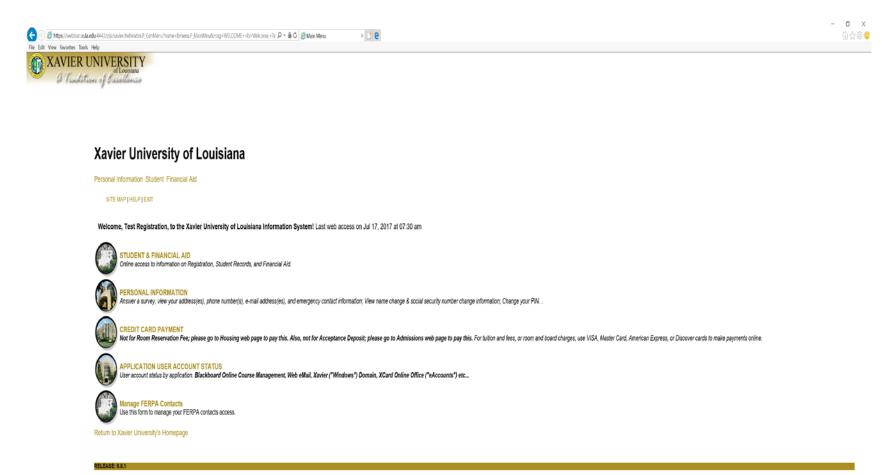
Updating Cell Phone Numbers in Banner Web

You must be logged into Banner Web

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



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

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Personal Information Student Financial Aid Faculty Services Employee WebTailor Administration Finance

RETURN TO MENU | SITE MAP | HELP | EXIT



Change PIN Change Security Question Vlew 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 View Emergency Contacts Name Change Information Social Security Number Change Information Answer a Survey RELEASE: 8.8.1

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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.

Dupdate Address(es) and F × ← → C 🖕 Secure | https://webban.xula.edu:4443/pls/xavier/bwgkogad.P_SelectAtypUpdate XAVIER UNIVERSITY A Tradition of Frechlance Xavier University of Louisiana Personal Information Student Financial Aid RETURN TO MENU | SITE MAP | HELP | EXIT 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) Primary: 504-5207599 1 Drexel Drive New Orleans, Louisiana 70125 Permanent Home Phones Current: Oct 30, 2008 to (No end date) Primary: 504-5207599 1 Drexel Drive New Orleans, Louisiana 70125 Local Mailing Phones Current: Oct 30, 2008 to (No end date) Primary: 504-5207599 New Orleans, Louisiana 70125 Cell Phone: 504-5551212 Type of Address to Insert: Select . Submit [View Address(es) and Phone(s)] RELEAS

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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

Local Mailing Valid From This Date:MM/DD/YYY Until This Date:MM/DD/YYYY	Y 10/30	2008								
Address Line 1:	1 Drea	kel Drive								
Address Line 2:										
Address Line 3:										
City:	New (New Orleans								
State or Province:	Louis	iana		•						
ZIP or Postal Code:	70125	;								
County:	Not A	pplicable	•							
Nation:	Not A	pplicable	۲							
Delete this Address:										
Primary Phone Number For This A	ddress									
Area Phone Extensi Code Number Extensi	ion		Internatio Access C and Phon	ode	Unlisted					
504 5207599		OR								
	rea ode	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete			
Cell Phone • 5	04	5551212		OR						
Select •				OR						
Select •				OR						
Select •				OR						
Select •				OR						

Submit Reset

Select a Different Address to Update

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

ress(es) and F 🗙 🔪

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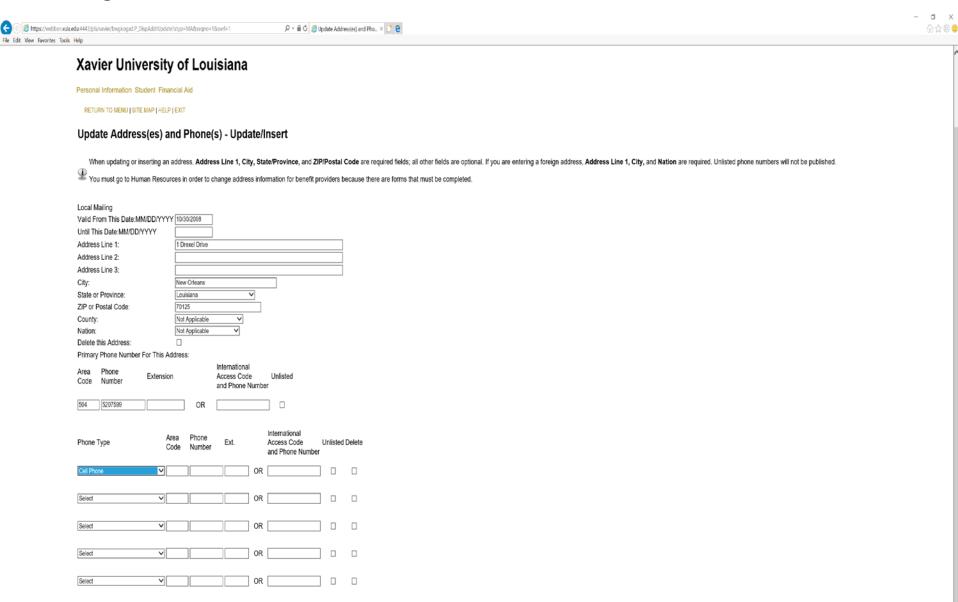
Update Address(es) and Phone(s) - Update/Insert

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 published.

Local N	failing													
Valid From This Date:MM/DD/YYYY				0/2008										
Until Th	nis Date:MM/DD	/YYYY												
Address	s Line 1:		1 Dre	1 Drexel Drive										
Address	Address Line 2:													
Addres	s Line 3:													
City:				New Orleans										
State or Province:				siana										
ZIP or F	Postal Code:		7012	5										
County			Not	Applicable	۲									
Nation:			Not	Applicable	•									
Delete t	this Address:													
Primary	Phone Numbe	r For This Ad	dress	8:										
Area	·				Internati	onal								
Code	Phone Number	Extensio	n		Access (Unlisted							
					and Pho	ne Numbe	er							
504	5207599			OR										
Phone	Turne	Ar	ea	Phone	Ext.		International Access Code	Unlisted	Delete					
Phone	туре	C	ode	Number	EXI.		and Phone Number	Unlisted	Delete					
Cell Pho	one	▼ 50)4	5551212		OR								
Select Billing		<u> </u>												
Busines	s or work	C				OR								
Cell Pho	one Mailing													
	ncy Contact								_					
Employ						OR								
Father Fax Pho														
Grade F						OR								
Guardia														
Last Ph						OR		0						
Last Ph Local Pi Mother						OR								
Local P Mother Next of	hone Kin Phone					OR								
Local P Mother Next of Origin P	hone Kin Phone ?hone					OR								
Local Pi Mother Next of Origin P Parents Porman	hone Kin Phone Phone ent Home Phone					OR			0					
Local Pl Mother Next of Origin P Parents Perman Plus Los	hone Kin Phone Phone					OR			1					

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

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

1	۲	https://webban.xula.eduz4443/pls/kavier/bwgkogad.P_DispAddrUpdate?atyp=MA8iseqno=18kovrl=1
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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 published.

Pyou 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 Th	nis Date:MM/DD/	/YYYY 10/3	0/2008								
Until This Date	e:MM/DD/YYYY										
Address Line	1:	1 Dr	exel Drive]				
Address Line	2:]				
Address Line	3:						ĺ				
City:		New	Orleans			7	-				
State or Provi	nce:	Loui	isiana		V	_					
ZIP or Postal	Code:	7012	25								
County:		Not	Applicable	×							
Nation:		Not	Applicable	V							
Delete this Ad	Idress:										
Primary Phon	e Number For T	his Address	S:								
Area Phon Code Num		ension		International Access Cod and Phone I	e	Unlisted					
504 52075	599		OR								
		Code	Number			nd Phone N					
Cell Phone		▼ 504	555	1212] OR [
Select		¥									
Select		×			R						
Select		¥			OR [K			
Select		v				_					
Submit Res	iot										
Select a Differe	ent Address to Upda	ate									
								100		[View Address(e	s) and Ph

6 X

@☆@ 🙂

The cell phone number is now entered correctly!

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RETURN TO MENU | SITE MAP | HELP | EXIT

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 nu 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		30/2008									
Until This Date:MM/DD/Y		30/2000									
Address Line 1:		rexel Drive									
Address Line 1:		VIEXEI DIIVE									
Address Line 3:											
		0.1									
City:		New Orleans									
State or Province:		uisiana		~							
ZIP or Postal Code:		125									
County:		t Applicable	~								
Nation:	No	t Applicable	~								
Delete this Address:											
Primary Phone Number F	For This Addres	SS:									
Area Phone	Extension		Internationa Access Co								
Code Number	EXTENSION		and Phone		Unlisted						
		_									
504 5207599		OR									
	Area	Phone			International						
Phone Type	Code	Number	Ext.		Access C	ι	Unlisted	Delete			
					and P	لتر					
Cell Phone	✓ 504	5551212			F						
				-							
Relat							_	_			
Select	~			OR							
Select	~			OR							
Select	~			OR							
Select	~			OR							
Gelect											

Now click Submit on the bottom left of the screen.

/ebban.xula.edu:4443/pls/xavier/bwgkogad.P_DispAddrUpdate?atyp=MA&seqno=1&ovrl=1

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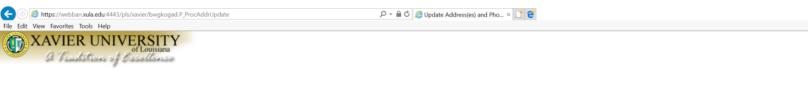
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When updating or inserting an address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields; all other fields are optional. If you are entering a foreign address, Address Line 1, City, and Nation are required. Unlisted phone num

Local Mailing Valid From This Date:MM/DD/ 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:		D/30/2008 Drexel Drive ew Orleans Duisiana D125 ot Applicable ot Applicable		<u> </u>			
Primary Phone Number For T	his Addre	ess:					
Area Phone Exte Code Number Exte	ension		International Access Code and Phone N		Unlisted er		
504 5207599		OR					
Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Cell Phone	✓ 504	5551212		OR			
Select	~			OR]	
Select	~			OR			
Select	~			OR			
Select	~			OR			

Submit Reset

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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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) Primary: 504-5207599 1 Drexel Drive New Orleans, Louisiana 70125

 Permanent Home
 Phones

 Current: Oct 30, 2008 to (No end date)
 Primary: 504-5207599

 1 Drexel Drive
 New Orleans, Louisiana
 70125

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

Type of Address to Insert: Select

Submit