Instructions for Adding/Updating Permanent Legal Address

All of the following steps must be completed through Banner Self-Service. With an active SHSUserID, you canaccess Banner Selfervice from the SHSUhome page (www.shsuedu) as follows:

- x Click on Campus Tools,
- x Clickon My Sam,
- x Click the Campus Resourcestab,
- x Click the Banner SelfServiceink,
- x Clickthe applicable folder either PersonalInformation and/or Employee

Permanent Legal Address

Using the following instructions, lease makesure there is an active/curren permanent legal address on your file and it is correct through Banner Self

x ClickPersonaInformation, date in

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- (No end date) Primary: 936-294-1111 Current: Jan 01, 2012 ty Avenue 1905 Universi Huntsville, Te
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"Valid Fromthis Date" field (donot adda date in "Until this Date" field)

- x Enter the address illines 1, 2, and (as needed)
- x Enter the city, statezip code, and county (if Texastype TX and scroll to your county)
- x Do not enter a Nation
- x Scrolldown and cliclSubmit

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

If you need tochange/update your permaneilegaladdress

- x Click on Currentnext to the permanent legal address
- x Enter today'sdate in "Valid Fromthis Date" field (do not adda date in "Until this Date" field)
- x Update the address in lines 1, 2, 3% (as needed)
- x Update city, statezip code, and county (if Texastype TX and county)
- x Do not changeNation
- x Scrolldown and clickSubmit