## How to update your address in Self-Service Banner

**Step 1:** Log into MyCharger and click on the SSB icon.

myCharger / Welcome	
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tep 2: Click on Personal Information	
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lain Menu	
Personal Information Update addresses contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory Student Apply for Admission, Register, View your academic records.	profile.
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ELEASE: 8.8.3	Personal Information Update Marital Status View Addresses and Phones Update Addresses and Phones View E-mail Addresses View Emergency Contacts Update Emergency Contacts Update Emergency Contacts View Ethnicity and Race Update Ethnicity and Race

**Step 4:** Click on the "<u>Current</u>" link and update your information. Then, click Submit. To create a new address, click on the down arrow in the box located next to "Type of Address to Insert" and select type of new address.

Update Addresses and Phones - Select Address		
Update an existing address I Entering overlapping dates	by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit. s may change the effective dates on existing address records.	
Change of address information and USPS forms are available through this link.		
Addresses and Phones		
Permanent	Phones	
Current:	Primary: None Provided	
Type of Address to Insert: Select		