Updating Your Personal Information in Self-Service Banner (SSB)

1. Visit http://www.aamu.edu and click on myAAMU.

2. Click **Self-Service Banner (SSB) Log-In**.

3. Select **Personal Information** tab. Next, select **Update Addresses and phones**.

4. Choose type of Personal Information you wish to update.
5. Type in information in the appropriate fields and click **Submit** once you are done.

Congratulations, you now know how to update your Personal Information in Self-Service Banner (SSB).

**NOTE:** Keeping your personal information updated ensures that we have the accurate contact information in case of an emergency.
6. Under the **Personal Information** tab, click on **Update E-mail Addresses** then select the **Type of E-mail to Insert**.

7. Type your **campus E-mail address** then click **Submit** once you are done.

Congratulations, you now know how to update your E-mail Addresses in Self-Service Banner (SSB).

**NOTES:** **Students** should select **Student Bulldogs.aamu.edu Account** and type their **bulldogs.aamu.edu** E-mail account. **Faculty & Staff** should select **AAMU Faculty/Staff E-mail Address** and type their campus email address.