

Instructions for Updating Emergency Contact

- Log into Banner Self-Service
- Select Personal Information
- To view your contacts Select: View Emergency Contacts
- To update your contacts Select: Update Emergency Contacts
- Click On: New Contact to add a contact. You may add multiple contacts
- When entering contact information ensure that you have included the contact's telephone number
- To remove a contact Check the Remove Contact box and select Submit Changes at the bottom of the form
- Information may be maintained directly on the form
- Make the changes and select Submit Changes at the bottom of the form