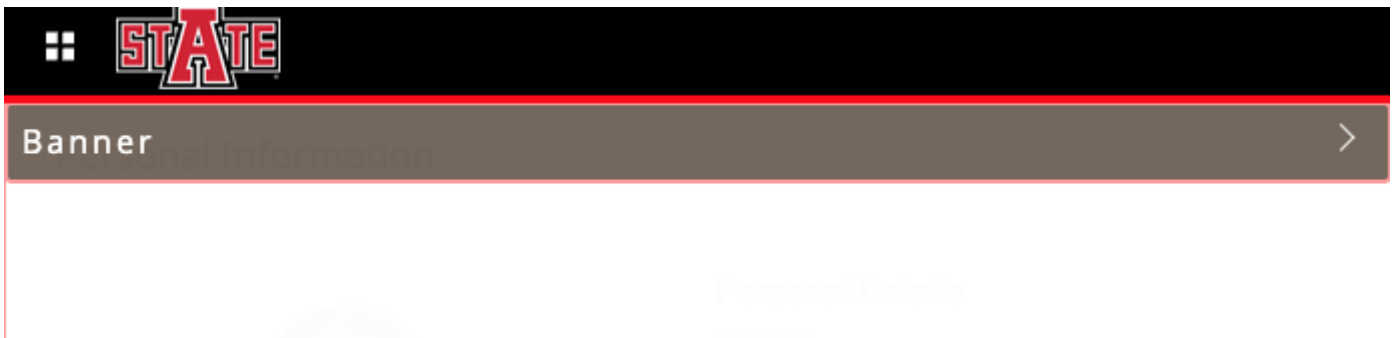


How an Employee can update their work phone number in Banner

If you are an employee who needs to update your work phone number in Banner, follow the guide below.

1. Log into Pack.astate.edu with your full A-State email and A-State password.
2. Approve Duo.
3. Once logged into the **Pack Portal**, navigate to the left hand side under **Tools** and choose **Banner 9** and then **Banner 9 Employee**.
4. Log into Banner using your full A-State email and A-State password then click **Sign In**.
5. Approve Duo for the Banner application.
6. Once logged into **Banner 9 Employee**, select the four squares in the top left corner.



7. You will then need to choose **Banner** and then **Personal Information**.



< Banner

Personal Information

Student

Personal Information

myBill - Pay Account

Financial Aid

Faculty and Advisors

Employee

Finance

8. Once you are on the **Personal Information** page, locate the **Phone Number** section. Find the **Work Phone** and select the **pencil icon** under it to edit.

Home

(Not Updateable)

Work





If needed you can also choose to **Add New** then choose **Work Phone**.

 Add New

Once you have made the desired changes, click **Save** to complete updating your Work Phone Number in Banner.

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

