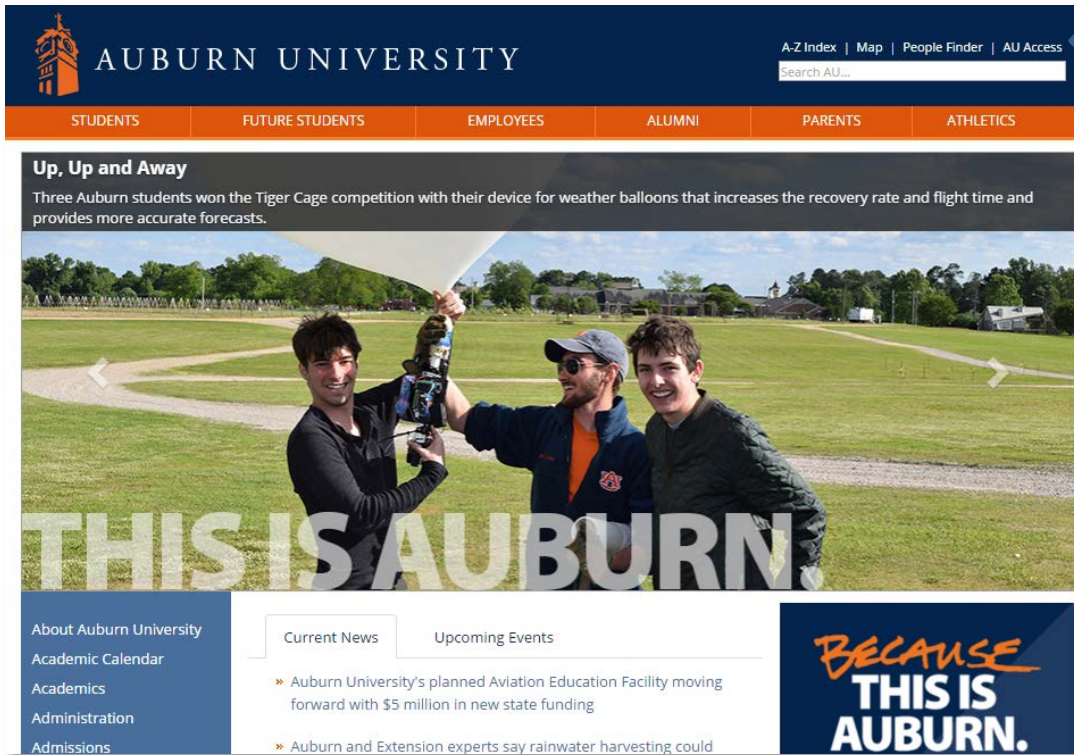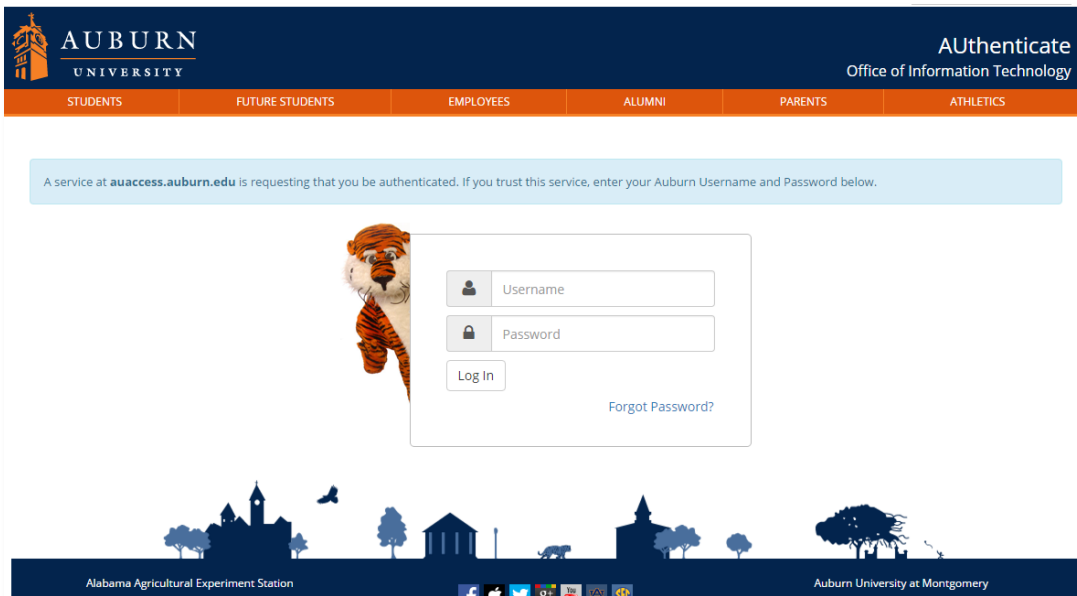# How to Change Your Employee Campus Address, Mailing Address or Phone Number(s) in Banner

1. Log in to AU Access from Auburn's home page (auburn.edu).

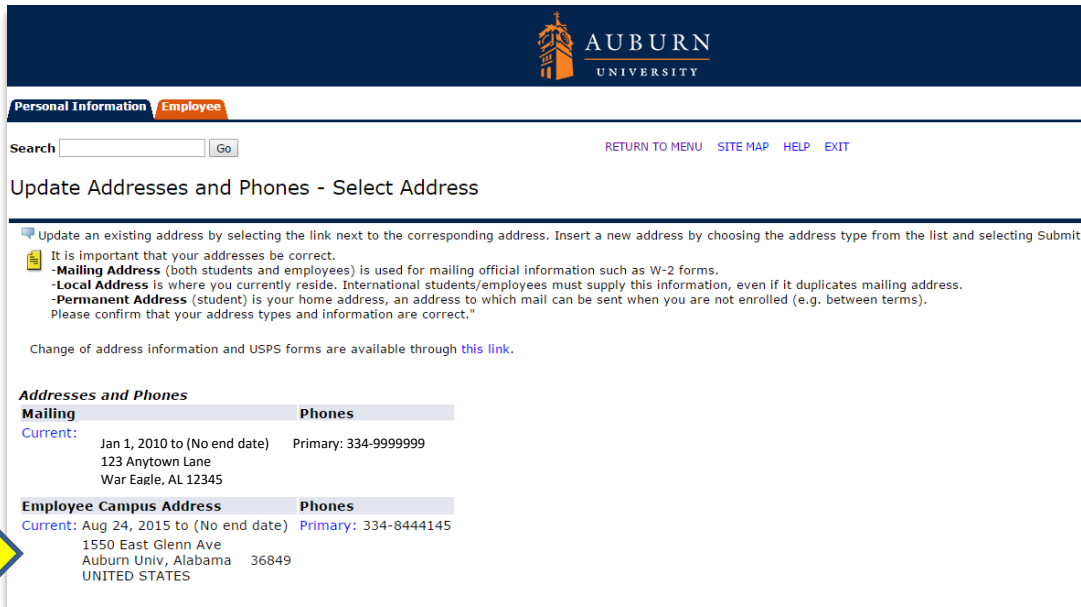2. Click on the **Employee Services Tab** in the top left-hand corner, and then click on the **Self Service** icon.

3. Choose the **Personal Information Tab**, and then choose **Update Addresses and Phones**.

4. Find the "Employee Campus Address" and click on the word Current to the left of the address.

5. **Type over** the existing data that you would like to change. Do NOT add a date in the *Until This Date: MM/DD/YYYY* field. Once you've corrected all data, click the *Submit* button on the bottom of the screen. Updated data will be available in Outlook and People Finder within 24 hours.

Note:
- *Employee Campus Address* is the address associated with the physical office that you are located in. This is not necessarily the departmental address where you receive campus mail.
- *The name of your department does NOT need to be included as part of Address Line 1 (etc).*

Incorrect	Correct
Address Line 1: Payroll and Employee Benefits	*Address Line 1*: 1550 East Glenn Ave
Address Line 2: 212 Ingram Hall	*Address Line 2*:
Address Line 3:	*Address Line 3*:

- Phone numbers should be specified with the following format.

Area Code	Phone Number	Extension
334	844####	<blank>

- Changes for Employee Campus Address Phone are only recognized on the Employee Campus Address screen. Changes to Home or Cell phone numbers should be made on the Mailing address screen.

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Mailing
Field	Value
Valid From This Date:MM/DD/YYYY	01/01/2010
Until This Date:MM/DD/YYYY	
Address Line 1:	123 Aubie Way
Address Line 2:	
Address Line 3:	
City:	War Eagle
State or Province:	Alabama
ZIP or Postal Code:	12345
County:	Not Applicable
Nation:	Not Applicable
Delete this Address:	☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
334	7654321		OR		☐

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select			OR		☐	☐

If you have any problems, please contact Karen Brown in ISS at 844-3657 or brownk7@auburn.edu