

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).



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[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

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

Faculty and staff must also go to Human Resources to complete change of address forms for benefit providers. Otherwise, important information that is mailed to you may not get to the correct address.

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

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

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Name Change Information](#)

[Social Security Number Change Information](#)


[Answer a Survey](#)

RELEASE: 8.8.1

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.

Update Address(es) and Phone(s) - Select Address

Secure | https://webban.xula.edu:4443/pls/xavier/bwggkogad.P_SelectAtypUpdate



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Update Address(es) and Phone(s) - Select Address

To **update** an existing address, click the **link** next to the corresponding address.
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.
Note: Entering overlapping dates may change the effective dates on existing address records.

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

Addresses and Phones

Employee	Phones
Current: Oct 30, 2008 to (No end date) 1 Drexel Drive New Orleans, Louisiana 70125	Primary: 504-5207599

Permanent Home	Phones
Current: Oct 30, 2008 to (No end date) 1 Drexel Drive New Orleans, Louisiana 70125	Primary: 504-5207599

Local Mailing	Phones
Current: Oct 30, 2008 to (No end date) 1 Drexel Drive New Orleans, Louisiana 70125	Primary: 504-5207599 Cell Phone: 504-5551212

Type of Address to Insert:

[View Address(es) and Phone(s)]

RELEASE: 8.7

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



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Update Address(es) and Phone(s) - Update/Insert

When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required fields; all other fields are optional. If you are entering a foreign address, **Address Line 1, City, and Nation** are required. Unlisted phone numbers will not be listed. You must go to Human Resources in order to change address information for benefit providers because there are forms that must be completed.

Local 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="504"/>	<input type="text" value="5207599"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Cell Phone"/>	<input type="text" value="504"/>	<input type="text" value="5551212"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="OR"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click on the drop down arrow under Phone Type and select Cell Phone.

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Local 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
504	5207599	<input type="text"/>	...OR...	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cell Phone	504	5551212	<input type="text"/>	...OR...	<input type="checkbox"/>	<input type="checkbox"/>
Select						
Billing						
Business or work				...OR...	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone						
Diploma Mailing						
Emergency Contact				...OR...	<input type="checkbox"/>	<input type="checkbox"/>
Employee						
Father						
Fax Phone				...OR...	<input type="checkbox"/>	<input type="checkbox"/>
Grade Phone						
Guardian						
Last Phone				...OR...	<input type="checkbox"/>	<input type="checkbox"/>
Local Phone						
Mother						
Next of Kin Phone						
Origin Phone						
Parents						
Permanent Home Phone						
Plus Loan Phone						
Resident's Phone Number - Dorm						

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

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Local 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="504"/>	<input type="text" value="5207599"/>	<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
<input type="text" value="Cell Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

https://webban.xula.edu:4443/pls/xavier/bregiologad.P_DispAddr/Update?typr=MA&seqno=1&ovfr=1 Update Address(es) and Pho... File Edit View Favorites Tools Help

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Local 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="504"/>	<input type="text" value="5207599"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted
<input type="text" value="Cell Phone"/>	<input type="text" value="504"/>	<input type="text" value="555"/>	<input type="text" value="1212"/>	OR <input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

[View Address(es) and Phone(s)]

RELEASE: 3.7

Activate Windows

The cell phone number is now entered correctly!

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City:
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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="504"/>	<input type="text" value="5207599"/>	<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
<input type="text" value="Cell Phone"/>	<input type="text" value="504"/>	<input type="text" value="5551212"/>	<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"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



Now click Submit on the bottom left of the screen.

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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="504"/>	<input type="text" value="5207599"/>	<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
<input type="text" value="Cell Phone"/>	<input type="text" value="504"/>	<input type="text" value="5551212"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



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Permanent Home	Phones
Current: Oct 30, 2008 to (No end date) 1 Drexel Drive New Orleans, Louisiana 70125	Primary: 504-5207599

Local Mailing	Phones
Current: Oct 30, 2008 to (No end date) 1 Drexel Drive New Orleans, Louisiana 70125	Primary: 504-5207599 Cell Phone: 504-5551212

Type of Address to Insert: