

# Update Your Personal Email Address in Banner



1. Log in to [my.spelman.edu](http://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 are input fields for "Username" and "Password", a blue "LOGIN" button, and links for "Forgot Password" and "Contact MIT Service Desk at 404.270.5400". At the bottom, there are links for "New Students | Parents | Seniors | Guests".

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

A screenshot of the "Campus Apps" section. It has a blue header "Campus Apps" and a button with a red icon of a building and the text "BANNER".

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

A screenshot of the "Main Menu" section. It has a blue header "Main Menu" and a list of links. The link "Personal Information" is highlighted with a red box. Below it is the text "Update addresses, contact information or marital status; profile."

4. Click on **Update Email Addresses**

A screenshot of the "Personal Information" menu. It lists several options: "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" option is highlighted with a red box.

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

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

6. Click the **Submit** button

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

A screenshot of the "Home E-mail Address" form. It has a label "Home E-mail Address" and an input field for "E-mail:". The input field contains the text "sampleuser@personalemail.com" and 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" section. It has a blue header "E-mail Addresses" and a button labeled "Home E-mail Address".