

How do I update or add my personal cell phone number 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.

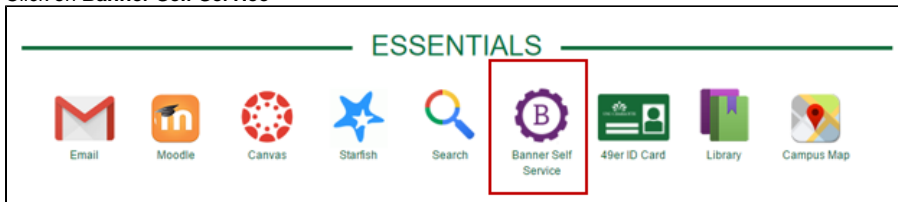


Note

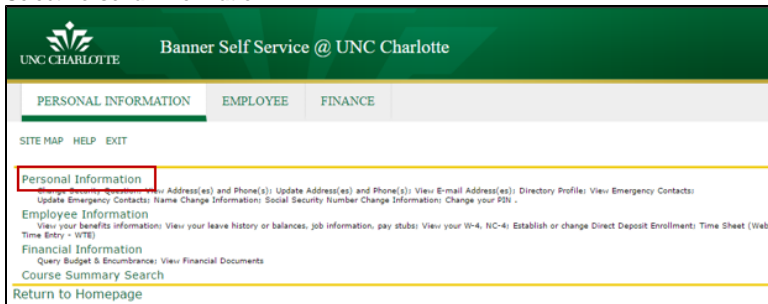
In order to update some personal information in Banner you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.

To UPDATE your personal cell phone number follow these instructions:

1. Log into [My UNC Charlotte](#)
2. Click on **Banner Self Service**

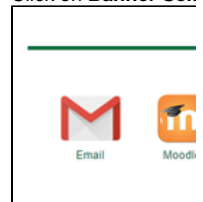


3. Select **Personal Information**

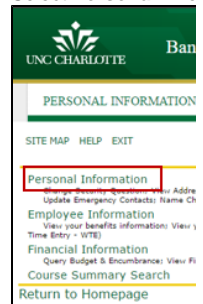


To ADD your personal

1. Log into [My UNC Ch](#)
2. Click on **Banner Self**



3. Select **Personal Info**



4. Click **Update Address(es) and Phone(s)**

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

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

UNC CHARLOTTE Banner Self Service @ UNC Charlotte-BANTEST

PERSONAL INFORMATION EMPLOYEE FINANCE

SITE MAP HELP EXIT

Authenticate

Enter Identification Code you received via Phone/Email in the text box below:

Continue Cancel

4. Click **Update Address**

UNC CHARLOTTE

PERSONAL INFORMATION

RETURN TO MENU SITE MAP H

Personal Informati

Directory Profile for UNC
Change Security Question
View Address(es) and Ph
Update Address(es) and
View E-mail Address(es)
Update Personal Email Ac
View Emergency Contact
Update Emergency Conta
Name Change Informatio
Social Security Number C
Change PIN
View Spouse/Partner Nar
Update Spouse/Partner N
View Casual or Nickname
View Education

5. Verify your identity us

UNC CHARLOTTE

PERSONAL INFOR

SITE MAP HELP EXIT

Verify Your Identit

For your security, a te
address you have pre
access to change/vie

Select Delivery Metho

Email: c...r@yah

Send Cancel

6. Complete the verifica

7. Enter the identificatio

UNC CHARLOTTE

PERSONAL INFORMATI

SITE MAP HELP EXIT

Authenticate

Enter Identification Code :

Continue Cancel

8. Click on the **Cellular Phone:** link

Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

To **update** an existing address, click the **link** next to the corresponding address.
 To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Submit.
Note: Entering overlapping dates may change the effective dates on existing address records.
 For US Postal Service change of address information and forms, click here.

✓ The changes you made were saved successfully.

Addresses and Phones

Permanent

Current: Feb 24, 2009 to (No end date)	Phones Primary: 704-687-5500 Cellular Phone: 704-687-5500
9201 University City Blvd Charlotte, North Carolina 28223 Mecklenburg	

Campus Work

Current: Jul 16, 2012 to (No end date)	Phones Primary: 704-687-7461
UNC Charlotte Kennedy 112 Information and Technology Services Charlotte, North Carolina 28223-0001	

9. Enter updated cell/mobile phone number in the text box

10. Click **Submit**

Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

When updating or inserting an address, **Address Line 1, City, State/Province, and ZIP/Postal Code** are required fields; all other fields are optional. If you are entering a foreign address, **Address Line 1, City, and Nation** are required. Unlisted phone numbers will not be published.

Permanent

Valid From This Date-MM/DD/YYYY 02/24/2009
 Until This Date-MM/DD/YYYY

Address Line 1: 9201 University City Blvd
 Address Line 2:
 Address Line 3:
 City: Charlotte
 State or Province: North Carolina
 ZIP or Postal Code: 28223
 Nation: Not Applicable

Delete This Address:

Primary Phone Number For This Address:

Area Code	Phone Number(999-9999)	Extension	International Access Code and Phone Number	Unlisted	Delete
704	687-5500				

Phone Type: Cellular Phone

Area Code: 704
 Phone Number: 687-6622
 Ext.:
 International Access Code and Phone Number:
 Unlisted: Delete

Submit | Reset

8. Click the **Primary:** link

Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

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Campus Work

Current: Jul 16, 2012 to (No end date)	Phones Primary: 704-687-7461
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9. Choose **Cellular Phone**

10. Click **Submit**

Banner Self Service @ UNC Charlotte

PERSONAL INFORMATION EMPLOYEE FINANCE

RETURN TO MENU SITE MAP HELP EXIT

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Permanent

Valid From This Date-MM/DD/YYYY 02/24/2009
 Until This Date-MM/DD/YYYY

Address Line 1: 9201 University City Blvd
 Address Line 2:
 Address Line 3:
 City: Charlotte
 State or Province: North Carolina
 ZIP or Postal Code: 28223
 Nation: Not Applicable

Delete This Address:

Primary Phone Number For This Address:

Area Code	Phone Number(999-9999)	Extension	International Access Code and Phone Number	Unlisted	Delete
704	687-5500				

Phone Type: Cellular Phone

Area Code: 704
 Phone Number: 687-6622
 Ext.:
 International Access Code and Phone Number:
 Unlisted: Delete

Submit | Reset

Related FAQs

- [How do I view or edit my personal \(non-uncc\) address or phone number in Banner?](#)
- [Why is my employee Banner account locked?](#)
- [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?](#)