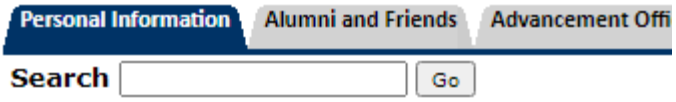
Update of Directory Address via Self-Service by Employee

LOGIN to Banner Self-Service

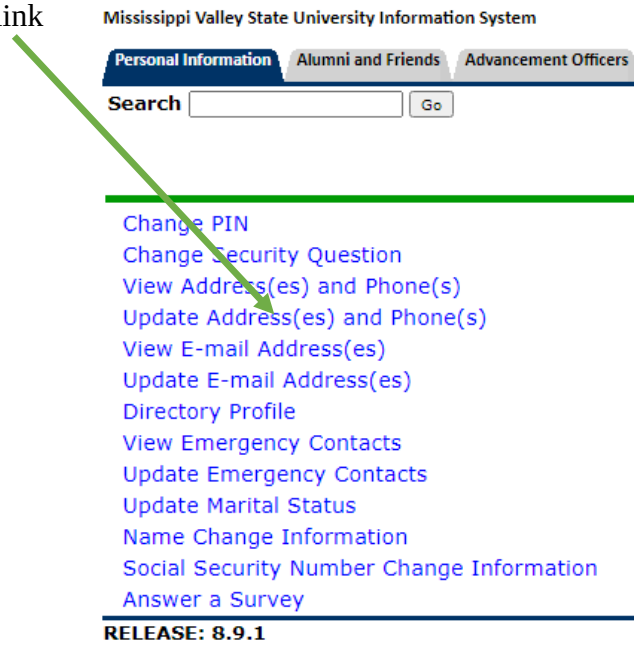
1. Navigate your web browser to http://sutton2.mvsu.edu
2. Click Enter here
3. **Login using your University ID number and Pin**

ADD Office Address Field

1. Click the **PERSONAL INFORMATION** tab

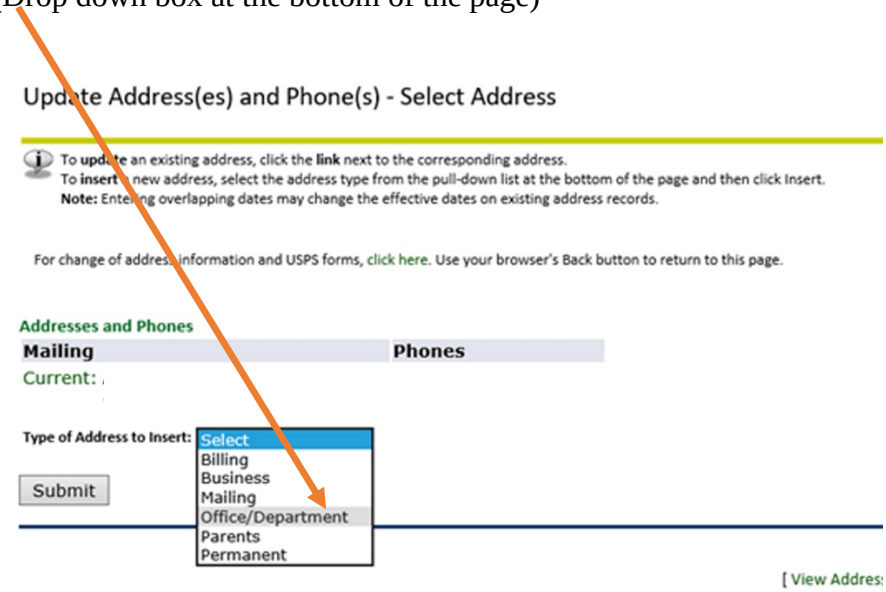


2. Click **UPDATE ADDRESS(ES) AND PHONE(S)** link



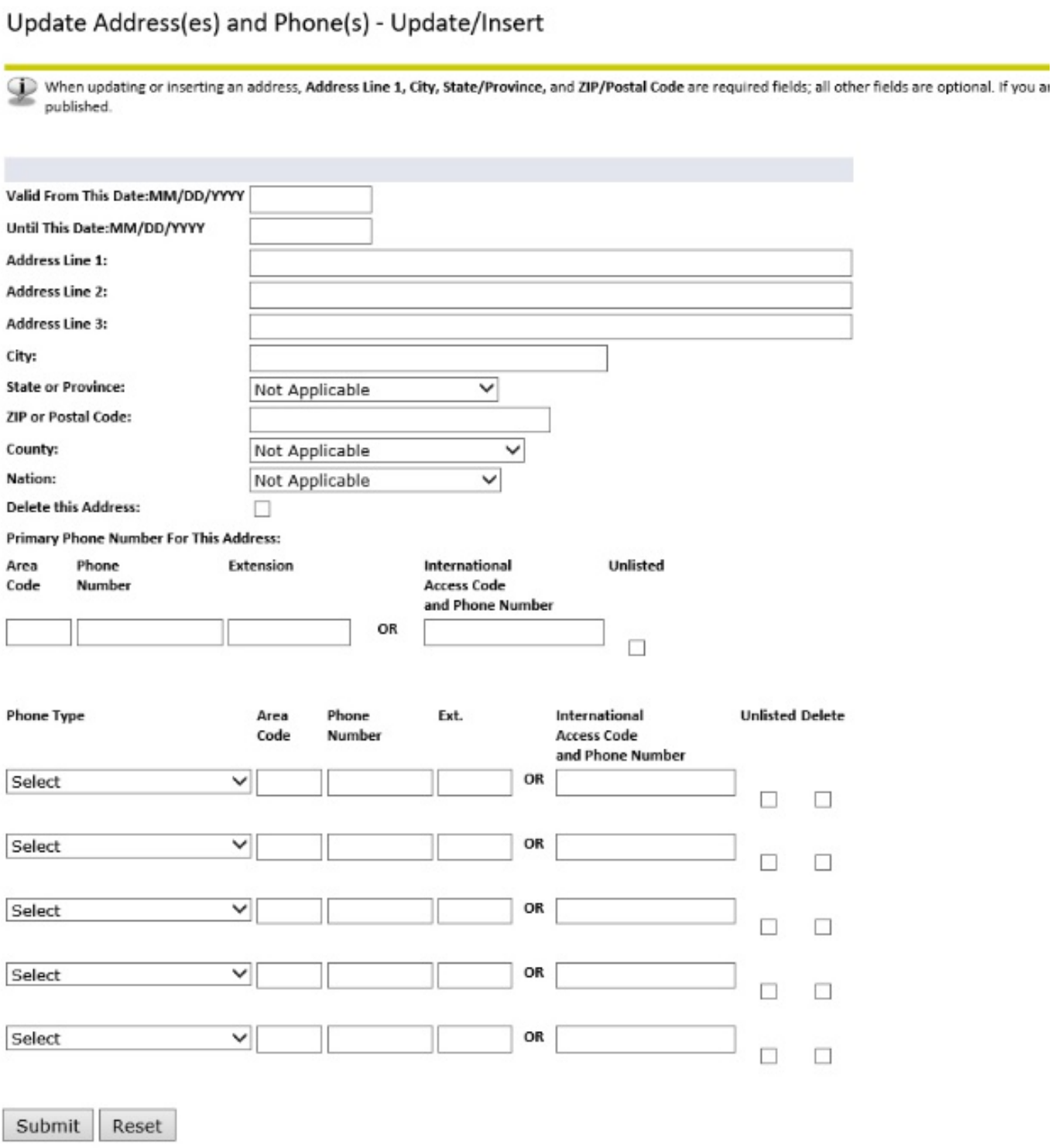
3. Choose **OFFICE / DEPARTMENT** in the Type of Address to Insert:

(Drop down box at the bottom of the page)



UPDATE **Office Address**

You are here: Update Address(es) and Phone(s) - Update/Insert Page



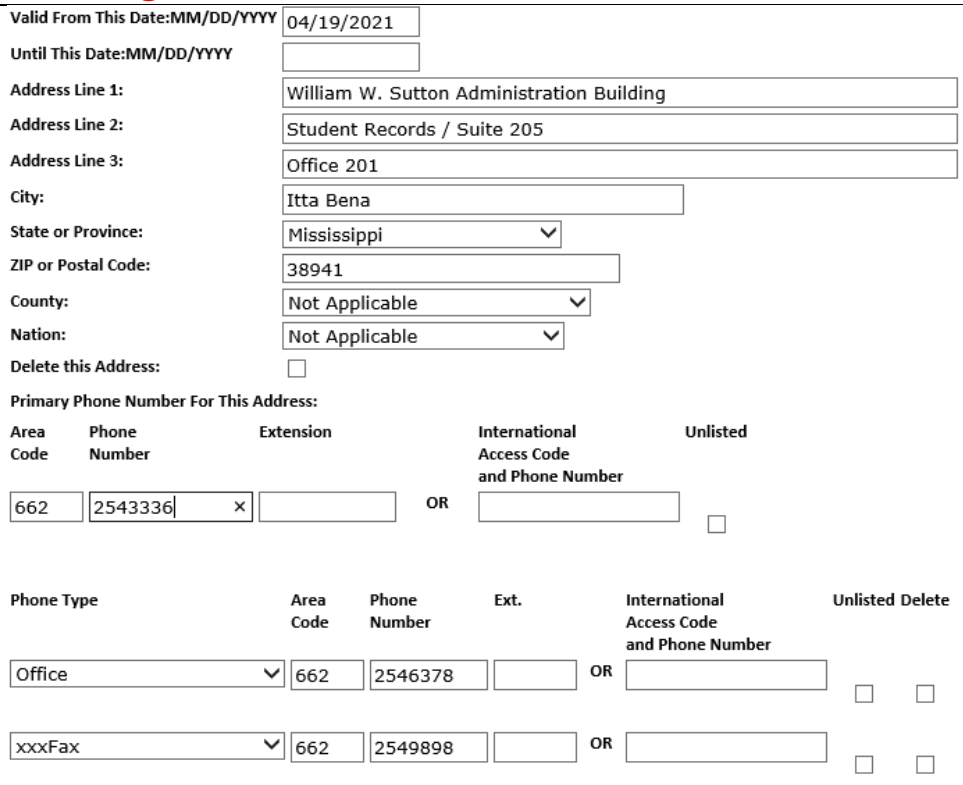
Fill in the Following Fields:

Field	Data
Valid From This Date:	Today's Date
Address Line 1:	Full name of Building
Address Line 2:	Suite #
Address Line 3:	Office #
Address Line 4:	(Department's Box Number) 14000 HWY 82 W # 0000
If no Suite	
Address Line 1:	Full name of Building
Address Line 2:	Office #
Address Line 3:	(Department's Box Number) 14000 HWY 82 W # 0000
Address Line 4:	
If no actual Office #	
Address Line 1:	Full name of Building
Address Line 2:	Office #
Address Line 3:	(Department's Box Number) 14000 HWY 82 W # 0000
Address Line 4:	
City:	Itta Bena
State or Province:	MS
Zip or Postal Code:	38941
Primary Phone	Department's Phone #

ADD the following phone types

Office	Your direct line. The phone number at your desk.
xxxFax	The main office's fax number.

Example with Building, Suite and Office



Example with Building and Office

Valid From This Date:MM/DD/YYYY: 04/19/2021
Until This Date:MM/DD/YYYY:
Address Line 1: Administration Annex I
Address Line 2: Office 201
Address Line 3:
City: Itta Bena
State or Province: Mississippi
ZIP or Postal Code: 38941
County: Not Applicable
Nation: Not Applicable
Delete this Address: ☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
662	2543336		OR		☐

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Office	662	2546378		OR		☐	☐
xxxFax	662	2549898		OR		☐	☐

Example with Building Only

Valid From This Date:MM/DD/YYYY: 04/19/2021
Until This Date:MM/DD/YYYY:
Address Line 1: HG Carpenter Auditorium
Address Line 2:
Address Line 3:
City: Itta Bena
State or Province: Mississippi
ZIP or Postal Code: 38941
County: Not Applicable
Nation: Not Applicable
Delete this Address: ☐

Primary Phone Number For This Address:

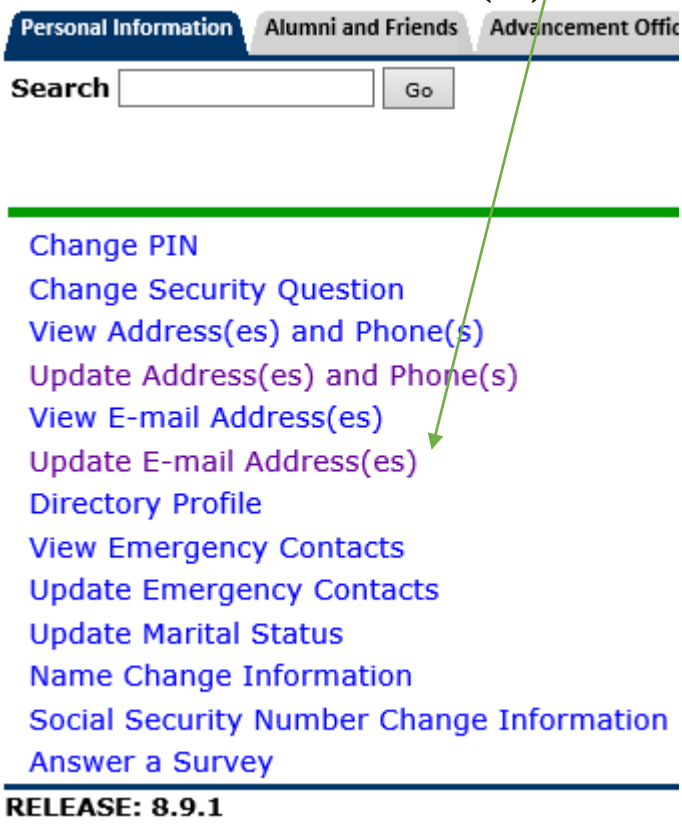
Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
662	2543336		OR		☐

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Office	662	2546378		OR		☐	☐
xxxFax	662	2549898		OR		☐	☐

SUBMIT **Click Submit**

UPDATE **Email Address**

1. Click the **PERSONAL INFORMATION** tab
2. Click **UPDATE E-MAIL ADDRESS(ES)**



3. *Note: We are using Work Email 1 in the directory, therefore,*
4. If Work Email 1 is listed,
   a. EDIT Work Email1
      (1) Click the email address
      (2) Make the necessary changes.
      (3) Click Submit

Note: Please use your campus email address in this field.

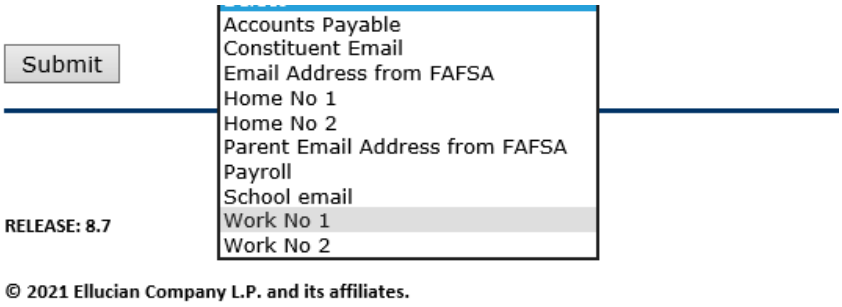
5. If Work Email 1 is **NOT** listed
   b. ADD Work Email1
      (1) Choose Work Email 1 form

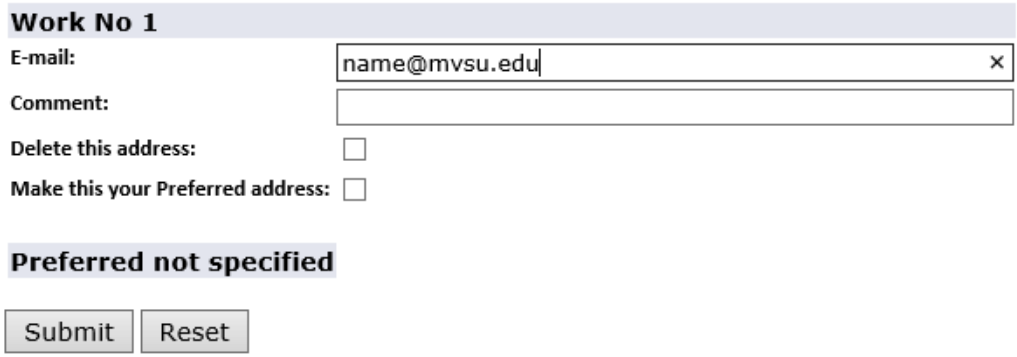
drop down list

(2) Insert the necessary changes.

(3) Click Submit

To include other email addresses choose the email type from the list and insert the information.





DISPLAY Directory Profile

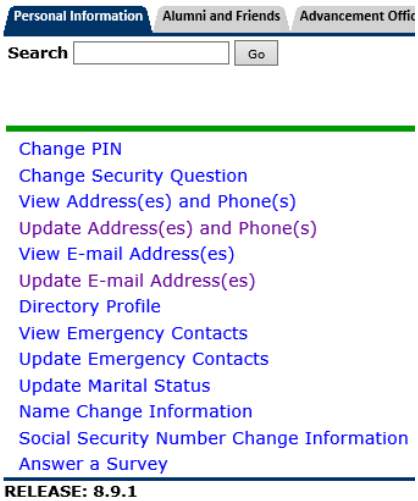
To display the new or edited address information on your Directory Profile

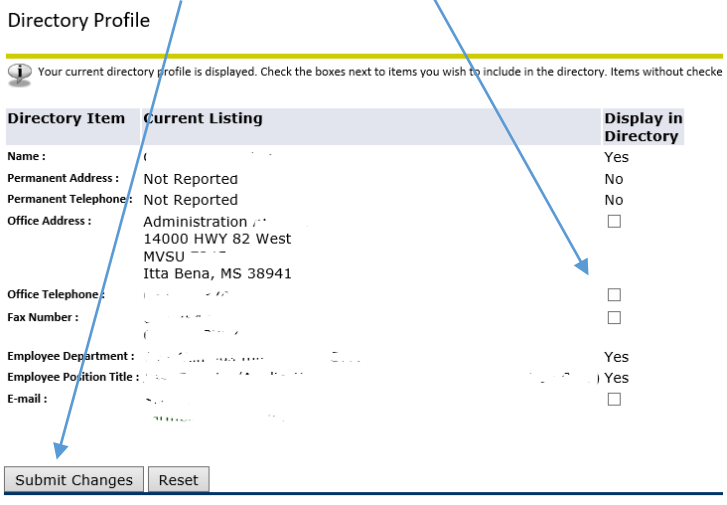
1. Click the PERSONAL INFORMATION tab

2. Click DIRECTORY PROFILE link

3. Click the YES CHECK BOX in the DISPLAY IN DIRECTORY column for the Office address, Office phone number, Office Fax number and Email address(es) you would like to appear on your profile.

Click Submit Changes





VIEW Directory Listing

1. **Click Exit**
2. **Click Return to Banner Self-Service Homepage**
3. **Click Campus Directory**
4. **Search for your name.**