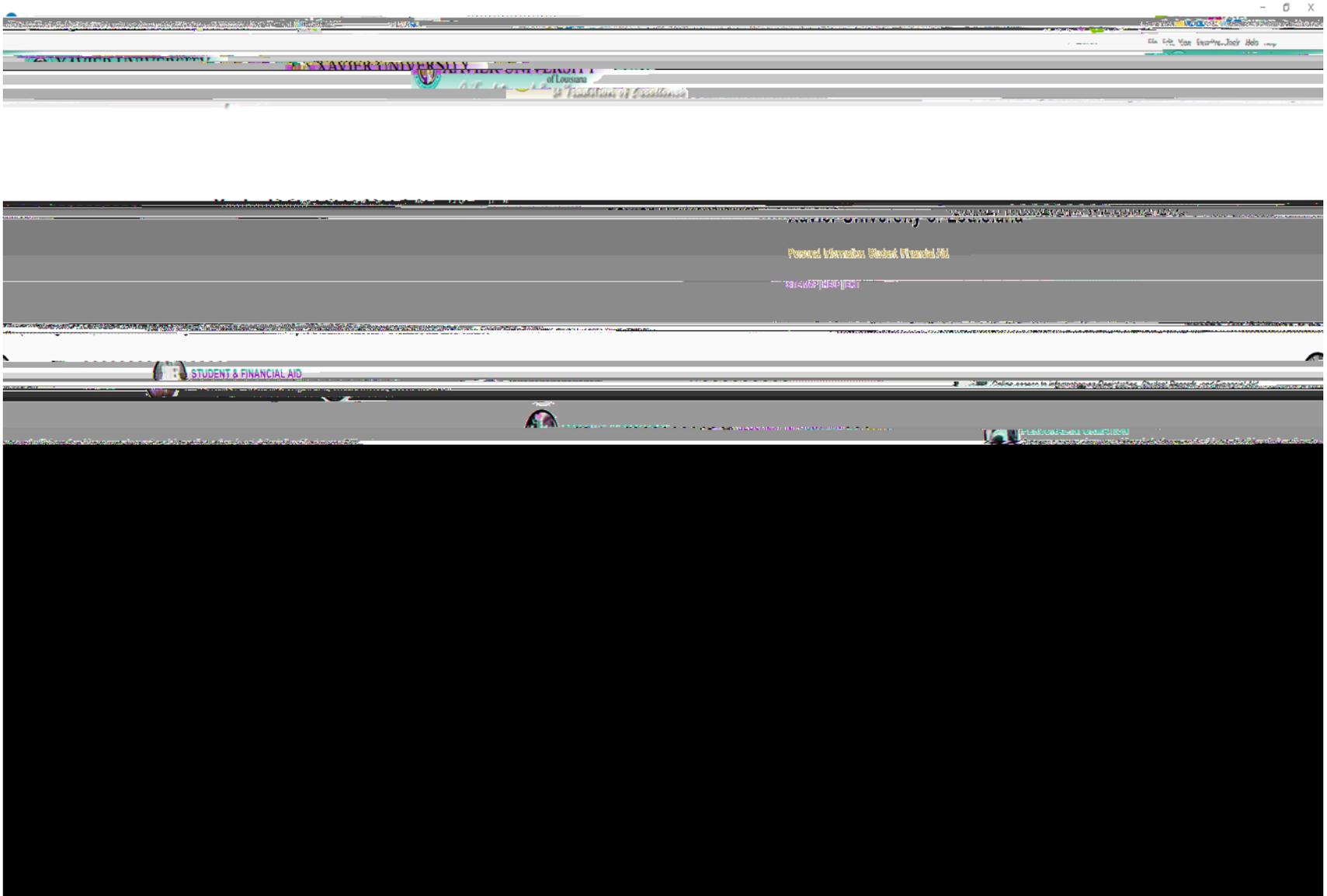


# Updating Cell Phone Numbers in Banner Web

You must be logged into Banner Web

This is the main menu after logging into Banner Web. Click on Personal Information.



This is the Personal Information Menu. Click on Update Address(es) and Phone(s).

If a cell phone number exists, it will show up on this screen under Phones. If you do not have a cell phone number listed, click on the hyperlink 'Primary' adjacent to Phones. It can be any of the addresses with the hyperlink Primary.



This is the screen where you can enter your cell phone number.



Now enter the area code and phone number of your cell phone in the designated fields.

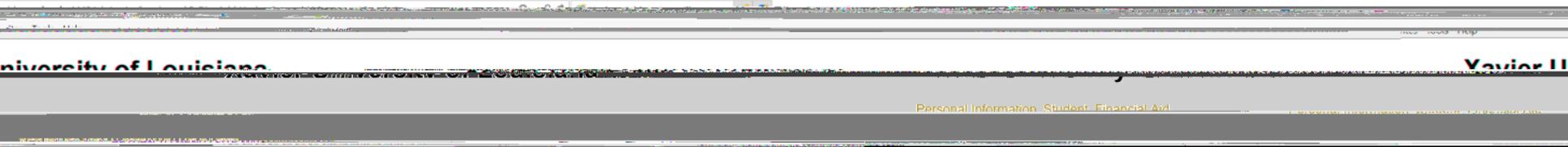


The cell phone number is entered...BUT INCORRECTLY! The entire 7 digit phone number must be entered into the field immediately following the area

The cell phone number is now entered correctly!



Now click Submit on the bottom left of the screen.



You are now returned to the Update Address(es) and Phone(s) screen where you can see the cell phone that has just been added. You can repeat these steps to enter multiple cell phone numbers, correct a cell phone number, or remove a cell phone number.

