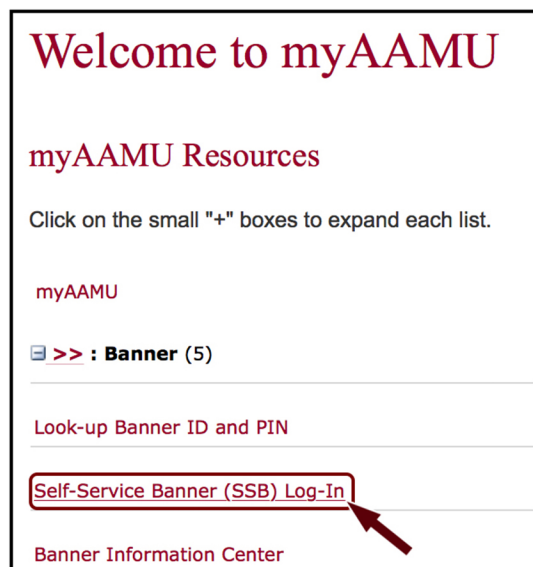




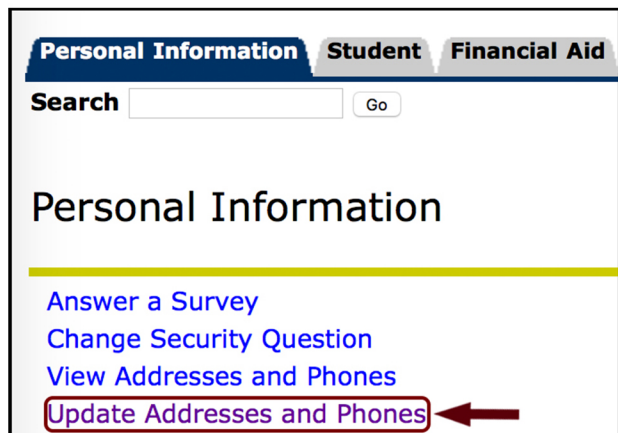
Updating Your Personal Information in Self-Service Banner (SSB)

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

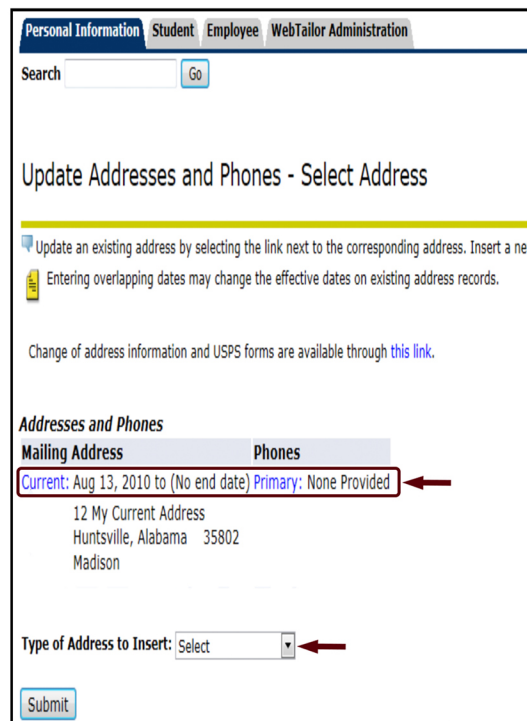
2. Click **Self-Service Banner (SSB) Log-In**.



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



4. Choose type of Personal Information you wish to update.



Need Help?

Call ITS @ 256.372.4357
or email us at
helpdesk@aa.mu.edu



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

5. Type in information in the appropriate fields and click **Submit** once you are done.

Be sure to select Mailing Address

Mailing Address

Valid From This Date:MM/DD/YYYY 08/13/2010

Until This Date:MM/DD/YYYY

Address Line 1: Enter your address here

Address Line 2:

Address Line 3:

City: Enter City Here

State or Province: Alabama

ZIP or Postal Code: 35802

County: Madison

Nation: United States of America

Delete this Address: ☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
256	555-1234		OR	<input type="checkbox"/>

Please enter the phone number that is used as your home phone number. This can be a land or mobile phone.

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cell Phone	999	123-1234		OR	<input type="checkbox"/>	<input type="checkbox"/>
Campus	256	372-0000		OR	<input type="checkbox"/>	<input type="checkbox"/>

Enter Cell Phone Number to receive voice and TEXT messages

Faculty & Staff – Select Campus and enter OFFICE Phone number here - REQUIRED

Submit **Reset**

Select a Different Address to Update

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 incase of an emergency.



Updating Your Email Addresses in Self-Service Banner (SSB)

6. Under the **Personal Information** tab, click on **Update E-mail Addresses** then select the Type of E-mail to Insert.

Personal Information Student Employee WebTailor Administration

Search Go

Personal Information

- Change Security Question
- View Addresses and Phones
- Update Addresses and Phones
- View E-mail Addresses
- Update E-mail Addresses**
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Change your PIN

Need to update your PIN? Change it here.

Personal Information Student Employee WebTailor Administration

Search Go

Update E-mail Addresses - Select Address (Admin Secured)

Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address.

E-mail Addresses

AAMU Faculty/Staff E-mail Address
john.doe@aamu.edu

Type of E-mail to Insert: Select

- Select
- AAMU Faculty/Staff E-mail Address**
- Alternate E-mail Address
- Application E-mail (Temporary)
- Student Bulldogs.aamu.edu Account

Submit

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

Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are optional.

AAMU Faculty/Staff E-mail Address

E-mail:

Comment:

Delete this address: ☐

Make this your Preferred address: ☒

Preferred AAMU Faculty/Staff E-mail Address
campus.email@aamu.edu

Submit Reset

Select a Different E-mail Address to Update

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