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 Legacy Banner Self Service
2. Click on Banner Self Service
3. Select Personal Information

To ADD your personal email address, follow these instructions:

1. Login to Legacy Banner Self Service
2. Click on Banner Self Service
3. Select Personal Information

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.
4. Click **Update Personal Email Address**

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. Select **Personal** as the Type of Email
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. Click **Submit**

11. Click **Submit**

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**Related FAQs**

- Why is my employee Banner account locked?
- How do I view or edit my personal (non-unc) 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?