How do I update or add my personal (non-uncc) email address in Banner?

Show Me

Tell Me

To UPDATE your personal email address, follow these instructions:

1. Login to [My UNC Charlotte](#)
2. Click on Banner Self Service
3. Select Personal Information
4. Click Update Personal Email Address

To ADD your personal email address, follow these instructions:

1. Login to [My UNC Charlotte](#)
2. Click on Banner Self Service
3. Select Personal Information
4. Click Update Personal Email Address

**Note**
In order to update some personal information in Banner you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.
5. Verify your identity using one of the options presented.

6. Complete the verification process by checking your alternate email or text message.

   **bannersystems@unc.edu**

   Today at 10:04 AM

   You are receiving this email because a change to sensitive personal information has been initiated in Banner Self Service. If you did not initiate this change, contact UNC Charlotte IT Service Desk at 704-887-5500 immediately.

   If you did initiate the change, then enter the code below in the text box on the authentication web page in Banner Self Service. This code will expire in 30 minutes.

   Identification Code: 409033

   UNC Charlotte is committed to account integrity and security.

   Time sent: 09/07/2016 10:04:45 AM

7. Enter the identification code, click Continue.

8. Click on your personal email address.

9. Enter the updated personal (non-UNCC) email address in the text box.

10. Enter your personal (non-UNCC) email address in the text box.
10. Click Submit

11. Click Submit

Related FAQs

- How do I log into Legacy Banner Self Service?
- How do I setup my password for Legacy Banner Self Service?
- How do I access Banner Self Service?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- What is Legacy Banner Self Service?