

Instructions for Adding/Updating Permanent Legal Address

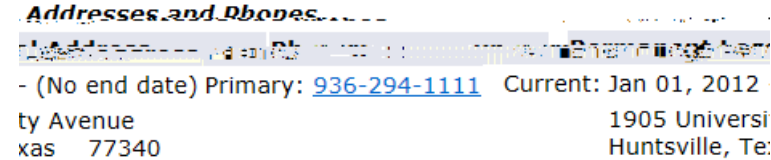
All of the following steps must be completed through Banner SelfService. With an active SHS UserID, you can access Banner SelfService from the SHS Home page (www.shsuedu) as follows:

- x Click on Campus Tools,
- x Click on My Sam,
- x Click the Campus Resources tab,
- x Click the Banner SelfService link,
- x Click the applicable folder either Personal Information and/or Employee

Permanent Legal Address

Using the following instructions, please make sure there is an active/current permanent legal address on your file and it is correct through Banner Self

- x Click Personal Information, date in



"Valid From this Date" field (do not add a date in "Until this Date" field)

- x Enter the address in lines 1, 2, and 3 (as needed)
- x Enter the city, state, zip code, and county (if Texas type TX and scroll to your county)
- x Do not enter a Nation
- x Scroll down and click Submit

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

If you need to change/update your permanent legal address

- x Click on Current next to the permanent legal address
- x Enter today's date in "Valid From this Date" field (do not add a date in "Until this Date" field)
- x Update the address in lines 1, 2, & 3 (as needed)
- x Update city, state, zip code, and county (if Texas type TX and scroll to your county)
- x Do not change Nation
- x Scroll down and click Submit