Updating Personal Contact Information in Banner Self Service

Login

From a web browser, go to the Earlham Home Page.

Choose “Information Services” and then “Self Service”

Login using your User ID & PIN from the card you received.

Change your PIN. New PIN must be 6 Alpha-Numeric characters long.

Create your security question and answer.

1) Updating Contact Information

Select “Update Contact Information” from the main menu or the “Update Contact Info” tab.

Emergency Notification

Add or update your Alternate E-mail Address, Cell Phone, and Home Phone, selecting the check boxes as appropriate.

**Please note that text messages and cell phones are the most effective way for us to notify you in the event of an emergency on campus.**

If you have made any changes to this section, click the “Submit Changes” button directly below the “Alt E-mail Address” to save your changes.

Emergency Contacts

From the “Update Contact Info” tab, scroll down to the “Emergency Contacts” section, and verify that the information listed is correct,
making changes if necessary by clicking the blue link, then “Submit Changes” when done.

New contacts can be added as necessary.

Addresses and Phones

From the “Update Contact Info” tab, scroll down to the “Addresses and Phones” section.

Review the information under the “Billing” heading. If the Billing Address(es) and Phone Numbers are not correct, then click on one of the blue links to make changes, then “Submit” when finished.

Then, review the information under the “Home” heading. This information should be your personal “permanent” home address, phone number, and cell phone number. To make changes, click on one of the blue links.

You can modify your “Home” information by clicking on any of the blue links under the “Home” heading and clicking “Submit” when finished.

** Note: If you added a Cell Phone # in the “Emergency Notification” section, you should see it listed with your “Primary” Phone #. **

2) Exit Self Service and Log Out of Windows

When you are finished updating your information, click the “Exit” option near the top right side of the screen.

To protect your privacy close your browser after exiting Self Service.