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
4. Click Update Personal Email Address

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
4. Click Update Personal Email Address
5. Verify your identity using one of the options presented

![Banner Self Service @ UNC Charlotte-BANTEST](image)

Verify Your Identity
For your security, a temporary Identification Code will be sent to your phone number or personal email address you have previously provided to UNCC charlotte. This will help us verify your identity before allowing access to your authorized information on your account.

Select Identity Method:
- Phone: You will receive a call with the code
- Text: The code will be sent to your phone
- Email: The code will be sent to your personal email address

Email: C.ach@gmail.com

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

bannersystems@uncc.edu

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 UNCC 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: 40903
UNC Charlotte is committed to account integrity and security.
Time sent: 09/07/2016 10:04AM

7. Enter the identification code, click Continue

![Banner Self Service @ UNC Charlotte-BANTEST](image)

Verify Your Identity
For your security, a temporary Identification Code will be sent to your phone number or personal email address you have previously provided to UNCC charlotte. This will help us verify your identity before allowing access to your authorized information on your account.

Select Identity Method:
- Phone: You will receive a call with the code
- Text: The code will be sent to your phone
- Email: The code will be sent to your personal email address

Email: C.ach@gmail.com

8. Click on your personal email address

![Banner Self Service @ UNC Charlotte-BANTEST](image)

Click on your personal email address

Enter the identification code, click Continue

![Banner Self Service @ UNC Charlotte-BANTEST](image)

Authentication
Enter Identification Code you received on Please find in the text box below:

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

10. Click Submit

![Banner Self Service @ UNC Charlotte-BANTEST](image)

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

Select a Different E-mail Address to Update:

11. Click Submit

![Banner Self Service @ UNC Charlotte-BANTEST](image)

Enter your personal (non-UNCC) email address in the text box

Select a Different E-mail Address to Update:
Related FAQs

- How do I update or add my personal (non-uncc) email address in Banner?
- How do I update or add my personal cell phone number in Banner?
- What is Legacy Banner Self Service?
- How do I log into Legacy Banner Self Service?
- How do I setup my password for Legacy Banner Self Service?