

Instructions for Adding/Updating Permanent Legal Address

All of the following steps must be completed through Banner Self-Service. With an active SHSU userID, you can access Banner Self-Service from the SHSU home page (www.shsu.edu) as follows:

- Click on **Campus Tools**,
- Click on **My Sam**,
- Click the **Campus Resources** tab,
- Click the **Banner Self-Service** link,
- Click the applicable folder - either **Personal Information** and/or **Employee**

Permanent Legal Address

Using the following instructions, please make sure there is an active/current **permanent legal address** on your file and it is correct through Banner Self- Service:

- Click **Personal Information**,
- Click **Update Addresses and Phones**

Addresses and Phones

Permanent Legal Address	Phones
Current: Jan 01, 2012 - (No end date) Primary: 936-294-1111 1905 University Avenue Huntsville, Texas 77340	

If you are missing a permanent legal address:

- Click on the arrow beside **"Type of Address to Insert"** and choose Permanent Legal Address
- Enter today's date in **"Valid From this Date"** field (do not add a date in **"Until this Date" field**)
- Enter the address in lines 1, 2, and 3 (as needed)
- Enter the city, state, zip code, and county (if Texas, type TX and scroll to your county)
- *Do not enter a Nation*
- Scroll down and click **Submit**

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

If you need to change/update your permanent legal address:

- Click on **Current** next to the permanent legal address
- Enter today's date in **"Valid From this Date"** field (do not add a date in **"Until this Date" field**)
- Update the address in lines 1, 2, & 3 (as needed)
- Update city, state, zip code, and county (if Texas, type TX and scroll to your county)
- *Do not change Nation*
- Scroll down and click **Submit**