

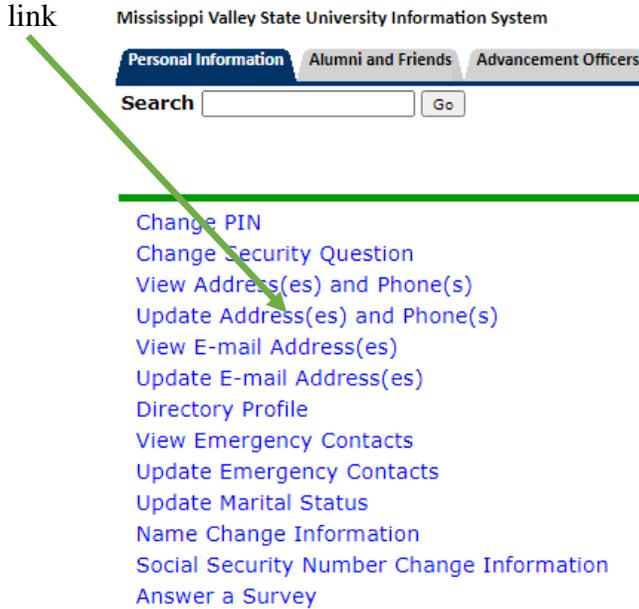
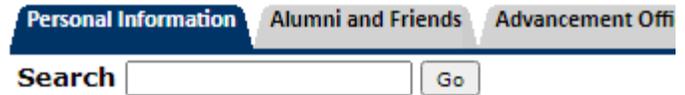
Update of Directory Address via Self-Service by Employee

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



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3. Choose **OFFICE / DEPARTMENT** in the Type of Address to Insert:
(Drop down box at the bottom of the page)

Update Address(es) and Phone(s) - Select Address

To update an existing address, click the link next to the corresponding address.
To insert a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Note: Entering overlapping dates may change the effective dates on existing address records.

For change of address information and USPS forms, click here. Use your browser's Back button to return to this page.

Addresses and Phones

Mailing **Phones**

Current: .

Type of Address to Insert:

- Select
- Billing
- Business
- Mailing
- Office/Department
- Parents
- Permanent

[View Address:

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

Update Address(es) and Phone(s) - Update/Insert



When updating or inserting an address, **Address Line 1**, **City**, **State/Province**, and **ZIP/Postal Code** are required fields; all other fields are optional. If you are not publishing.

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

| | | | | | |
|----------------------|----------------------|----------------------|----|--|--------------------------|
| Area Code | Phone Number | Extension | | International Access Code and Phone Number | Unlisted |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | OR | <input type="text"/> | <input type="checkbox"/> |

| Phone Type | Area Code | Phone Number | Ext. | International Access Code and Phone Number | Unlisted | Delete |
|------------|----------------------|----------------------|----------------------|--|--------------------------|--------------------------|
| Select | <input type="text"/> | <input type="text"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select | <input type="text"/> | <input type="text"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select | <input type="text"/> | <input type="text"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select | <input type="text"/> | <input type="text"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select | <input type="text"/> | <input type="text"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | | | | | | |
|--|---|--------------|--|--|--------------------------|--------------------------|
| Valid From This Date:MM/DD/YYYY | 04/19/2021 | | | | | |
| Until This Date:MM/DD/YYYY | | | | | | |
| Address Line 1: | William W. Sutton Administration Building | | | | | |
| Address Line 2: | Student Records / Suite 205 | | | | | |
| Address Line 3: | Office 201 | | | | | |
| City: | Itta Bena | | | | | |
| State or Province: | Mississippi | | | | | |
| ZIP or Postal Code: | 38941 | | | | | |
| County: | Not Applicable | | | | | |
| Nation: | Not Applicable | | | | | |
| Delete this Address: | <input type="checkbox"/> | | | | | |
| Primary Phone Number For This Address: | | | | | | |
| Area Code | Phone Number | Extension | International Access Code and Phone Number | Unlisted | | |
| 662 | 2543336 | x | OR | | <input type="checkbox"/> | |
| | | | | | | |
| Phone Type | Area Code | Phone Number | Ext. | International Access Code and Phone Number | Unlisted | Delete |
| Office | 662 | 2546378 | | OR | | <input type="checkbox"/> |
| xxxFax | 662 | 2549898 | | OR | | <input type="checkbox"/> |

Example with Building and Office

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

| Area Code | Phone Number | Extension | International Access Code and Phone Number | Unlisted |
|----------------------------------|--------------------------------------|----------------------|--|--------------------------|
| <input type="text" value="662"/> | <input type="text" value="2543336"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> |

| Phone Type | Area Code | Phone Number | Ext. | International Access Code and Phone Number | Unlisted | Delete |
|-------------------------------------|----------------------------------|--------------------------------------|----------------------|--|--------------------------|--------------------------|
| <input type="text" value="Office"/> | <input type="text" value="662"/> | <input type="text" value="2546378"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text" value="xxxFax"/> | <input type="text" value="662"/> | <input type="text" value="2549898"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Example with Building Only

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

| Area Code | Phone Number | Extension | International Access Code and Phone Number | Unlisted |
|----------------------------------|--------------------------------------|----------------------|--|--------------------------|
| <input type="text" value="662"/> | <input type="text" value="2543336"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> |

| Phone Type | Area Code | Phone Number | Ext. | International Access Code and Phone Number | Unlisted | Delete |
|-------------------------------------|----------------------------------|--------------------------------------|----------------------|--|--------------------------|--------------------------|
| <input type="text" value="Office"/> | <input type="text" value="662"/> | <input type="text" value="2546378"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text" value="xxxFax"/> | <input type="text" value="662"/> | <input type="text" value="2549898"/> | <input type="text"/> | OR <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Submit Reset

Select a Different Address to Update

UPDATE Email Address

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



-
- [Change PIN](#)
 - [Change Security Question](#)
 - [View Address\(es\) and Phone\(s\)](#)
 - [Update Address\(es\) and Phone\(s\)](#)
 - [View E-mail Address\(es\)](#)
 - [Update E-mail Address\(es\)](#)
 - [Directory Profile](#)
 - [View Emergency Contacts](#)
 - [Update Emergency Contacts](#)
 - [Update Marital Status](#)
 - [Name Change Information](#)
 - [Social Security Number Change Information](#)
 - [Answer a Survey](#)

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

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

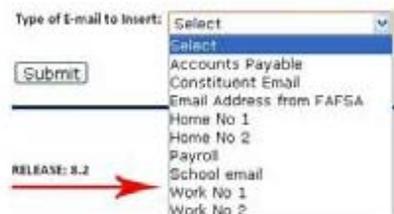
5. If Work Email 1 is **NOT** listed
 - b. ADD Work Email 1
 - (1) Choose Work Email 1 form

Update E-mail Address(es) - Select Address

To update an existing e-mail address, click the e-mail address. To insert a new e-mail address, select an address type from the

E-mail Addresses

Work No 1
john@mvsu.edu



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- 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.

Submit

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- Accounts Payable
- Constituent Email
- Email Address from FAFSA
- Home No 1
- Home No 2
- Parent Email Address from FAFSA
- Payroll
- School email
- Work No 1
- Work No 2

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Work No 1

E-mail:

Comment:

Delete this address:

Make this your Preferred address:

Preferred not specified

Submit Reset

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**

Personal Information Alumni and Friends Advancement Office

Search Go

- [Change PIN](#)
- [Change Security Question](#)
- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update E-mail Address\(es\)](#)
- [Directory Profile](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Answer a Survey](#)

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Directory Profile

Your current directory profile is displayed. Check the boxes next to items you wish to include in the directory. Items without checked boxes will not be included.

| Directory Item | Current Listing | Display in Directory |
|---------------------------|--|--------------------------|
| Name : | | Yes |
| Permanent Address : | Not Reported | No |
| Permanent Telephone : | Not Reported | No |
| Office Address : | Administration 14000 HWY 82 West MVSU Itta Bena, MS 38941 | <input type="checkbox"/> |
| Office Telephone : | | <input type="checkbox"/> |
| Fax Number : | | <input type="checkbox"/> |
| Employee Department : | | Yes |
| Employee Position Title : | | Yes |
| E-mail : | | <input type="checkbox"/> |

Submit Changes Reset

VIEW**Directory Listing**

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