Updating Your Campus Phone Number in Banner

1. Go to http://49erexpress.uncc.edu/ and login in with your NinerNet username and password.

2. Click the “Employee Home” tab.

4. At the bottom of the page, select “Update Address(es) and Phone(s)
5. Under **Campus Work**, click “Current”

6. On the edit screen, enter your full ten-digit campus work phone number in the “Area Code” and “Phone Number” boxes.

   ![Image of the edit screen with the phone number entered]
7. Once your phone number has been updated, select “Submit”

8. If done correctly, you will see the following screen and your phone number will be listed in a seven-digit format (XXX-XXXX)

Please contact the IT Service Desk at 704-687-5500 if you have any questions or concerns. Thank you for updating your campus phone number!