	

Cancel

Update

If you do not see your preferred first name adjusted as your display name in Canvas within 24hours, please email AOS@AState.edu with your name and ID number for further assistance.