

# Updating Address & Phone in BannerWeb

1. Log into BannerWeb at <http://www.uiw.edu/finaid/ofa.html> (new students) or via your Cardinal Apps portal.
2. From the Main Menu, click on "Personal Information":



The screenshot shows the BannerWeb interface. At the top, there are tabs for "Personal Information" and "Financial Aid". Below the tabs is a search bar and links for "SITE MAP", "HELP", and "EXIT". The "Main Menu" section contains a welcome message for "Fernanda B. Abascal" and two menu items: "Personal Information" (with a red arrow pointing to it) and "Financial Assistance".

3. On the Personal Information Menu, click on "Update Address(es) and Phone(s)":



The screenshot shows the "Personal Information Menu". A red arrow points to the link "Update Address(es) and Phone(s)". Other links in the menu include "View Address(es) and Phone(s)", "View E-mail Address(es)", "View Emergency Contacts", "Update Emergency Contacts", and "Social Security Number Change Information".

4. Click the link next to the address you want to change or select an address type from the drop-down list to insert a new address (see instructions below). Important: You must have a "Permanent" address as your primary address type, as most offices will use your Permanent address to mail important information to you.

## Update Address(es) and Phone(s) - Select Address

**i** 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 Insert.

**Note:** Entering overlapping dates may change the effective dates on existing address records.

Attention benefits eligible employees. As a reminder, please contact your insurance and retirement carriers of address change information. For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

5. Add an address/phone number or update an existing address and phone number. **You must put an end date on any address(es) that you no longer wish to have active.** For current address(es), leave the end date **blank**.

## Update Address(es) and Phone(s) - Update/Insert

**i** 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

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>