Update Your Personal Email Address in Banner

1. Log in to **my.spelman.edu**

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

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

4. Click on **Update Email Addresses**

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

6. Click the **Submit** button

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

8. Click the **Submit** button

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