

Update Your Personal Email Address in Banner



1. Log in to my.spelman.edu

A screenshot of the mySpelman Sign In page. It features the mySpelman logo at the top, followed by "Sign In" text. Below this are two input fields for "Username" and "Password", and a blue "LOGIN" button. At the bottom, there are links for "Forgot Password" and "Contact MIT Service Desk at 404.270.5400", and a footer with "New Students | Parents | Seniors | Guests".

2. Under *Campus Apps*, click the **Banner** button

A screenshot of the "Campus Apps" menu. The title "Campus Apps" is at the top. Below it is a button with a red circular icon containing a white building and the word "BANNER" in blue text.

3. Under *Main Menu*, click **Personal Information**

A screenshot of the "Main Menu" section. The title "Main Menu" is at the top. Below it is a blue horizontal line, and then a link for "Personal Information" which is highlighted with a red box. Below the link is the text "Update addresses, contact information or marital status; profile."

4. Click **Update Email Addresses**

A screenshot of the "Personal Information" menu. The title "Personal Information" is at the top. Below it are several links: "Answer a Survey", "Change Security Question", "View Addresses and Phones", "Update Addresses and Phones", "View E-mail Addresses", and "Update E-mail Addresses". The "Update E-mail Addresses" link is highlighted with a red box.

5. Next to *Type of Email to Insert*, click **Home E-mail Address**

A screenshot of the "Type of E-mail to Insert:" dropdown menu. The dropdown is open, showing "Home E-mail Address" as the selected option, which is highlighted with a red box.

6. Click the **Submit** button

7. Enter/Update your **personal email address** to one you frequently use

A screenshot of the "Home E-mail Address" form. The title "Home E-mail Address" is at the top. Below it is the label "E-mail:" followed by an input field containing the text "sampleuser@personalemail.com". The input field is highlighted with a red box.

8. Click the **Submit** button

9. Once you return to the *Update Email Addresses* page, please **verify your home email address** is accurate.

A screenshot of the "E-mail Addresses" menu. The title "E-mail Addresses" is at the top. Below it is a link for "Home E-mail Address" which is highlighted with a red box.