


# How to Update your Mailing Address in ABAC Banner Web

Step 1: Open a web browser and go to <http://www.abac.edu/myabac> and click on Banner

	<p><b>Banner</b> The Banner SSB tool is your gateway to the Banner Self Service suite of applications. Applications available within Banner SSB are probably already familiar to you with items such as course registration, schedules, transcripts, etc. (Password reminder: 6 digit numerical password, default birthdate mmddyy) » <a href="#">Student ID (918)</a>, <a href="#">Advisor Contact Info</a>, and <a href="#">Username Lookup</a></p>
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Step 2: Click "Enter Secure Area"

Click on 'Enter Secure Area' to log into Banner Web.

Check all the links in Banner to find all the info available to you!


[Click Here](#) - Look up your ID Number, your Username for My.ABAC and Student Email, and your Advisor Information.

[Enter Secure Area](#)

[Admissions Status Check](#)

Step 3: Enter your User ID and PIN and click the login Button.

## User Login

 **To login, enter your user ID (918#) and PIN, then click 'Login'.**  
**If you can't remember your PIN, click 'Forgot PIN' to access your Security Question.**  
**Too many attempts with the incorrect PIN will disable your account and the 'Forgot PIN' option will not work!**

When you are finished, please Exit and close your browser to protect your privacy.

[First Time Log-In Instructions](#)

[Click Here](#) - Look up your ID Number, your Username for My.ABAC and Student Email, and your Advisor Information.

User ID:

PIN:

Step 4: After you have logged into your Banner account please click on Personal Information Tab

**Personal Information** Student Academic Records Financial Aid

Search

## Main Menu

Step 5: Then Click on Update Address(es) and Phone(s) Campus Alert Updates.

[Change PIN](#)

[Change Security Question](#)

[Update Address\(es\) and Phone\(s\) Campus Alert Updates](#)

[View E-mail Address\(es\)](#)

[Directory Profile](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Update Marital Status](#)

Step 6: To update your existing addresses, click the word 'Current' next to the address you wish to update and enter changes on the screen. If you do not have both a mailing address and a permanent address, please use the "Type of Address to Insert" and insert the address that is missing.

**Addresses and Phones**

Mailing	Phones
Current: [Redacted]	Primary: None Provided

Permanent	Phones
Current: [Redacted]	Primary: [Redacted]

Type of Address to Insert:

Step 7: Update your Information and then Click the Submit Button at the bottom of the page.

**Mailing**

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

**Primary Phone Number For This Address:**

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>