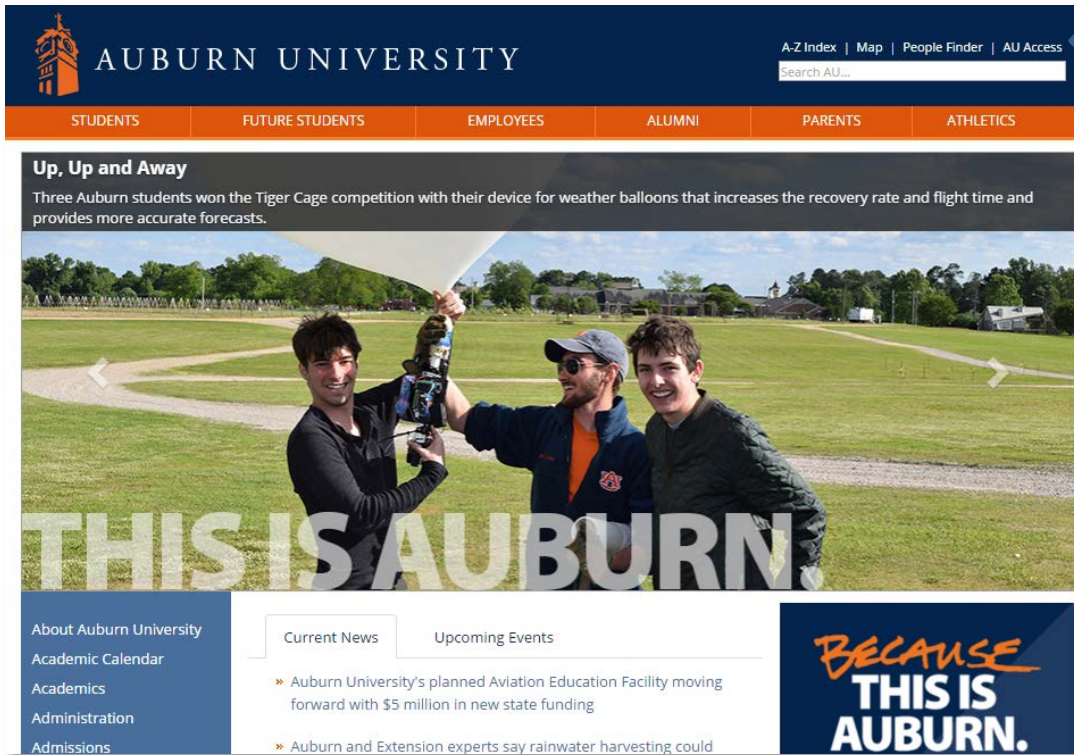
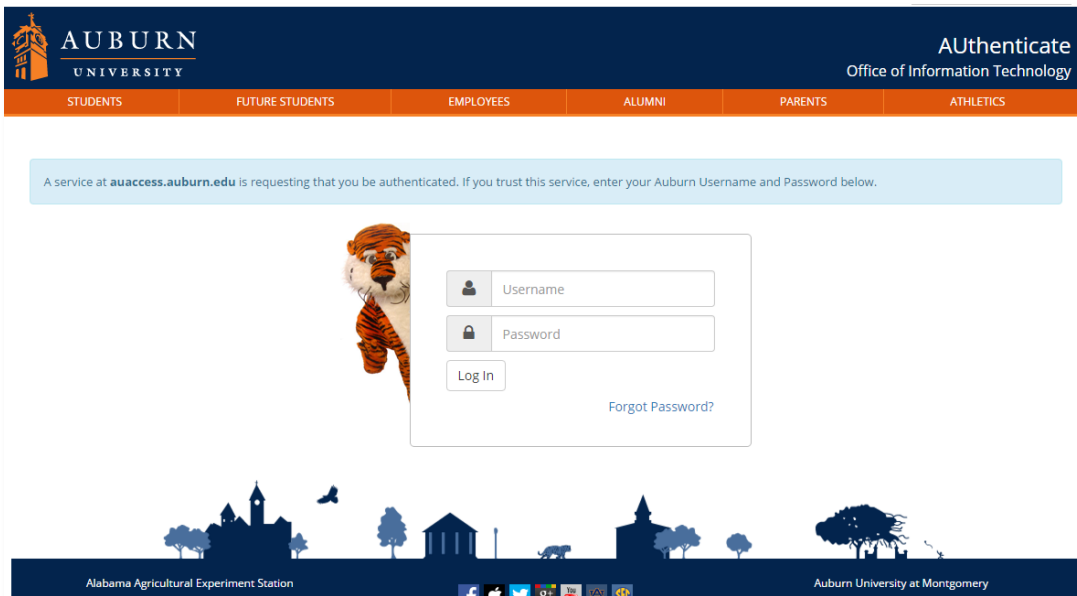


# How to Change Your Employee Campus Address, Mailing Address or Phone Number(s) in Banner

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



The screenshot shows the Auburn University homepage. At the top left is the Auburn University logo. To its right is the text "AUBURN UNIVERSITY". Further right are links for "A-Z Index", "Map", "People Finder", and "AU Access". Below these links is a search bar with the placeholder text "Search AU...". A yellow arrow points to the "AU Access" link. Below the search bar is a navigation menu with tabs for "STUDENTS", "FUTURE STUDENTS", "EMPLOYEES", "ALUMNI", "PARENTS", and "ATHLETICS". The main content area features a headline "Up, Up and Away" with a sub-headline "Three Auburn students won the Tiger Cage competition with their device for weather balloons that increases the recovery rate and flight time and provides more accurate forecasts." Below this is a photograph of three students on a baseball field. At the bottom of the page, there is a sidebar with links for "About Auburn University", "Academic Calendar", "Academics", "Administration", and "Admissions". In the center, there are sections for "Current News" and "Upcoming Events". The "Current News" section contains two items: "Auburn University's planned Aviation Education Facility moving forward with \$5 million in new state funding" and "Auburn and Extension experts say rainwater harvesting could". On the right side, there is a blue banner with the text "BECAUSE THIS IS AUBURN."



The screenshot shows the Auburn University authentication page. At the top left is the Auburn University logo. To its right is the text "AUBURN UNIVERSITY". Further right is the text "Authenticate Office of Information Technology". Below this is a navigation menu with tabs for "STUDENTS", "FUTURE STUDENTS", "EMPLOYEES", "ALUMNI", "PARENTS", and "ATHLETICS". The main content area features a light blue banner with the text "A service at [auaccess.auburn.edu](http://auaccess.auburn.edu) is requesting that you be authenticated. If you trust this service, enter your Auburn Username and Password below." Below this banner is a login form with a tiger mascot image on the left. The form has two input fields: "Username" and "Password". Below the "Password" field is a "Log In" button. To the right of the "Log In" button is a link for "Forgot Password?". At the bottom of the page, there is a dark blue footer with the text "Alabama Agricultural Experiment Station" on the left and "Auburn University at Montgomery" on the right. In the center of the footer are social media icons for Facebook, Twitter, YouTube, and LinkedIn.

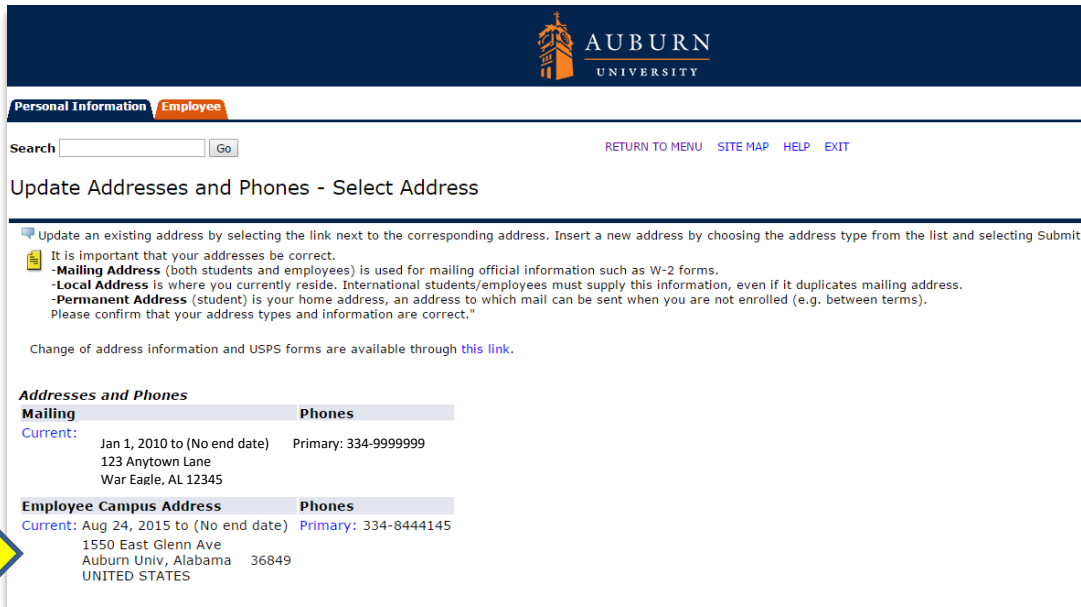
2. Click on the **Employee Services Tab** in the top left-hand corner, and then click on the **Self Service** icon.

The screenshot shows the Auburn University Employee Services portal. At the top, the Auburn University logo is displayed. Below it, there are two tabs: 'EMPLOYEES' and 'MY CAMPUS'. A yellow arrow points to the 'EMPLOYEES' tab. Below the tabs, there are several icons for different services: Pay Stub, Self Service (highlighted with a yellow arrow), Banner Admin, Tiger Time, and AU Jobs. The main content area is divided into several sections: 'My Profile' with leave balances, 'Human Resources' with links to HR Home, HR Forms, Handbooks & Policies, Payroll & Benefits, and Vendor Contracts; 'Travel' with eTravel Vouchers, Travel Policies, and RAT 50; 'Professional Development and Training' with Lynda.com, Fast-Train, Training (HRD), and SANS Security Awareness; and 'Employee Tools' with ePrint, qualtrics, and Email. There is also a 'Curriculum Management' section with links to AU Bulletin (Live), Next Bulletin (Next), and Program Proposal.

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

The screenshot shows the Auburn University Personal Information page. At the top, the Auburn University logo is displayed. Below it, there are two tabs: 'Personal Information' (highlighted with a yellow arrow) and 'Employee'. Below the tabs, there is a search bar with a 'Go' button and navigation links: 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Personal Information' and contains a list of links: 'View Addresses and Phones', 'Update Addresses and Phones' (highlighted with a yellow arrow), 'View E-mail Addresses', 'View Emergency Contacts', 'Update Emergency Contacts', 'View Ethnicity and Race', 'Update Ethnicity and Race', 'Update Marital Status', 'Name Change Information', 'Social Security Number Change Information', 'Veterans Classifications', and 'Disability Status'. At the bottom, there is a 'RELEASE: 8.7' notice and a copyright notice: '© 2016 Ellucian Company L.P. and its affiliates.'

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



The screenshot shows the Auburn University website interface. At the top, there is a dark blue header with the Auburn University logo and name. Below the header, there is a navigation bar with 'Personal Information' and 'Employee' tabs. A search bar is located on the left, and navigation links ('RETURN TO MENU', 'SITE MAP', 'HELP', 'EXIT') are on the right. The main heading is 'Update Addresses and Phones - Select Address'. Below this, there is a paragraph of instructions and a list of address types: 'Mailing Address', 'Local Address', and 'Permanent Address'. A link is provided for address information and USPS forms. The 'Addresses and Phones' section is divided into two tables. The first table is for 'Mailing' addresses, and the second is for 'Employee Campus Address'. In the second table, the word 'Current' is highlighted in blue, and a yellow arrow points to it from the left.

**Addresses and Phones**

Mailing	Phones
<b>Current:</b> Jan 1, 2010 to (No end date) 123 Anytown Lane War Eagle, AL 12345	Primary: 334-9999999

Employee Campus Address	Phones
<b>Current:</b> Aug 24, 2015 to (No end date) 1550 East Glenn Ave Auburn Univ, Alabama 36849 UNITED STATES	Primary: 334-8444145

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**

Address Line 1: Payroll and Employee Benefits  
 Address Line 2: 212 Ingram Hall  
 Address Line 3:

**Correct**

Address Line 1: 1550 East Glenn Ave  
 Address Line 2:  
 Address Line 3:

- Phone numbers should be specified with the following format.

<b>Area</b>	<b>Phone</b>	
<b>Code</b>	<b>Number</b>	<b>Extension</b>
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   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. Wh en updating an address you do not need to change the Valid From This Date value.

**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	International Access Code and Phone Number	Unlisted
<input type="text" value="334"/>	<input type="text" value="7654321"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

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

*If you have any problems, please contact Karen Brown in ISS at 844-3657 or [brownk7@auburn.edu](mailto:brownk7@auburn.edu)*