# Update of Directory Address via Self-Service by Employee

		e	to Banner Self-Service	IN	LOG
	vsu.edu	http://sutton2.my	gate your web browser to	Navigat	1.
		- -	c Enter here	Click E	2.
	Pin	ID number and P	n using your University	Login u	3.
			<b>Office Address Field</b>		ADD
nformation Alumni and Friends Advancement Of	Personal Informa	RMATION tab	the <b>PERSONAL INFO</b>	Click th	1.
Go	Search				
	$\overline{E(S)}$	S) AND PHONE	<b>UPDATE ADDRESS(E</b>	Click U	2.
		nformation System	Mississippi Valley State University Ir	link	
	ers	Friends Advancement Officer	Personal Information Alumni and I		
	_		Search		
			Change PIN		
		n	Change Security Questio		
		ione(s)	View Address(es) and Ph		
		Phone(s)	Update Address(es) and		
			View E-mail Address(es)		
		es)	Update E-mail Address(e		
			Directory Profile		
		ts	View Emergency Contact		
		acts	Update Emergency Conta		
			Update Marital Status		
		on	Name Change Informatio		
		Change Information	Social Security Number (		
			Answer a Survey		
			RELEASE: 8.9.1		
	_		RELEASE: 8.9.1		

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

(Drop down box at the bottom of the page)

Update Addı	ress(es) and Phon	e(s) - Select Addres	s
To update an e To insert new Note: Entering	xisting address, click the <b>link</b> v address, select the address overlapping dates may chan	next to the corresponding addr type from the pull-down list at t ge the effective dates on existing	ess. he bottom of the page and then click Insert. g address records.
For change of addre	ess information and USPS for ones	ms, click here. Use your browse	r's Back button to return to this page.
Mailing		Phones	
Current:			
Type of Address to In	nsert: Select		
Submit	Billing Business Mailing Office/Departmen	it	
	Parents		
	Permanent		
			[ View Addres

### UPDATE Office 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 an published.

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:	Not Ap	plicable	~				
ZIP or Postal Code:					]		
County:	Not Ap	plicable		~			
Nation:	Not Ap	plicable	~				
Delete this Address:							
Primary Phone Number For This Ad	dress:						
Area Phone Ex Code Number	tension	OB	Internationa Access Code and Phone N	l Numbe	Unlisted		
Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Select V	·			OR			
Select	·			OR			
Select Select	•			OR			
Select V				OR OR			

Submit Reset

## 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 #

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   Y   ZIP or Postal Code:   38941   County:   Not Applicable   V   Not Applicable   V   Primary Phone Number For This Address:   Address Code   and Phone Number   Code   Number   G62   254336   X
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   Not Applicable V   Primary Phone Number For This Address:   Address Line 2: International Access Code and Phone Number   662 254336
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   Not Applicable ✓   Primary Phone Number For This Address: International Access Code and Phone Number   G62 2543336 X
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:
City:     Itta Bena       State or Province:     Mississippi       ZIP or Postal Code:     38941       County:     Not Applicable       Nation:     Not Applicable       Delete this Address:
State or Province: Mississippi   ZIP or Postal Code: 38941   County: Not Applicable   Nation: Not Applicable   Polete this Address:
ZIP or Postal Code:       38941         County:       Not Applicable         Nation:       Not Applicable         Delete this Address:
Not Applicable       V         Nation:       Not Applicable       V         Delete this Address:       Image: Constraint of the state
Nation:       Not Applicable       V         Delete this Address:
Delete this Address:
Primary Phone Number For This Address:       Area     Phone     Extension     International     Unlisted       Code     Number     Access Code and Phone Number     and Phone Number       662     2543336     X     OR
Area     Phone     Extension     International     Unlisted       Code     Number     Access Code and Phone Number     Access Code       662     2543336     X     OR
662     2543336     X     OR
662 2543336 × OR
Phone Type Area Phone Ext. International Unlisted Delete Code Number Access Code
and Phone Number
Office ✓ 662 2546378 OR
XXXFaX V 662 2549898 OR

## Example with Building and Office #

Valid From This Date:MM/DD/YYY	Y 04/19/20	21			
Until This Date:MM/DD/YYYY					
Address Line 1:	Administ	ration Anne	хI		
Address Line 2:	Office 20	1			
Address Line 3:					
City:	Itta Bena	1			
State or Province:	Mississip	pi	~		
ZIP or Postal Code:	38941				
County:	Not Appli	icable	~	]	
Nation:	Not Appli	icable	$\sim$		
Delete this Address:					
Primary Phone Number For This Ad	dress:				
Area Phone Ex Code Number	xtension		International Access Code and Phone Nu	Unlisted	I
662 2543336		OR			
Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Num	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		7					
Address Line 1:	HG Carpent	er Audito	orium				
Address Line 2:							
Address Line 3:							=
City:	Itta Bena						
State or Province:	Mississippi		~				
ZIP or Postal Code:	38941						
County:	Not Applical	ole	~	_			
Nation:	Not Applical	ole	~				
Delete this Address:							
Primary Phone Number For This Add	ress:						
Area Phone Ext Code Number	ension		International Access Code and Phone Numl	U Der	nlisted		
662 2543336		OR					
Phone Type	Area Pho Code Nu	ne	Ext.	Internatio	onal	Unlisted Dele	te
	couc nui			and Phon	e Number		
Office 🗸	662 25	46378	0	R			I
VVVEav V		10000	o	R		7	

Submit Reset

Select a Different Address to Update

#### UPDATE Email Address

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

Personal Information	Alumni and Friends	Advancement Offic
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Search Go
Change PIN
Change Security Question
View Address(es) and Phone(\$)
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

#### RELEASE: 8.9.1

- 3. *Note: We are using Work Email 1 in the directory, therefore,*
- 4. If Work Email 1 is listed,

a.

b.

- 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
  - ADD
    - (1) Choose Work Email 1 form

Work Email1

Update E-mail Address(es) - Select Addre

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

E-mail Addresses	
Work No 1	

TADI	KIND I	
Johne	Burnan edu	



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	Accounts Payable Constituent Email Email Address from FAESA
	Home No 1
	Home No 2
	Parent Email Address from FAFSA
	Payroll
	School email
RELEASE: 8.7	Work No 1
	Work No 2

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Work No 1			
E-mail:	name@mvsu.edu	×	
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**

Directory Profil	e	$\backslash$		
Your current directe	ory profile is displayed. Check the bo	xes next to items you wi	sh to include in the director	y. Items without checke
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			
Office Telephone				
Fax Number :	(			
Employee Department :	in the second second			Yes
Employee Position Title :	the second se		1 - 1 - 1 - 1	Yes
E-mail :	Norman State			
Submit Changes	Reset			

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
RELEASE: 8.9.1

Search

ni and Friends Advancement Offic

Go

VIEW Directory Listing

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