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

**Show Me**

**Tell Me**

**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.

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<table>
<thead>
<tr>
<th>To UPDATE your personal email address, follow these instructions:</th>
<th>To ADD your personal email address, follow these instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Login to My UNC Charlotte</td>
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</tr>
<tr>
<td>2. Click on Banner Self Service</td>
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</tr>
<tr>
<td>3. Select Personal Information</td>
<td>3. Select Personal Information</td>
</tr>
<tr>
<td>4. Click Update Personal Email Address</td>
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</tbody>
</table>
5. Verify your identity using one of the options presented

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

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
Related FAQs

- What is Legacy Banner Self Service?
- 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?