

How to Update My Personal Information in Banner via SSB

Created by Human Resources on 12/08/2020

Log in to SSB

User Login

User ID:

Enter the College ID#(User ID) provided in the email you received from the college after applying.

For example:

G08765432

User ID is case-sensitive

[Find my Id Number](#)

Password:

The Password(Pin) is your **six-digit birthday** *mmddyy*
This password will be separate from your password on MyWVM portal.

First time logging in:

You will be prompted to change your password and create a secret question.

For problems logging in contact:

I.S. Help Desk: 408-741-2696

WVC AR: 408-741-2001

MC Welcome Center: 408-855-5007

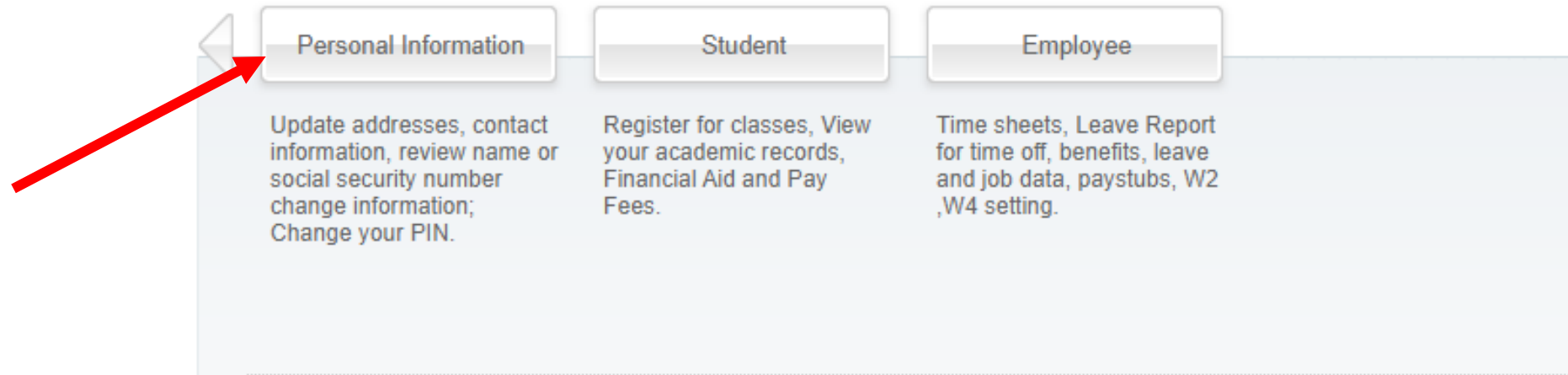
To reset password, enter your id number then click Forgot PIN

User ID:

PIN:

Select the *Personal Information* box

Welcome Rose S. Jackson to My Web Services



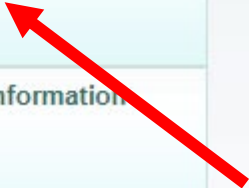
The screenshot shows a user interface with three tabs: "Personal Information", "Student", and "Employee". A red arrow points to the "Personal Information" tab. Below each tab is a list of services:

Personal Information	Student	Employee
Update addresses, contact information, review name or social security number change information; Change your PIN.	Register for classes, View your academic records, Financial Aid and Pay Fees.	Time sheets, Leave Report for time off, benefits, leave and job data, paystubs, W2, W4 setting.

Note: you may have more (or less) options than shown in the example; choose *Personal Information* from your available options

Select the *Update Addresses and Phones* box

Answer a Survey	Change Security Question	View Addresses and Phones	Update Addresses and Phones
View E-mail Addresses	Update E-mail Addresses	Update Emergency Contacts	Name Change Information
Social Security Number Change Information	Change your PIN Need to update your PIN? Change it here.		



Note: you may have more (or less) options than shown in the example or the layout may appear differently on your screen; choose *Update Addresses and Phones* from your available options

Current Address & Phone in Banner

Update Addresses and Phones - Select Address

[Home](#) > [Personal Information](#) > [Update Addresses and Phones](#)

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the "MAIN" address type from the list and selecting Submit.

Students receiving Financial Aid must notify the Financial Aid office when a change of address or phone occurs.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Main/Mailing Address

Phones

Current: Jul 04, 2020 to (No end date) Primary: 408-555-5555

1234 Bascom Ave
San Jose, California 95148

You can review the current address and phone that HR has for you.

Type of Address to Insert:

Submit

[View Addresses and Phones](#)


Before Moving On – Add End Date to Current Address

Addresses and Phones

Main/Mailing Address

Phones

[Current:](#) Jul 04, 2020 to (No end date) [Primary:](#) 408-555-5555
1234 Bascom Ave
San Jose, California 95148



Click on *Current* to add an end date to the address currently on file

Main/Mailing Address

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:

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

Submit

Reset

Select a Different Address to Update

Enter the date before your new address will be valid in the *Until This Date: MM/DD/YYYY* field; then click *Submit* at the bottom



Addresses and Phones

Main/Mailing Address

Phones

Current: Jul 04, 2020 to Dec 31, 2020 **Primary:** None Provided

1234 Bascom Ave
San Jose, California 95148

The new end date will appear next to the address currently on file

Submitting Your New Address

Update Addresses and Phones - Select Address

[Home](#) > [Personal Information](#) > [Update Addresses and Phones](#)

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the "MAIN" address type from the list and selecting Submit.

Students receiving Financial Aid must notify the Financial Aid office when a change of address or phone occurs.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Main/Mailing Address

Phones

Current: Jul 04, 2020 to Dec 31, 2020 **Primary:** None Provided

1234 Bascom Ave
San Jose, California 95148

Type of Address to Insert:

[View Addresses and Phones](#)

To add your new address or phone number, click the down arrow next to *Select*

Update Addresses and Phones - Select Address

← | [Home](#) > [Personal Information](#) > [Update Addresses and Phones](#)

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the "MAIN" address type from the list and selecting Submit.

Students receiving Financial Aid must notify the Financial Aid office when a change of address or phone occurs.

Entering overlapping dates may change the effective dates on existing address records.

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Addresses and Phones

Main/Mailing Address

Phones

Current: Jul 04, 2020 to Dec 31, 2020 Primary: None Provided

1234 Bascom Ave
San Jose, California 95148

Type of Address to Insert:

Select
Select
Main/Mailing Address

Submit

Choose *Main/Mailing Address* from the drop-down menu (it is the only option allowed); then click the *Submit* button

[View Addresses and Phones](#)

Before You Begin Entering Data

- WVMCCD adopted specific Data Standards during the implementation of Banner
- Please follow the basics of these:
 - Do not use all CAPS
 - Do not use punctuation (i.e., no commas, no periods, no apostrophes, no # signs, etc.)
 - Enter address number, street and any apt or unit info in the *Address Line 1* field
 - **Example:** 1234 Bascom Ave Apt 3
 - Abbreviate the street names (i.e., Ave, St, Ct, Blvd, Rd, Expy, Ln, Pkwy, etc.) without periods
 - Abbreviate secondary designator (i.e., Apt, Bldg, Sp, Unit, etc.) without periods

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

Main/Mailing Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY End date not required

Address Line 1:

Address Line 2: Do Not Use Second Address Line

Address Line 3: Do Not Use Third Address Line

City:

State or Province: State is required

ZIP or Postal Code:

County: Leave As Is

Nation: Leave As Is

Delete this Address:

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

- Please use Data Standards (see previous page for more info)
- Do NOT use punctuation (no periods, no commas, no # signs, etc.)

- You do not need to provide multiple phone numbers, unless you choose to.
- Do NOT use punctuation (no dashes, etc.)

Delete this Address:

Phone Type

Area Code

Phone Number

Ext.

International Access Code and Phone Number

Unlisted Delete

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Text Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Text Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
WVM Campus (Staff)	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

to Update

We recommend only submitting updates for the following options:

- Home Phone
- Main Phone
- Mobile Phone
- WVM Campus (Staff)

Main/Mailing Address

Valid From This Date:MM/DD/YYYY 01/01/2021

Until This Date:MM/DD/YYYY

Address Line 1: 5555 Meridian Ave Apt 25

Address Line 2:

Address Line 3:

City: San Jose

State or Province: California

ZIP or Postal Code: 95130

County: Not Applicable

Nation: Not Applicable

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Mobile Phone	408	5556789		OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>
Select				OR	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Reset

Select a Different Address to Update

Enter all pertinent information that you would like to update (see highlighted examples on the left)

Main/Mailing Address

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:

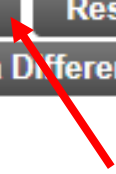
County:

Nation:

Delete this Address:

Click *Submit* once you have confirmed the information is accurate

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Mobile Phone"/>	<input type="text" value="408"/>	<input type="text" value="5556789"/>	<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"/>



Update Addresses and Phones - Select Address

← | [Home](#) > [Personal Information](#) > [Update Addresses and Phones](#)

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Addresses and Phones

Main/Mailing Address

Phones

Current: Jul 04, 2020 to Dec 31, 2020 **Primary:** None Provided

1234 Bascom Ave
San Jose, California 95148

Future: Jan 01, 2021 to (No end date) **Primary:** None Provided

5555 Meridian Ave Apt 25 **Mobile Phone:** 408-5556789
San Jose, California 95130

Type of Address to Insert:

Submit

You can now see that your new address has been submitted and will be reflected as your current address as of the effective (or From Date) you entered