How do I view or edit my personal (non-uncc) address or phone number in Banner?

Tell Me

1. Log into [My UNC Charlotte](#).
2. Under the [Banner Self Service](#) menu select [View Addresses and Phones](#).

![Banner Self Service](#)

3. If your Permanent address is not correct, click [Update Address(es) and Phone(s)](#) at the bottom of the page.

![Banner Self Service](#)

4. Verify your identity using one of the options presented.

![Banner Self Service](#)

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

**Note**

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.

At least one active address is required in Banner whether you elect a paper or electronic Form W-2.
6. Enter the Identification Code, click Continue.

7. To update an existing address, click the "Current" link to the left of the corresponding address.
8. To insert a new address, select the address type from the pull-down list at the bottom of the page.
9. Click Submit.
10. For information on updating or adding your personal (non-uncc) email address to Banner, view this FAQ.

Note
Distribution of W-2 Wage and Tax Statements occurs annually by January 31. Please take the time to confirm that your permanent address is correct in Banner before December 31 annually.

Questions?
Submit an IT Service Desk ticket at help.uncc.edu or by calling 704-687-5500.
Related Articles

- How do I request Banner Admin access?
- Why is my employee Banner account locked?
- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- Where can I find Families First Coronavirus Response Act (FFCRA) wages on my 2020 Form W-2?
- How do I access my electronic Form W-2?