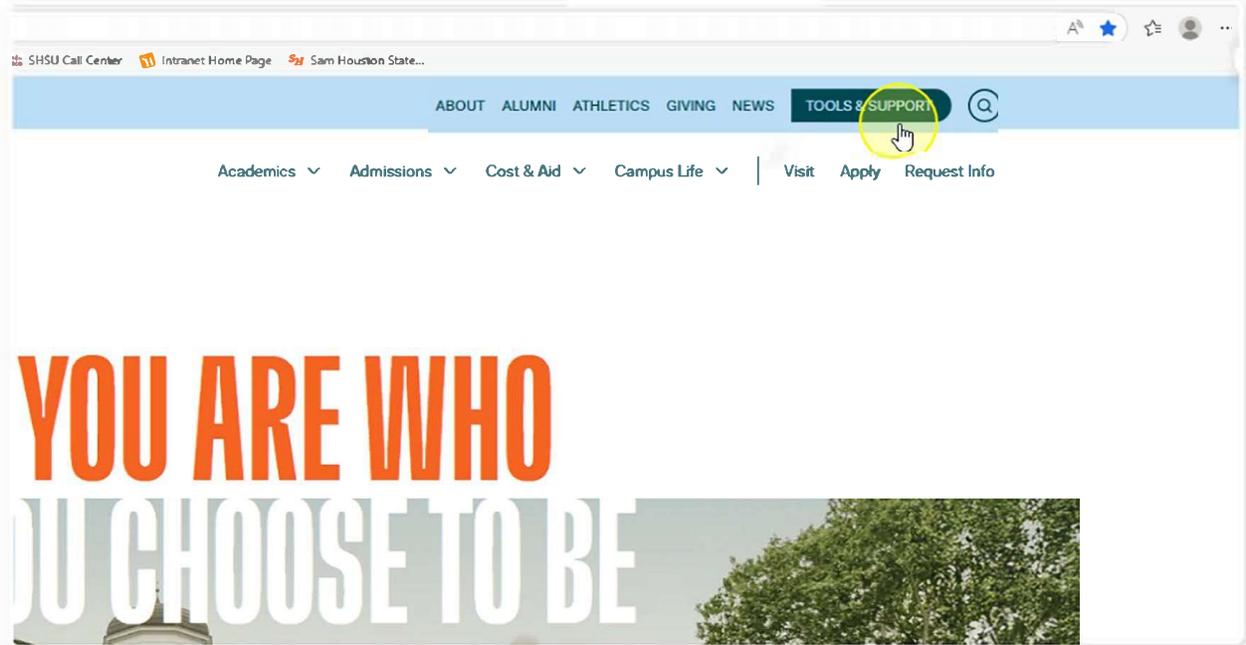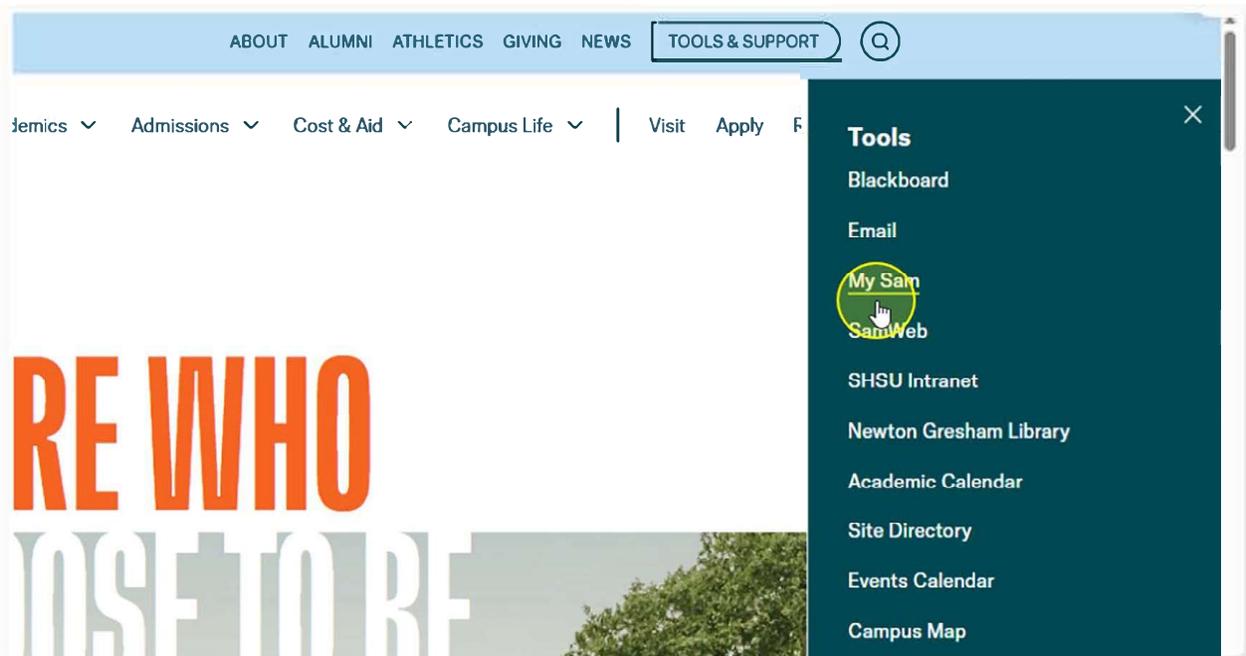## Address Change Guide

1 Click "Tools and Support" on shsu.edu

2 Click "My Sam"

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3 Click "Campus Resources"

Complete 26-27 FAFSA & Unsatisfied Requirements
by 2/15 due to limited funding.

1 of 1   Financial Aid Dashboard

Home   Bearkat Life   Campus Resources   Employees & Faculty   Graduation   My Account   Ne

Banner for Employees

Banner Employee Profile
Access Leave Reports, Time Sheets, EPAFs, and more!

Banner Administrative Applications
Microsoft Edge or Google Chrome are preferred.

Document Management (BDM)

Campus Connect

Campus Connect provides the entire campus a
coordinated care and communication network that
helps manage student risk from identification to
resolution, using data and analytics to optimize
student support and to improve student outcomes.
Departments, colleges, and divisions--academic,
administrative, and student services--are integrated
in their efforts to drive student success.

Fa

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4 Click "Banner Self Service Login"

Bearkat Life   **Campus Resources**   Employees & Faculty   Graduation   My Account   News   Registration

s Tools

Blackboard

-Mail

GamWeb

GHSU Online

Banner Self-Service

SSB allows students to access their accounts and
complete several tasks but not limited to
Change/view personal information, Register/add/drop
Classes, View/manage financial aid, View
grades/classes, and much more

Banner Self Service Login

Who, What and Whe

Person Directory

Campus Map

Campus Notaries

Gresham Library   Technology Resources   Parking and Transpo

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5 Scroll to the addresses section and click "Add New" to add a new address

⊕ Add New

⊕ Add New

Employee W2 Address
Current
10/02/2024 - (No end date)

⊕ Add New
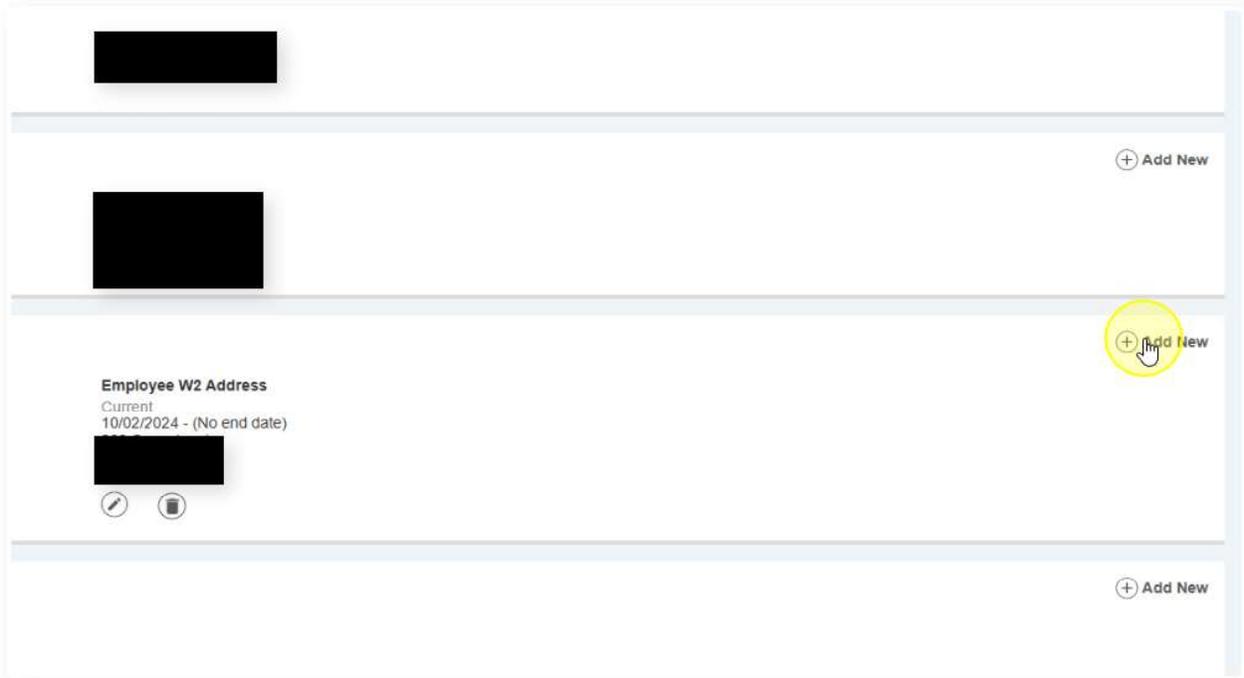
6 Once you've added the new address click "Add"

Address Line 1	Address Line 2	Address Line 3
Enter Address Line 1	Enter Address Line 2	Enter Address Line 3

Address Line 4	City	State/Province
Enter Address Line 4	Enter City	Select State

County	Zip/Postal Code	Country
Select County	Enter Zip Code	Select Country

Add

Legal Add
(No end d
St

5481

Contact

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7 To edit a current address, click the pencil button

dress

manent Legal Address
rent
13/2022 - (No end date)

Employee W2 Address
Current

ergency Contact

8 To delete a current address, click the trash button

dress

manent Legal Address
rent
13/2022 - (No end date)

Employee W2 Address
Current

ergency Contact

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9 Click "Update" once all updates have been

Enter Address Line 2

Enter Address Line 3

City

State/Province

Texas

Line 4

Zip/Postal Code

Country

United States Of America

Cancel

Update

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