

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

Show Me

Tell Me



Alternate email address and/or cell phone is required for emergency notifications, NinerAlerts, and account verification. **Current** faculty, staff and students can **update this information** on the NinerNET website for password and account management. The information will then be added to Banner.

Legacy Self Service Banner accounts do not have access on the NinerNET website for password and account management and will need to follow the instructions below.

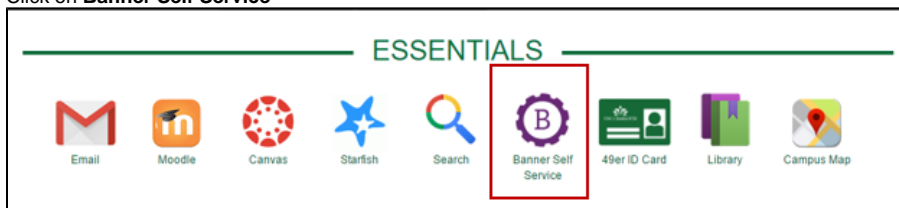


Note

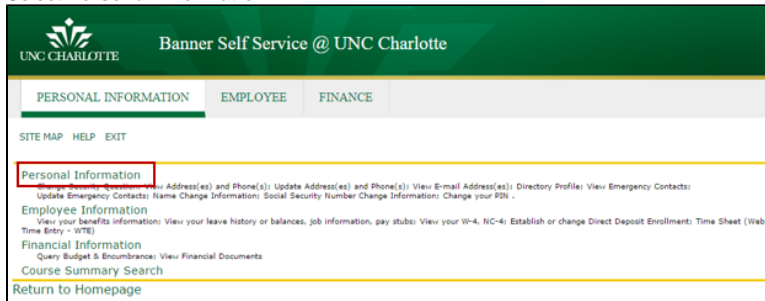
In order to update some personal information in Banner you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.

To UPDATE your personal email address, follow these instructions:

1. Login to [Legacy Banner Self Service](#)
2. Click on **Banner Self Service**

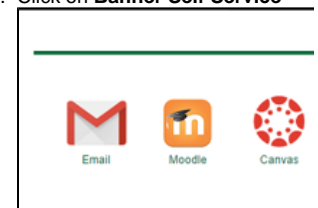


3. Select **Personal Information**

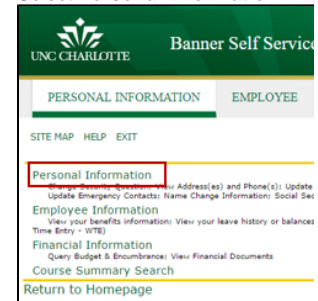


To ADD your personal email address:

1. Login to [Legacy Banner Self Service](#)
2. Click on **Banner Self Service**



3. Select **Personal Information**



4. Click **Update Personal Email Address**

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

Personal Information

- Directory Profile for UNC Charlotte Phone Book
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update Personal Email Address**
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Change PIN
- View Spouse/Partner Name
- Update Spouse/Partner Name
- View Casual or Nickname
- View Education

5. Verify your identity using one of the options presented

UNC CHARLOTTE Banner Self Service @ UNC Charlotte-BANTEST

PERSONAL INFORMATION EMPLOYEE FINANCE

SITE MAP HELP EXIT

Verify Your Identity

For your security, a temporary Identification Code will be sent to your cell phone number or personal email address you have previously provided to UNC Charlotte. This will help us verify your identity before allowing access to change/view sensitive information on your account.

Select Delivery Method

Phone: xxx-xxx-3161 - Text
NOTE: Standard message and data charges may apply.

Email: c...r@yahoo.com

Send Cancel

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

bannersystems@uncc.edu Today at 10:04 AM

To

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 704-687-5500 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

4. Click **Update Personal Email Ad**

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE

RETURN TO MENU SITE MAP HELP EXIT

Personal Information

- Directory Profile for UNC Charlotte Phone Book
- Change Security Question
- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)
- View E-mail Address(es)
- Update Personal Email Address**
- View Emergency Contacts
- Update Emergency Contacts
- Name Change Information
- Social Security Number Change Information
- Change PIN
- View Spouse/Partner Name
- Update Spouse/Partner Name
- View Casual or Nickname
- View Education

5. Verify your identity by text at your

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE

SITE MAP HELP EXIT

Verify Your Identity

For your security, a temporary Identification Code will be sent to your cell phone number or personal email address you have previously provided to UNC Charlotte. This information on your account.

Select Delivery Method

Phone: xxx-xxx-3161 - Text
NOTE: Standard message and data charges may apply.

Email: c...r@yahoo.com

Send Cancel

6. Complete the verification process

Fr: UNC Charlotte

Code: 486480. Enter this code in the text box on the authentication web page. Code will expire in 30 minutes.

Now via SMS

7. Enter the identification code, click

UNC CHARLOTTE Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE

SITE MAP HELP EXIT

Authenticate

Enter Identification Code you received via Phone

Continue Cancel

8. Select **Personal** as the **Type of E**

7. Enter the identification code, click **Continue**

The screenshot shows the 'Banner Self Service @ UNC Charlotte' website. The 'PERSONAL INFORMATION' tab is selected. Below the navigation tabs, there is a section titled 'Authenticate' with the instruction: 'Enter Identification Code you received via Phone/Email in the text box below:'. A text input field is present, followed by 'Continue' and 'Cancel' buttons.

8. Click on your personal email address

The screenshot shows the 'Banner Self Service @ UNC Charlotte' website. The 'PERSONAL INFORMATION' tab is selected. Below the navigation tabs, there is a section titled 'E-mail Addresses' with the following information:
UNC Charlotte
crcarrik@uncc.edu Preferred
Personal
personaladdress@yahoo.com
A red box highlights the 'Personal' email address.

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

10. Click **Submit**

The screenshot shows the 'Banner Self Service @ UNC Charlotte' website. The 'PERSONAL INFORMATION' tab is selected. Below the navigation tabs, there is a section titled 'Personal' with the following information:
E-mail: mynewpersonaladdress@yahoo.com
Delete this address:
Submit Reset
Select a Different E-mail Address to Update

9. Click **Submit**

The screenshot shows the 'Banner Self Service @ UNC Charlotte' website. The 'PERSONAL INFORMATION' tab is selected. Below the navigation tabs, there is a section titled 'E-mail Addresses' with the following information:
UNC Charlotte
crcarrik@uncc.edu Preferred
Type of E-mail to Insert: Personal
Submit

10. Enter your personal (non-UNCC)

11. Click **Submit**

The screenshot shows the 'Banner Self Service @ UNC Charlotte' website. The 'PERSONAL INFORMATION' tab is selected. Below the navigation tabs, there is a section titled 'Personal' with the following information:
E-mail: personalemailadd
Delete this address:
Submit Reset
Select a Different E-mail Address to Update

Related FAQs

- [How do I view or edit my personal \(non-uncc\) address or phone number in Banner?](#)
- [What is Banner Self Service and how do I login?](#)
- [How do I view my transcript?](#)
- [How do I view my Banner Human Resources \(HR\) training transcript?](#)
- [How do I register for classes?](#)

