

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.

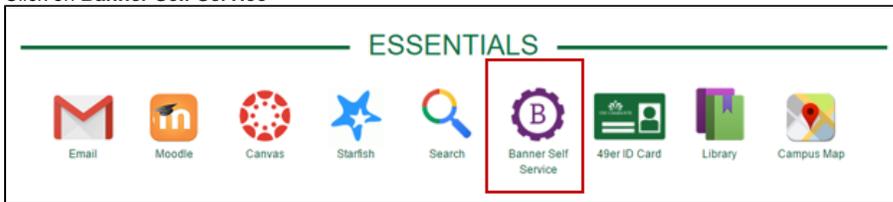


Note

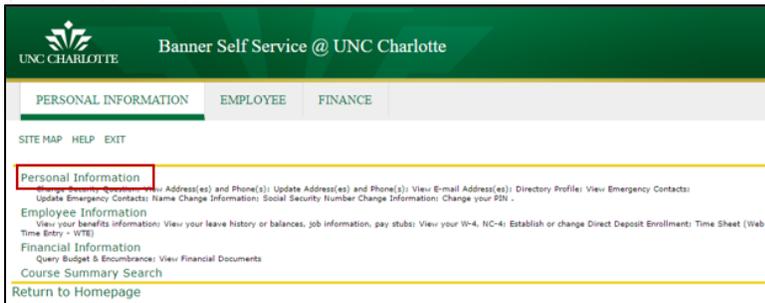
In order to update some personal information in Banner you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.

To UPDATE your personal cell phone number follow these instructions:

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

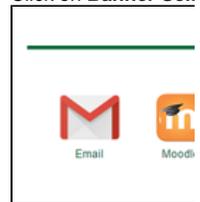


3. Select **Personal Information**

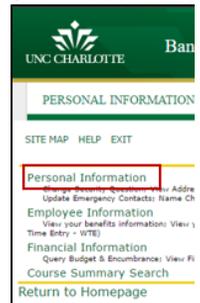


To ADD your personal

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
9201 University City Blvd Charlotte, North Carolina 28223 Mecklenburg	Primary: 704-687-5500 Cellular Phone: 704-687-5500

Campus Work

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

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	Unlisted	Delete
704	687-5500				

Phone Type

Phone Type	Area Code	Phone Number	Ext.	International Access Code	Unlisted	Delete
Cellular Phone	704	687-6622				
Select						
Select						
Select						
Select						

Submit Reset

8. Click the **Primary:** 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.
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Addresses and Phones

Permanent

Current: Feb 24, 2009 to (No end date)

9201 University City Blvd
Charlotte, North Carolina 28223
Mecklenburg

Campus Work

Current: Jul 16, 2012 to (No end date)

UNC Charlotte
Kennedy 112
Information and Technology Services
Charlotte, North Carolina 28223-0001

9. Choose **Cellular Phone**

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	Unlisted	Delete
704	687-5500				

Phone Type

Phone Type	Area Code	Phone Number	Ext.	International Access Code	Unlisted	Delete
Cellular Phone	704	687-6622				
Select						
Select						
Select						
Select						

Submit Reset

Related FAQs

- [How do I update my campus address in Banner?](#)
- [How do I update or add my campus work phone number in Banner?](#)
- [How do I view or edit my personal \(non-uncc\) address or phone number in Banner?](#)
- [What is Legacy Banner Self Service?](#)
- [How do I view my transcript?](#)