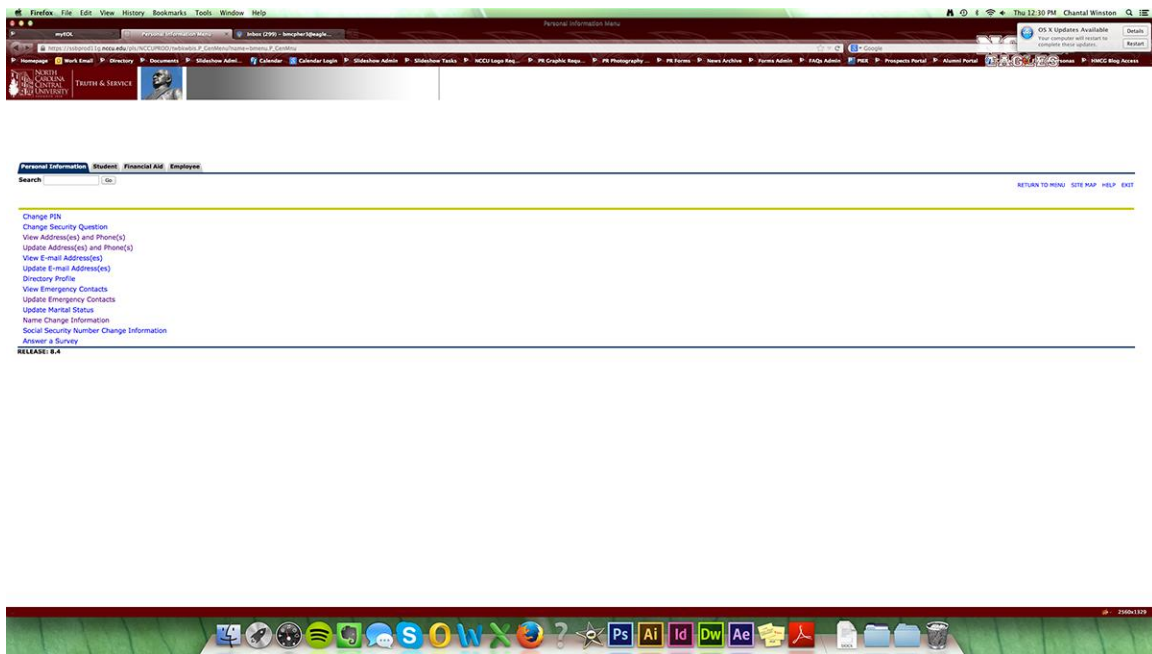


Log into myEOL and select Banner SSB



Select Update Address and Phone. Under "Type of Address to Select" select HR Payroll/W2 Information

Firefox File Edit View History Bookmarks Tools Window Help

https://myCCU... Update Address(es) and Phone(s) - Select Address

PERSONAL INFORMATION Student Financial Aid Employee

Search: [Go] RETURN TO MENU SITE MAP HELP

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

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.
IMPORTANT: Information essential to your matriculation may be mailed to you at this address. Please ensure that the address change is correct.
IMPORTANT: For Address Line 2 - Enter Apartment/PO Box Number. For Zip/Postal Code - Enter the 5 digit US zip Code.

Addresses and Phones

Permanent Phones

Current: [Redacted]

HR Payroll/W2 Information Phones

Current: [Redacted]

Primary: None Provided
Permanent: [Redacted]
Home: [Redacted]
Emergency: [Redacted]
Emergency Contact 1: [Redacted]

Type of Address to Insert: [Select]

[Submit]

[View Address(es) and Phone(s)]

RELEASE: 8.4



After selecting submit, verify that all information is correct and exit the system.